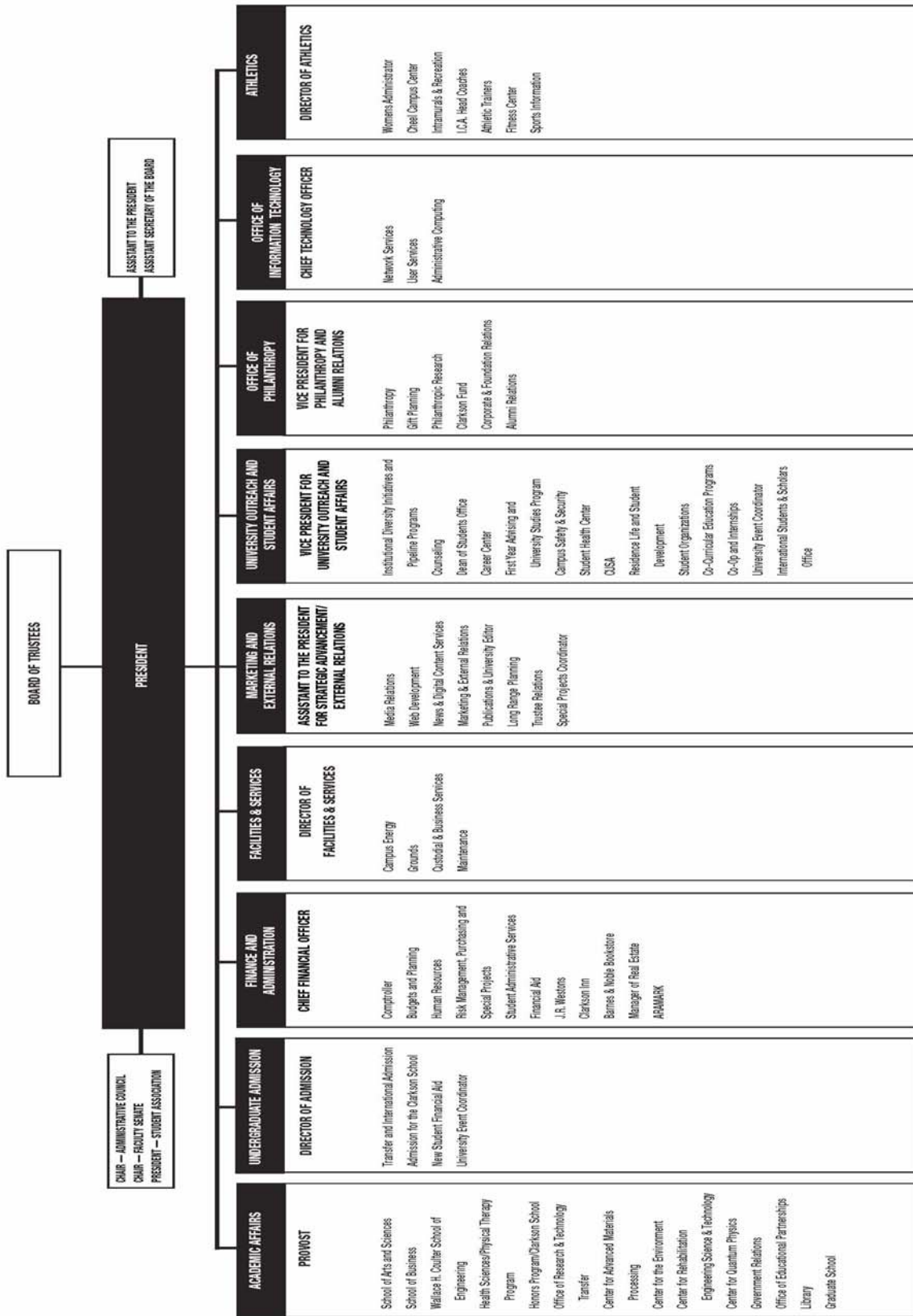


2.0

ORGANIZATION AND GOVERNANCE



2.1 BOARD OF TRUSTEES

According to the bylaws of Clarkson University, the Board of Trustees shall be the governing body of the corporation, managing its affairs and granting and conferring such academic degrees and honors as permitted by the New York State Regents.

July 1987

2.2 DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

The Board of Trustees shall appoint a president who shall serve at its pleasure. The president shall be the chief executive and academic officer of the corporation, and shall generally control and supervise its business affairs and academic programs. The president, treasurer, and other officers and/or agents, authorized from time to time by the board, shall be empowered to execute on behalf of the corporation any and all documents in furtherance of the corporation's business transactions and affairs under the general direction of the board and the president.

Additional administrative officers of the University may be appointed by the president with such powers and duties as may be required by the business of the University.

The power of suspension, expulsion, or dismissal of students and University employees, subject to policy regulations approved from time to time by the board, is vested in the president.

October 1967
Revised by the Board of Trustees October 1986, May 1987
Editorial Revision July 1987

2.3 DUTIES AND RESPONSIBILITIES OF PROVOST, VICE PRESIDENTS, DEANS AND OTHER OFFICERS OF THE UNIVERSITY

The provost, vice presidents, deans, and other persons designated by the President (for example, a Chief Financial Officer) are the officers of the University under the president, and are appointed by the president as specified in Bylaw Article VII. They shall have titles descriptive of their areas of responsibility. Within each specified area, the officer represents the president in all matters. The officer shall:

1. Provide leadership to achieve the highest possible level of excellence for the area and for the University;
2. Serve as representative and spokesperson for the area;
3. Supervise the execution of University policies within the area;
4. Formulate and execute area policies;
5. Be responsible within the area for personnel matters, assignment and use of space, facilities, equipment, and supplies;
6. Prepare and submit to the president, budget proposals for the area and provide supervision for funds allocated to the area;
7. Be responsible for all activities assigned to the area and serve as the president's representative within the area.

August 1974
Revised July 1977
December 1986
Revised October 2006
Editorial Revision January 2009

2.4 DUTIES AND RESPONSIBILITIES OF ACADEMIC DEPARTMENT CHAIRS

As chief executive officer of the department, the chair is responsible for the proper and effective administration of the department. It is the chair's responsibility to provide the leadership to achieve the highest possible level of excellence in teaching, research, and other professional activities. The chair shall serve as representative and spokesperson for the department, and shall seek the advice and counsel of departmental colleagues and the dean of the school as appropriate. Specifically, the chair shall:

1. Supervise the execution of school and University policies within the department;
2. Formulate and execute departmental policies and procedures;
3. Assume the initiative in the recruitment of new faculty members of the highest possible quality;
4. Establish an intellectual climate and working conditions that will encourage the professional development of members of the department;
5. Make recommendations to the appropriate dean for new appointments, reappointments, salary changes, termination, tenure, leaves of absence, and promotions;
6. Prepare the budget proposal for the department and supervise expenditure of the funds allocated to the department;
7. Arrange teaching assignments and organize the teaching program to make the most efficient use of the faculty;
8. Evaluate the educational activities of the department, formulate plans for its future development, and transmit these plans to the appropriate dean;
9. Assist officers of the administration in interpreting programs, plans, and needs of the department to appropriate outside agencies;
10. Direct an effective advisory program for all students registered as majors in the department;
11. Provide the necessary departmental cooperation in interdisciplinary, interschool, and University-wide activities;

2.4(2)

12. Supervise the use and assignment of departmental space, facilities, equipment, and supplies;
13. Recommend appointments and supervise the work of non-academic staff of the department;
14. Notify the dean of the school whenever members of departmental faculty are unable to conduct classes because of illness or absence from the village;
15. Review periodically with the departmental faculty those University regulations that bear directly on their teaching and advising functions, with particular emphasis on academic integrity.

November 1967
Editorial Revision April 1979
July 1987

2.4.1 Appointment and Tenure of Department Chairs

1. **Appointment.** All appointments will be made by the president of the University. The dean of the appropriate school shall initiate recommendations for the appointment of department chairs after careful screening of candidates in accordance with equal employment opportunity and affirmative action policies and procedures and consultation with the departmental faculty and other department chairs.

The consulting process shall consist of the following: the opportunity for individuals to submit confidential personal comments, and a secret ballot of the departmental faculty conducted by the current department executive officer or a faculty member elected for the purpose, with the results revealed to the department, dean, and office of the president.

2. **Term of Office.** Department chairs shall be appointed for three-year terms and are eligible for reappointment by the president. Before such reappointments, reviews and evaluations of their performance will be obtained from the departmental faculty and from appropriate administrative officers and faculty members.

If an administrative change seems necessary during the chair's term, the chair may request that his or her case be referred to a representative faculty review committee before final action is taken. Such a committee's findings will be reported in writing to the president for use in arriving at a decision.

3. **Period of Duty.** The department chair will be appointed on the basis of the academic year (nine months) with the understanding that additional necessary business for the department will be conducted during the summer months. However, since summer responsibilities are expected to be minimal, department chairs are permitted to undertake other assignments with or without additional remuneration within established University policies. The department chair is responsible at all times for the performance of departmental duties unless other arrangements are made in writing with the appropriate dean.

November 1986
Revised February 1972
December 1986
July 1987
July 1996

2.5 PERIODS OF DUTY - ADMINISTRATIVE OFFICES

Administrative offices shall be open from Monday through Friday from 8:00 a.m. to 4:30 p.m. The normal lunch hour is one hour. Summer hours, which typically go into place the day after Commencement, run from 8:00 a.m. to 4:00 p.m. with one hour off for lunch with no breaks.

July 1987

2.6 CLARKSON UNIVERSITY POLICIES GOVERNING ORGANIZED ACTIVITY UNITS

A. Preamble

As Clarkson University evolves as an institution, developing in new and innovative directions while maintaining strength in traditional areas of endeavor centers of activity that focus attention on specialized areas will develop. By their very nature, such activity centers transcend existing and more traditional modes of organizing activity and when these activity centers have an academic component, generally they appear interdisciplinary when compared to existing administrative units. Occasionally, such an activity or interest focus may be relatively short-lived. Often, however, the activity focus reflects the evolution of knowledge and represents a newly emerging pathway for scholarly activity, one that the institution seeks to foster and encourage. When those involved in such foci of activity desire University recognition and support for their efforts, the procedures articulated in this document provide mechanisms for the establishment and management of organized activity units.

B. Scope of this Policy

The procedures and policies found in this section are applicable to those entities desiring formal University recognition in support of cross-departmental intellectual activities. These entities are composed primarily of faculty, who come from multiple departments, divisions, programs, and/or schools, for the purpose of pursuing interdisciplinary research, outreach, and/or educational activities. While there is no desire to restrict the modes of interaction that faculty find productive, it is important that all groups seeking University recognition of and support for their scholarly activities do so in the context of a well defined process. Because the nature of the activities addressed by this policy do not coincide with existing or more traditional administrative structures or modes of organization, this policy addresses the special concern that appropriate acknowledgement and recognition be given to individual and collaborative efforts put forth on behalf of the interdisciplinary unit.

C. Nature of Organized Units

Definitions

There are two levels of organization at which units of the type included under these policies can be formed: school and university. In order to provide increased uniformity in defining these units, the following nomenclature is proposed:

Center

A center is a multiple purpose unit that can be organized at either the university or school level that may support research, education, outreach, or other activities considered appropriate to the needs

and interests of the institution. A center would have the leadership of a director, may operate with the assistance of supporting staff, and would be expected to benefit from the participation of faculty and student affiliates or “members.” If organized at the school level, then the center director would report on the center’s activities to the Dean of the school. If the center were sufficiently multidisciplinary to be formed at the University level, then the center director would report on the center’s activities to a university administrator appropriate to the function of the center. The director of a center would hold tenure within an academic department and depending on the mission of the center, as described in the founding proposal; the director’s workload may be shared between the center and the department. If the director is selected from Clarkson’s current faculty, then the sharing department will receive compensatory funds from the appropriate administrator or the center, itself, for the loss of the director’s time that otherwise would be available within the department for teaching, research, and service. Note that this definition of Center does not preclude other uses of the term “center,” for example, physical locations, student support activities, or activities that fall within the University’s normal organizational structure.

Institute

An institute is a university-wide unit that is organized for multiple purposes including research, education, and outreach, or other activities considered appropriate to the needs and interests of the institution but that extend beyond or cross between current departmental or school boundaries. An institute may have centers, as defined in the forgoing paragraph, administratively assigned to it when appropriate.

An institute would have the leadership of a director who reports to the Chief Academic Officer (e.g., Provost), would operate with the assistance of supporting staff, and could benefit from the participation of faculty and student affiliates or “members”.

The institute’s director normally would hold tenure within an academic department. Nevertheless, the responsibilities of the director link directly to the mission of the institute. Consequently, specific circumstances may require the director’s tenure to reside within the institute, and in that case, the tenure of the director may be assigned to the institute by action of the University President or the President’s designee.

The evolution of the institute, similarly, may lead to circumstances whereby the University would benefit from the formal establishment of degree programs within the institute that are consistent with the interdisciplinary mission of the unit. For the University to ensure the degree programs in such an institute receive academic support adequate to achieve and maintain institutional standards, the University also may require the institute to maintain a core faculty. Because institute faculty provide disciplinary expertise which may not coincide with that of existing academic departments, the tenure of institute faculty may reside within the institute. The allocation of tenured or tenurable faculty members to the institute requires concurrent approval by the institute director, the Provost, and the University President. In cases where a tenured or tenurable faculty member is reallocated from a

department to an institute, a written request by the faculty member is also required. Allocation of existing faculty members to an institute from a department requires the additional approval of the dean. Contract letters for tenured or tenurable faculty who are appointed to an institute will note this fact.

D. Formation of Recognized Units

Those requesting University recognition and support for a center or institute as defined above should prepare a proposal that contains the following:

1. a statement of need that specifies the particular role of the proposed unit within the University,
2. a description of the manner in which this need will be effectively met by the proposed unit in a way that cannot be achieved by existing units,
3. identification of the unique value of the activity to the University,
4. outcomes the unit intends to produce,
5. specification of an inception date for the unit that would permit its review and potential approval to be coordinated with the annual budget preparation process,
6. identification of the personnel, research, and/or educational programs that would be initially included within and supported by the unit and a projection of their involvement over the initial five years of the unit's operation,
7. a budget, including anticipated sources and amounts of income generated, estimated student credit hours generated, proposed and existing major programs of study to be supported by the unit, and estimated overhead costs,
8. a realistic estimate of space and equipment needs and a description of potential mechanisms for providing the identified infrastructure,
9. a description of the governance structure of the unit (e.g. steering committee, external advisory committees, and mechanisms for transmission of appropriate input to the unit's administration).
10. a description of the proposed administrative and reporting structure for the unit (including terms of appointment and criteria for appointment of principal administrators of the unit), and
11. a proposed periodic review cycle (typically five years),

This proposal should be submitted to the President, or the President's designee, for review by the Provost, the Deans, and any other personnel deemed appropriate by the Provost or the President. It should also be forwarded to the Faculty Senate for review. Review of the proposal should be deliberate and as expeditious as possible. Upon completion of the review, the Provost or the Provost's designee will prepare a recommendation concerning the approval of the application for recognition and support. This recommendation may address any and all aspects of the proposed unit's operations. The decision concerning approval of the proposed unit rests with the President. If

the application for recognition and support is approved, the modes and levels of institutional support involved as well as timelines within which that support are to be provided will be clearly identified in the documents whereby the President grants recognition.

E. Review of Recognized Units

Each recognized center or institute must be reviewed by the University to assess the degree to which it is meeting its objectives and evaluate the continuing need for its operation. The founding proposal will identify the nature and periodicity of the unit's review. The process for periodic review will include submission to the Provost of a report that documents the accomplishments of the unit relative to its desired outcomes and objectives and outlines the reasons for the continued existence of the unit and associated allocation of institutional resources. The dimensions along which the report is evaluated by the Provost or the Provost's designee(s) will be based on the set of outcomes articulated in the unit's founding proposal and the continuing needs of the University. Reviews will be conducted no less frequently than the period specified in the organizing proposal.

F. Termination of Recognized Units

Termination of recognized centers or institutes may occur for a number of reasons. These include, but are not limited to:

- incorporation of the unit into the permanent administrative structure of the University
- cessation of the underlying programs for which the unit provides primary support
- major change in strategic direction by the University that reduces the utility of the unit to the overall mission of the University
- failure of the unit to effectively meet the objectives that have been defined for the unit.

Decisions concerning termination of recognized units will be made by the President after consultation with the Provost, the Deans, and the Faculty Senate.

For tenured and tenurable faculty who are appointed to an institute, references to "department" in Operations Manual Section 5.5-"The Tenure Policy" (including Subsection 5.5.E-"Termination of Tenured Faculty Members") shall be understood to include "institute."

G. Personnel Evaluations

Center/Institute Administrator

The individual appointed to lead the unit will be evaluated annually by the administrator to whom the unit reports. This evaluation will consider the individual's performance as administrator of the unit. A special circumstance arises in the case of an active faculty member who directs a unit but who also has obligations by contract to a department for teaching, research, and/or service. In such instances, the administrator to whom the unit reports will provide relevant parts of this review to the department chair who evaluates the individual as a faculty member. Similarly, the department chair

will provide relevant parts of her/his review of the unit director to the administrator to whom the unit reports so that the overall performance of the person in support of the mission of the University can be effectively evaluated.

Center/Institute Personnel

The Director of an Institute serves in the same role as a department chair for faculty appointed to the institute in terms of providing effective mentoring, performing annual evaluations, and instituting reviews for tenure and promotion. The review of hiring, tenure, and promotion of faculty appointed to an institute would occur through a process that would be part of the governance of the unit as defined by the initial proposal to form the organized unit.

Faculty affiliates of centers and institutes are evaluated regularly by the unit director:

- annually for inclusion in faculty performance evaluations, which are under the purview of the affiliates' department administrator, and
- in conjunction with reviews conducted in support of special personnel actions, such as dossiers compiled for honors, awards, tenure and promotion.

Department administrators shall attach importance to and respect the interdisciplinary scholarship and service that their faculty contribute to the advancement of centers or institutes with whom they affiliate. (Cf., Operations Manual Sections 5.3.A-B)

Recognizing the interdisciplinary nature of the activities of centers and institutes, a key responsibility of a center or institute director is to ensure that untenured faculty affiliates of centers or institutes receive proper mentoring within the scope of the unit activity. This responsibility arises from the value of the investment of time by faculty in furthering center/institute activities and the interdisciplinary character of those activities.

Paralleling this responsibility of directors for mentoring, however, a similar responsibility exists on the part of department administrators to ensure untenured faculty who affiliate with centers or institutes receive proper mentoring within the scope of interest of the department. Department administrators also must recognize that senior faculty members who mentor their untenured colleagues are performing an essential service.

Administrative assistants and clerical and technical support staff are evaluated by center and institute directors, as appropriate, according to normal procedures followed under guidance provided annually by the Director of Human Resources.

Adopted April 2007

2.6.1 DUTIES AND RESPONSIBILITIES OF DIRECTORS OF INSTITUTES AND CENTERS

A. As chief executive officer of a University-level Institute or Center, the Director is responsible for the proper and effective administration of the unit. It is the Director's responsibility to provide the leadership to achieve the highest possible level of excellence in achieving the objectives of the organized unit and its related activities. The Director shall serve as representative and spokesperson for the Institute or Center, and shall seek the advice and counsel of Institute/Center colleagues and other administrators as appropriate. Specifically, the Director shall:

1. Provide the leadership required to achieve the objectives of the Institute/Center as outlined in its organizational plan.
2. Provide leadership and facilitate collaboration in interdisciplinary, interschool, and University-wide activities;
3. Supervise the execution of University policies within the Institute/Center;
4. Formulate and execute Institute/Center policies and procedures;
5. Establish an intellectual climate and working conditions that will encourage the professional development of affiliates or members of the Institute/Center;
6. Prepare the budget proposal for the Institute/Center and supervise expenditure of the funds allocated thereunto;
7. Assist officers of the administration in interpreting programs, plans, and needs of the Institute/Center to appropriate outside agencies;
8. Supervise the use and assignment of Institute/Center space, facilities, equipment, and supplies;
9. Participate in the annual performance evaluation of faculty who affiliate with the Institute/Center;
10. Recommend appointments and supervise the work of non-academic staff of the unit;

B. In addition, Institute Directors shall:

1. Assume the initiative in the recruitment of new faculty members who will be appointed to the institute, ensuring they will have the highest possible quality and potential to contribute to the evolution and implementation of the strategic vision of the institution;
2. Make recommendations to the Provost for new appointments, reappointments, salary changes, termination, tenure, leaves of absence, and promotions for faculty appointed to the institute;
3. Arrange teaching assignments and organize the teaching program for faculty appointed to the institute to make the most efficient use of the faculty;
4. Evaluate the educational activities of the Institute, formulate plans for its future development, and transmit these plans to the Provost;

2.6.1(2)

5. Direct an effective advisory program for all students registered as majors in the Institute;
6. Review periodically with the Institute faculty those University regulations that bear directly on their teaching and advising functions, with particular emphasis on academic integrity.

Adopted April 2007

2.6.2 APPOINTMENT AND TENURE OF DIRECTORS

1. Appointment. Directors of Institutes/Centers serve at the pleasure of the President. Accordingly, all appointments will be made by the President of the University or her/his designee, which may be Provost or Dean, depending on the nature the activity. The Provost or her/his designee shall initiate recommendations for the appointment of Directors after careful screening of candidates in accordance with equal employment opportunity and affirmative action policies and procedures and consultation with the Institute/Center faculty and other appropriate administrators and faculty. As a minimum, the consulting process shall provide all interested individuals adequate opportunity to submit confidential personal comments to the Provost.
2. Term of Office. The Director holds a tenure-track position within an academic department or equivalent academic unit and shall be appointed for a term as Director for a period not to exceed five-years. The Director is eligible for reappointment by the President. Before such reappointment, reviews and evaluations of the Director's performance will be obtained from the unit faculty and from other appropriate administrative officers and faculty members.
3. Period of Duty. The Director will be appointed on the basis of a modified calendar year (ten months) since research, interdisciplinary activities and Institute educational activities extend beyond the periods in which classes are held. The Director is responsible at all times for the performance of directorial duties unless other arrangements are made in writing with the Provost.

Adopted April 2007

2.6.3 DIRECTOR OF ORGANIZED ACTIVITY UNIT – ADDITIONAL OPERATIONAL/MANAGEMENT GUIDANCE

1. The Director's appointments – Institute/center and, when appropriate, departmental appointments - will be stated in the form of objectives and goals for the respective units (institute/center and department) for the coming year, based on the mutual agreement of the Director and Provost or Dean and, possibly, Department Chair, as appropriate;
2. The Director's annual contract letter, which comes from the Provost or Dean, as appropriate, should explicitly state the mutually agreed objectives and goals for the respective units (center and department when applicable) for the coming year;
3. The Director's full salary line goes to the Provost or Dean, as appropriate, for the duration of the Director's service; it returns to the Department upon conclusion of the directorship;
4. A provision for appropriate buy-out by the Provost and/or Dean will be included in instances where Directorship duties of the individual result in a loss of effort to the home department;
5. The Provost or Dean and, possibly, Department Chair, as appropriate by contract, provide input to the Director's annual performance evaluation;
6. The Department Chair provides her/his recommendation, when appropriate, to the Provost or Dean for inclusion in the Director's annual performance review document. The review document which will be prepared by the Provost;
7. The Provost or Dean, as appropriate, develops the annual raise recommendation for the Director and takes into account the Department Chair's recommendation when appropriate by contract.

Adopted April 2007

2.7 OPERATIONAL PROCEDURES FOR THE ADMINISTRATIVE COUNCIL

I. Administrative Council Membership

The members of the Council shall be:

1. The president, the provost, the vice presidents, and representative principal administrators/supervisors as designated by the president;
2. Academic deans or their associates;
3. Representative department chairs, division heads, area coordinators, directors, or executive officers as approved by the president with a minimum of three individuals per school, and
4. The chair of the Faculty Senate.

II. Purpose

The Administrative Council shall consider and pass on rules, regulations, standards, curricular changes, and like matters within the framework of existing policies. The minutes of the Council will be distributed to the members as soon as practical after each meeting. The wording of actions taken by the Council shall be reviewed by the executive committee of the Administrative Council and then sent promptly to the president of the University. Actions approved by the president shall be released to the entire faculty and staff by the president and shall, at that time, become part of the rules and regulations of the University.

Items for the proposed agenda shall normally be presented by council members to the secretary of the Council who shall bring them to the attention of the other members of the executive committee. Faculty and staff who are not members of the Council may request any council member (i.e., normally one of their representative administrators or the chair of the Faculty Senate) to place an item on the agenda. Items not placed on the agenda may be added as "other business" at the discretion of the chair of the Council and/or the membership at any meeting.

Editorial note: Since two members of the executive committee, including the chair of each, shall be common members of the Faculty Senate, the Council, and the executive committee of each, it is expected that agreement can be reached readily on any matter that could be within the interest and province of each full group. The executive committees will be able to determine whether an item belongs on both agendas or on the agenda of one body to be followed by action and/or

recommendation of the other body. Minor items on the agenda may be voted for possible action the same day on which they are considered. Major items presented for consideration of the membership shall be voted upon at the next regular meeting unless further postponed by vote of the Council membership.

Items shall be indicated as major or minor by the executive committee. The category may be changed as follows: minor to major, or major to minor by a two-thirds vote of council members present.

III. Officers

The officers of the Administrative Council shall be a chair, a vice chair, and a secretary. The function of the vice chair is to conduct meetings in the absence of the chair.

1. **Eligibility.** Each member of the Administrative Council shall be eligible to hold office except the president of the University and the chair of the Faculty Senate.
2. **Election.** Election of officers for the subsequent academic year shall be conducted at the April meeting of the Administrative Council each year. Normally, officers shall be elected for one year; however, if a resignation occurs during an academic year, the vacancy or vacancies shall be filled for the balance of the academic year. Vacancies occurring during the academic year will be filled by nomination and election in the same manner as full term elections and as described below.

Candidates for offices shall be chosen by preferential ballot from a list of nominees who shall be selected by a majority of those attending and voting in the manner described below.

On or about April 1 of each year, the secretary to the president of the University shall distribute to each administrative council member a list of all administrative council members eligible to hold office. Each member may nominate one candidate for chair, one for vice chair, and one for secretary and submit these three names to the secretary to the president who shall tabulate the results.

The three names receiving the most nominations for each of the three offices (more than three if ties occur) shall be presented to the full membership for election at the

April meeting of the Council. The chair of the Faculty Senate shall preside over these elections.

IV. Executive Committee

A committee of four members of the Administrative Council shall be formed at the April meeting each year, and its membership shall consist of the following individuals:

1. The chair of the Administrative Council (who shall act as chair of the executive committee);
2. The chair of the Faculty Senate;
3. The vice chair of the Administrative Council; and
4. The secretary of the Administrative Council.

(The first two names are also members of the executive committee of the Senate.)

V. Duties of the Executive Committee

The executive committee shall:

1. Act as the nominating committee for all committees of the Council, and all members of each committee shall be administrative council members;
2. Prepare the agenda and instruct the council secretary to distribute it one week prior to each regular meeting;
3. Declare each item on the agenda as major or minor;
4. Review for possible editing all actions of the Council prior to the to the president; and
5. Refer, when appropriate and desirable, items to the Senate for its consideration, advice, and possible action prior to, or after, consideration by the Council.

VI. General Procedures

The Administrative Council shall meet regularly once each month during the academic year. Special meetings may be held by majority vote or be called by the executive committee.

A quorum for a meeting of Administrative Council shall be a simple majority of the membership.

For voting purposes, a majority will refer to the number of members voting, not including abstentions. In the event that a member of the Administrative Council cannot attend a meeting, he or she may designate an appropriate replacement representative for the meeting who may vote on any matter coming before the Council at that meeting.

Accepted by unanimous vote of the Administrative Council May 1967
Revised May 1969
Section III Revised by the Administrative Council September 1974
Section I-B Revised August 1981
Editorial Revision December 1986
Editorial Revision July 1987
Revised October 1995
Revised October 2005

2.8 FACULTY SENATE CONSTITUTION

Preamble

Since the primary purpose of Clarkson University is to preserve, transmit, and advance knowledge, the faculty, as an integral part of the University, is properly concerned with the formulation and review of the educational policies of the University and with any other policies that might directly affect this primary purpose. The faculty is also properly concerned with all matters relating to the well being of the University and its role and responsibilities in the academic and civic communities.

In order that a means may be provided for giving the faculty formal representation in exercising its resultant responsibilities, an organization shall be established and be known as the Faculty Senate, and this Senate shall henceforth be the official representative voice of the faculty. It is the intended purpose of the Faculty Senate to establish and maintain a working relationship between the administration and the faculty, in an atmosphere of mutual respect and confidence, thereby promoting the welfare of the University.

Article I. Responsibilities

- A. The Faculty Senate, as a body, shall possess the responsibility and authority to review and discuss all matters that it shall deem as within its legitimate concern, and it may initiate recommendations or take other appropriate action on matters, subject to review by the president and/or the Board of Trustees. The Faculty Senate shall have primary responsibility for recommending policy in such fundamental areas as curriculum, standards, research, faculty status, and those aspects of student activity that relate directly to the educational process. On these matters the power of review or final decision lodged in the Board of Trustees or delegated by it to the president should be exercised adversely only in exceptional circumstance, and for reasons communicated to the faculty. The Faculty Senate shall prepare the agenda for all meetings of the full faculty, and the chair of the Senate shall preside at these meetings.
- B. The Senate must call at least one meeting of the faculty each semester inclusive of the full faculty meeting before graduation to determine whether requirements for degrees in courses have been met and to authorize the president and the Board of Trustees to grant the degrees thus achieved.
- C. Further, the chair of the Senate must call a special meeting of the faculty upon written petition by one-third or more of those holding faculty rank.
- D. All standing committees of the Faculty Senate shall be appointed by the Senate and will report to the Senate.

Article II. Composition and Method of Election

A. Composition

1. The Faculty Senate shall consist of members of the faculty, members of the professional staff of the Physical Education Department and the Educational Resources Center, and such ex-officio members as are hereinafter designated.
2. The elected representation shall consist of:
 - a. Two members at large elected by the full Faculty Senate constituency; and
 - b. School representatives elected by the schools with each school having one representative. In addition, there shall be nine school representatives with the number from each school determined by the proportionate size of the faculty of each school.
3. Consistent with the above provision, the specific number to represent each school and the frequency of reapportionment shall be determined by the Senate.
4. At no time shall all senators from a school be members of the same department. Further, the maximum number of school senators from one department shall be two.
5. To qualify for membership on the Faculty Senate, an individual must hold faculty rank (professor, associate professor, assistant professor, instructor) or be a member of the professional staff of the Physical Education Department or the Educational Resources Center and not be a vice president, a dean, an associate dean, or a department chair, with the exception of the Administrative Council chair.
6. The President, or his designee, and the chair of the Administrative Council will hold ex-officio membership on the Faculty Senate.

B. Methods of Nomination and Election

1.
 - a. Nomination of at large senators shall be by written petition of at least 10% of the full Faculty Senate constituency. This petition must be submitted to the secretary of the Senate not earlier than March 1 nor later than April 1.
 - b. Nomination of school senators shall be by written petition of at least 10% of the school constituency. This petition must be submitted to the secretary of the Senate not earlier than March 1 nor later than April 1.

2. Election shall be by secret mail ballot according to the procedures outlined in the Senate Bylaws. In the election of senators, the candidate must receive a majority of all votes cast to be elected.
3. Notice of election date and candidates must be given in writing at least one week in advance of the elections.
4. New senators will assume office immediately following the final faculty meeting of the spring semester. Their term of office shall be three years.
5. Unexpired terms shall be filled by election as soon as practicable after notification is received that a vacancy does or will exist. The term of office shall begin on the date that the vacancy exists. Vacancies occurring during the academic year may be handled by a mail ballot with petition and election dates set by the Senate.
6. If a senator accepts a leave of absence or sabbatical leave, a vacancy shall be deemed to exist as of the effective date of the leave. An election shall be held as in (5) above to fill the remainder of the senator's term.

C. Other Members

In addition to the elected senators, the chair of the Administrative Council shall be a member of the Senate.

Article III. Officers and Executive Committee

- A. The Faculty Senate shall elect its own officers consisting of a chair, a vice chair, and a secretary. These officers shall be chosen from the elected senators and these elections shall take place at a special senate meeting immediately following the final faculty meeting of the year.
- B. An executive committee of four members of the Faculty Senate shall be formed at the first meeting of the Senate following the elections, and its membership shall consist of the following:
 1. The chair of the Faculty Senate (who shall be the chair of the Executive Committee);
 2. The chair of the Administrative Council;

3. The vice chair of the Senate; and
4. The secretary of the Senate.

Article IV. Procedures for Amending the Constitution

- A. An amendment to the constitution of the Faculty Senate must receive a first reading at a regular meeting of the Senate. At its second reading, which must be at a subsequent regular meeting, it must be approved by a majority of the Senate. Finally, it must be approved by a majority vote of those in attendance at a faculty meeting. At this meeting a majority of the faculty shall constitute a quorum.

or

- B. The Senate shall submit any proposed amendment approved by a majority vote of the faculty of two-thirds of the departments to the faculty at the first subsequent regular faculty meeting. The adoption procedures by the faculty shall be those stated in the last two sentences of Section (A) above.

Article V. Procedures

The Senate shall have the power to adopt procedures necessary to carry out its responsibilities.

Bylaws

- I. Bylaws may be amended by a two-thirds vote of the Faculty Senate at a regular meeting subsequent to the regular meeting in which the amendment was proposed.
- II. The Senate shall meet at least once per month during the academic year.
- III. A quorum for a meeting of the Faculty Senate shall be two-thirds of the elected senators.
- IV. Duties of the executive committee:
 - A. Act as the nominating committee for all standing committees of the Faculty Senate and ad hoc committees of the Senate in accordance with any membership requirements stated in specific committee guidelines.

- B. Prepare the agenda for the Senate meetings and instruct the Senate secretary to distribute it one week prior to each regular meeting.
- C. Refer, when appropriate and desirable, items to the Administrative Council for its consideration, advice, and possible action prior to, or after, consideration by the Senate.
- D. The vice chair shall have the responsibility to develop and implement procedures for calling of the first committee meeting in each academic year for the committees of the Senate.

V. Standing Committees of the Faculty Senate

- A. Academic Integrity
- B. Academic Standards
- C. Awards
- D. Budget
- E. Curriculum and Academic Policy
- F. Graduate, Research, and Intellectual Property
- G. Honorary Degrees
- H. Improvement of Teaching
- I. Promotions
- J. Tenure

A description of these committees and their functions can be found in Section 2.10 of this manual.

Initially, committees will be constituted with membership terms of three, two, and one year(s). All future appointments shall be for three-year terms with the Senate filling unexpired terms as necessary. Normally after completing a period of service of two or more terms on a committee, a faculty member shall not be reappointed to the committee for a period of one year.

- VI. A roll call vote shall be taken and recorded at the request of any senator.

- VII. For the purpose of apportionment and representation, the schools shall be considered to be Engineering, Business, and Arts & Sciences. The professional staff of the Educational Resources Center and the Physical Education Department and faculty of the Military Science and Aerospace Studies Departments shall as a group be entitled to collective representation on the same basis as a school.
- VIII. In all matters not covered by its constitution and bylaws, the Senate shall be governed by *Robert's Rules of Order*: newly revised. C.1970.
- IX. If any office of the Senate becomes vacant, the vacancy shall be filled by election at the next regularly scheduled meeting of the Faculty Senate following notification of the vacancy.
- X. The executive committee shall be directed to call a special meeting of the Faculty Senate by a petition signed by one half of the elected senators.
- XI. **Election Procedure**
 - A. Elections will begin the first Monday of classes in April. To be valid, ballots must be returned to the secretary of the Senate by 4:00 p.m. on the seventh day following the beginning of the elections.
 - B. If no candidate receives a majority on the first ballot, runoff elections will be held. All candidates with less than a proportionate share of the votes cast on the preceding ballot shall be eliminated from succeeding ballots with the exception that in no case shall the number of candidates on the ballot be reduced to one by this method. In cases where only one candidate has a proportionate share of the votes cast, but nevertheless, is lacking a majority, an election will be held between that candidate and the person(s) with the next highest vote total.
 - C. In the event any elections are not settled by the time of the final faculty meeting of the spring semester the Faculty Senate shall arrange for an election to be conducted on that day.
 - D. The results of all Senate elections shall be announced to the faculty as soon as the election results become available.

XII. Professional Staff

For purposes of Faculty Senate representation, the following criteria will be used for designating professional staff members in the Physical Education Department and the Educational Resources Center:

- A. An education to the bachelor's level as a minimum; and
- B. Participation in the educational process of the University defined as providing educational services to students and/or members of the faculty.

XIII. Emergency Procedure

In emergency situations or in situations when a special meeting of the Senate cannot be convened, the executive committee may take action on behalf of the Senate. Such action must be approved by at least three members of the Executive Committee. Such action must be reviewed by the Senate at its next regular meeting or at a special meeting called for that purpose.

Approved by the Faculty Senate January 1968
 Approved by the Faculty February 1968
 Revised by the Faculty Senate: September 1970; January, May 1972
 Amended by the Faculty Senate February 1973
 Editorial Revision August 1974
 (Bylaws IV-D, XI-E) Amended by Faculty Senate November 1976
 Standing Committees revised: January 1978, July 1987
 Amended by the Faculty Senate November 1981
 Approved by the Faculty May 1982
 Approved by the President July 1982
 Editorial Revision December 1986
 Article II amended May 1989
 Editorial Revision January 1992
 Approved by Faculty Senate October 1992
 Editorial Revision May 2003

2.9 PAPERFLOW FOR SENATE AND ADMINISTRATIVE COUNCIL ACTIONS

All items having to do with change of policy in any of the areas of "curriculum, standards, research, faculty status, or those aspects of student activity which relate directly to the educational process" should be directed to the chair of the Faculty Senate. If the Senate takes action that results in a recommendation to modify existing policy or to create new policy, the recommended action will be transmitted directly to the chair of the Administrative Council. The chair of the Administrative Council will decide whether the policy recommendation has administrative implications that would come within the stated charge to the Council to "consider and pass on rules, regulations, standards, curricular changes, and like matters within the framework of existing policies." In the event that there are no such implications, the Council chair will note this fact and forward the Senate action to the president for final action. In the event that the Council chair decides that there are administrative implications, the matter will be acted on by the Administrative Council. Following such action, the secretary of the Administrative Council will forward to the president the original Senate action and that of the Administrative Council. When the matter has been decided by the president, final action will be sent to the chair of the Senate and to the chair of the Administrative Council. It will be the charge of the Administrative Council to see that the final action is transmitted, through usual administrative channels, to those members of the Clarkson staff whom it affects. The president will add the action to the *Operations Manual*.

Matters which require administrative changes within the framework of existing policies should be sent directly to the chair of the Administrative Council. If the Administrative Council takes action in such case that results in a recommendation for change, the outcome will be sent to the president for final action, which will be returned to the Administrative Council for communication. Again, the president will place the item in the *Operations Manual*. If, in this latter case, change of fundamental policy should seem to be involved, the chair of the Senate, as a member of the Administrative Council, will take the item to the Senate for any appropriate action prior to presidential action.

July 1987

2.10 COMMITTEES OF THE UNIVERSITY

2.10.1 This section describes the standing committees of the Faculty Senate, including their duties and composition.

I. **Academic Integrity**

Membership: 4 faculty: including at least one member of the Faculty Senate, 1 representative of each School, and faculty members of both genders; 2 students - 1 undergraduate and 1 graduate; chair chosen from among faculty who have previously served on the committee.

Charge:

- A. Adjudicates cases specifically referred to it.
- B. Hears appeals to sanctions imposed by individual faculty members.
- C. Publicizes its findings.
- D. Actively promotes knowledge of academic integrity among students and faculty.

II. **Academic Standards**

Membership: 3 faculty, including at least one member of the Faculty Senate; 2 students - 1 undergraduate and 1 graduate. Advisor- University Registrar.

Charge:

- A. Reviews all requests for exceptions to rules and regulations of the University submitted to the deans with the aim of using them as a basis for making recommendations to the Faculty Senate on academic policy.
- B. Reviews the academic rules and regulations of the University applicable to both graduate and undergraduate students and programs to promote clarity and understanding and thereby to prevent misapplications; and suggests to the Faculty Senate any changes deemed advisable.
- C. Acts for the Faculty Senate in matters regarding exceptions to graduation requirements for both graduate and undergraduate degrees. *Clarkson Regulations* lists graduation requirements in Section III-U and describes the handling of request for exceptions in Section III-V.

III. Awards

Membership: 4 most recent faculty recipients of the Distinguished Teaching Award and the most recent recipients of the Outstanding New Teacher award.

Charge:

- A. Selects, from nominations by department chairs, two graduating seniors who show the best combination of scholarship and promise of outstanding professional achievement; one to be designated the Levinus Clarkson and the other the Frederica Clarkson Prize winner.
- B. Presents the names of the two nominees for a vote of approval at the faculty meeting at which degrees are voted in the spring semester.
- C. Using nominations of alumnae and alumni, student teaching evaluations and other relevant information about teaching achievements, innovations, and effectiveness, selects the recipient of the Distinguished Teaching Award. The alumni office will obtain nominations from alumnae and alumni two or more years following graduation.
- D. Using nominations from students, faculty, and department chairs together with relevant information about teaching achievements, innovations, and effectiveness, selects the recipient of the Outstanding New Teacher Award.
- E. Using nominations for students, faculty, and department chairs together with relevant information about advising effectiveness, selects the recipients of the Outstanding advisor award.

IV. Curriculum and Academic Policy

Membership: 7 faculty; including two from each school and at least one member of the Faculty Senate; 2 students - 1 undergraduate and 1 graduate.

Charge:

- A. Serves as a focal point for the discussion and recommendation of new programs, minors, and concentrations, including consideration of graduate degree programs, interdepartmental programs and other degree options.
- B. Formulates and recommends regulations pertaining to graduate work.
- C. Initiates and/or reviews major calendar changes that have impact on the academic programs.

V. **Research and Intellectual Property**

Membership: 1 faculty member from each school, at least one of whom is tenured; 1 graduate student; a member of the professional non-teaching research staff; the Chief Financial Officer and the Director of the Division of Research serving as nonvoting members; the chair shall be a tenured faculty member.

Charge:

- A. Formulates, recommends, and reviews regulations and policies pertaining to research activities.
- B. Encourages growth of research activities and recommends new research facilities for the University.
- C. Provide advice and make recommendations to the Director, Division of Research, with respect to interpretation and implementation of the Intellectual Property Policy (Section 6.6 of the Operation Manual), amendments to this Policy, and such other matters as the Director may deem appropriate.

VI. **Honorary Degrees**

Membership: A senior academic officer (Provost or Dean) designated by the president, serving as committee chair; 3 faculty representatives appointed by the Faculty Senate, with one representative from each school; 2 student representatives appointed by the Student Senate, with at least 1 representative from the junior class; the Director of Development (or his or her designee); the Chair of the University Board of Trustees (or his or her designated trustee), ex officio.

Charge:

- A. Selects nominations of persons to be considered for the award of an honorary degree. Committee members are charged with urging their colleagues to make nominations.
- B. Reviews nominations for honorary degrees, formulating a recommendation for each nominee. Forwards recommendation to the Senate for action.

VII. **Information Technology**

Membership: at least 9 faculty (3 from each school, at least 1 tenured, 1 senator); 2 students one undergraduate and 1 graduate; Director of the Division of Research, and Chief Information Officer, nonvoting; Chair shall be a tenured faculty member.

Charge:

- A. Serve as a focal point for faculty input concerning Information Technology at Clarkson.

- B. Review policy related to Information technology at Clarkson.
- C. Provide advice to the President.
- D. Address issues related to resource allocation and support services as they have impact on the instructional and research missions of the University.

VIII. Library

Membership: 4 faculty (1 from each school, 1 at large, 1 senator - chair will be a tenured faculty member); 1 graduate student; 1 undergraduate student (CUSA, or appointed by Senate if CUSA does not appoint); 2 library staff.

Charge:

- A. Serves as a focal point for faculty and student input concerning library collections, facilities, and services.
- B. Provides advice to the President.
- C. Addresses issues related to resource allocation and library support services as they have impact on the instructional and research missions of the University.

IX. Teaching Excellence

Membership: 5 faculty; including 1 from each school plus 2 at large, including at least one member of the Faculty Senate and 1 previous recipient of the Distinguished Teaching Award; 2 undergraduate students; graduate student recipient of most Outstanding Teaching Award..

Charge:

- A. Devises and implements programs for the improvement of instruction at all levels.
- B. Assist in the mentoring of new faculty.
- C. Advises faculty seeking assistance in the improvement of their teaching.
- D. Analyzes teaching assessment measures to assist faculty in assessing the quality and in seeking improvements of their teaching.

X. Promotions

Membership: 4 tenured faculty at the rank of Professor, 1 representative from each school, and 1 at large, each school's representative shall be elected by the tenurable faculty of that school in a secret mail ballot. The at large member shall be elected by the tenurable faculty of the University in a secret mail ballot. All elections will be held in accordance with the procedures described in Section 5.6.C.2.f of the Operations Manual.

Charge:

- A. To act in accordance with the faculty policies as outlined in Section 5 the *Operations Manual*.
 - 1. To confirm that the promotion file of each candidate contains adequate documentation to reflect the candidate's performance as it pertains to promotion,
 - 2. or to indicate to the file preparer how the file is deficient. The committee shall hold the file until such time as either the preparer or the committee has corrected such deficiencies and those who have previously reviewed the file have had a chance to examine any new material or documents. Care should be taken to apply the evaluation standards in a manner that is consistent with an assessment of scholarship that is grounded in the context of the candidate's discipline.
- B. To advise the Faculty Senate on matters pertaining to these promotion policies and their implementation.

XI. Tenure

Membership: 6 tenured faculty; 2 from each of the schools. Until May 2009, within Arts & Sciences, 1 representative from Arts and 1 from Sciences. Each school's representative shall be elected by the tenurable faculty of that school in a secret mail ballot. All elections will be held in accordance with the procedures described in Section 5.5.A.4 of the Operations Manual)

Charge:

- A. Acts in accordance with the Tenure Policy as passed by the Faculty Senate and approved by the Board of Trustees.
 - 1. Confirms that the tenure file of each individual reviewed contains adequate documentation to reflect properly the individual's performance as it pertains to the granting of tenure, or indicate as soon as possible to the preparer how the file is deficient in representing the individual's performance. The preparer will

immediately attempt to provide materials indicated as necessary by the University Tenure Committee to remedy the deficiencies. The Tenure Committee may hold the tenure file until such documentation is provided. If the preparer is unable to supply the required materials, the Tenure Committee may correct any deficiencies and will inform the tenure candidate that it has done so.

2. Ensures that new information added to the tenure file is communicated to the preparer of the file who, in turn, will forward it through appropriate channels along with the preparer's revised recommendation, if any.
 3. Adds to each tenure file a committee evaluation and tenure recommendation based solely on the contents of the tenure file and the evaluation standards outlined in section 5.3 of the Operations Manual. Care should be taken to apply the evaluation standards in a manner that is consistent with an assessment of scholarship that is grounded in the context of the candidate's discipline.
- B. Ensures that the Tenure Policy is fully and properly implemented in a tenure review.
- C. Advises the Faculty Senate on the Tenure Policy and its implementation.

Editorial Revision: August 1974, 1977; October 1981; December 1986; July 1987
Revised: April 1972; January 1978; 1982; May 1983; July 1989; September 1991;
September 1993; September 1997
Editorial Revision: October 1999
Revised: March 2000
Revised: March 2004
Editorial Revision: August 2008

2.10.2 This section describes the standing administrative committees of the University, including their duties and composition.

I. Standing Committees of the Administrative Council - These committees are considered to have *broad and cross-departmental responsibilities to the university community*, including at times duties that fall within Administrative Council's charge to "consider and pass on rules, regulations, standards, curricular changes, and like matters within the framework of existing policies." Standing committees of the Administrative Council are expected to seek appropriate approval for any changes in written policies as described by this charge, and should submit a summary report of each academic year's activities to Administrative Council by April 15 of the year.

A. Hearing Committee on Discipline and Disorders (2 faculty selected by the Faculty Senate; 1 administrator selected by the Administrative Council; 2 undergraduate students elected by the Student Senate, 1 graduate student; Chair appointed by the President.)

1. Holds initial hearings in all cases of suspension or expulsion and of those referred to it by the Dean of Students.
2. Hears appeals of the results of Dean of Students inquiries.
3. Determines the cause of a disorder on campus, suggests appropriate measures to relieve the situation, and recommends University action.
4. Serves as a fact-finding committee regarding penalties or disciplinary action to be taken.
5. Reviews the circumstances under which a declaration of a disorder is made, including the action of the President or his designated representative or the advisory committee, to determine whether bad faith or error was present.

B. Standing Review (2 undergraduate students appointed by Student Senate; 1 graduate student nominated by Dean of Graduate School; 2 faculty not members of the Faculty Senate, 1 member selected by Administrative Council)

1. Reviews grievance petitions, taking into account the written record of previous decisions of the case, to determine whether a formal hearing is warranted.
2. If a formal hearing is warranted, selects members for a formal hearing committee.

C. Campus-wide Integrated Outcomes Assessment Committee (CIOAC)

(membership appointed by the Provost)

1. Leads the development of a program for learning outcomes assessment. CIOAC distills the complete set of learning claims in the Strategic Focus and Vision of a Clarkson Education documents, both those that are major (or field) specific and those that are cross-major (or general).
2. Coordinates with each academic unit to (a) identify the components of their programs that serve the various claims, (b) articulate criteria for success, and (c) conceptualize possible direct or indirect measures for these criteria.
3. Instructs academic units to articulate additional learning claims specific to their programs.

D. Gender Issues (membership appointed by the President)

1. Assesses campus climate as it relates to gender.
2. Recommends interventions and campus programming that responds to this assessment.
3. Assists in evaluating non-confidential problematic situations relating to gender as they arise on the campus.
4. Reports to the President and other campus officials as appropriate.

E. Multicultural Affairs Committee (membership appointed by the President)

1. Assesses campus climate as it relates to underrepresented racial, ethnic, and cultural groups.
2. Makes recommendations for making the Clarkson campus a more welcoming one for all groups, and for increasing the level of multicultural competence among students and staff.
3. Invites input from students and staff on issues and problems relating to multicultural affairs on the campus.
4. Reports to the President and other campus officials as appropriate.

- II. **Standing Advisory Committees** - These committees have been established to provide *broad and continuing communication and/or advisory representation to particular administrative officials or departments* on issues relevant to their tasks and responsibilities. Such committees may be constituted by any university administrator, and are asked to communicate in a timely way to Administrative Council or Faculty Senate if they have business or proposed policy changes relevant to these governing bodies of the University. If an administrative advisory committee intends to continue its work beyond a single academic year, it should petition Administrative Council for listing in this section of the Operations Manual.
- A. **Aesthetics Committee (Vice President for Student Affairs)**
Provide direction such that a consistent appearance to campus buildings and grounds is maintained.
 - B. **Classroom Facilities Review Committee (Provost)**
Advise the Provost on the need to build or renovate University classrooms, and to recommend how best to equip, schedule, and maintain existing classrooms. A goal of the committee is to provide a conduit for faculty preferences regarding classroom accommodations.
 - C. **Continuance and Readmission Committee (Provost)**
 - 1. Reviews all requests for continuance and undergraduate readmission and determines whether the requests should be accepted or rejected, subject to the limitation that the Committee cannot continue or readmit a student in a department or program that declines to accept the student.
 - 2. Has the authority to set conditions that students must meet in order to be continued or readmitted. In cases of students whose request for continuance or readmission are rejected, these conditions may apply to possible future requests for readmission.
 - D. **Financial Aid Policy Committee (Director of New Student Financial Assistance, and Director of Financial Assistance)**
Coordinates and recommends University policy pertaining to the administration of financial assistance at the undergraduate level.
 - E. **Financial Appeals Board (Director of Student Administrative Services)**
Resolves student financial difficulties stemming from regulatory noncompliance. See Regulation Section VIII-W E.

- F. Honors Committee (Director of the Honors Program)
- G. International Education Committee (Vice President for Student Affairs)
Coordinates University-wide efforts on matters related to international student affairs.
- H. Library Representatives Committee (University Librarian)
Approves and channels book orders from each department to the library and coordinates department decisions on additions or deletions from journal subscription lists as limited by budget each year. Annual open meetings provide an opportunity for faculty to express concerns to librarian and for librarian to obtain input on decisions and changes pending for the library.
- I. Scheduling Advisory Committee (Scheduling and Communications Coordinator)
Meets as needed to review scheduling procedures, make recommendations and discuss alternative processes. Reach consensus on assignment of limited resources (such as lecture halls.)
- J. Tuition Benefits Committee (Director of Human Resources)
Considers request from employees for exception to University policy relating to tuition benefits.
- K. Administrative Services Technology Committee (Chief Information Officer)
Advises the CIO and participates in the planning of technology and information services that support and enhance the administrative functions and concerns of the University.
- L. Clarkson Common Experience Committee (Provost)
Membership: 6 faculty, 2 from each school, appointed by the Faculty Senate; 1 senior academic administrator, appointed by the Provost; and nonvoting, ex-officio members, the registrar and the Institutional Assessment Officer. Faculty appointees must be full-time, and hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor. Terms for faculty membership are 3 years, with one-third of the membership terms expiring annually.
 - 1. Oversees the Common Experience curriculum. The CCE Committee is responsible for developing guidelines for courses and other experiences meeting requirements of CCE; for reviewing and approving courses proposed to meet various CCE requirements; for developing and recommending procedures that facilitate the success of CCE; for coordinating review of the CCE; and for advising the

Provost on needed changes to CCE requirements. The CCE Committee is also responsible for making recommendations to the Provost concerning faculty development, student support, and other related activities.

2. The CCE Committee reports to the Provost. At least once each year, the committee will report to the Faculty Senate and the Provost on progress and issues related to the CCE. Appeals of CCE Committee decisions are directed to the Provost for final action.

III. Standing Mandated Committees - This section describes the standing committees that the University has established in order to conduct general university operations or to conduct specific types of research activities in compliance with *legislated or regulatory requirements* of appropriate governmental authorities.

- A. **Campus Safety** (1 female and 2 male faculty members; 2 female and 1 male undergraduate students; 3 female and 2 male staff members and the director of Campus Safety as convener -- the Committee must be comprised of at least 50% female members). **Annual nominations from Faculty Senate and Student Senate submitted to the President no later than September 30.**

1. The committee shall ensure that all requirements specified by legislation pertaining to Section 6450 of the education law subdivision 1-a, in its entirety, and subdivision 4c are addressed.
2. Concerns itself with a broad sense of campus safety which will include but need not be limited to: staffing and program implementation of the campus Safety Office; campus lighting; incidents reported; types and frequency; housing; intra/inter campus transportation; emergency communication.
3. Submits an annual report to the Dean of Students not later than April 15 of each year.

- B. **504/ADA Compliance Committee** (504 Compliance Officer and Director of Accommodative Services)

Serves as an advisory group to the two campus administrators who are charged with assuring compliance to federal regulations regarding people with disabilities, and including issues relating to campus accessibility and provision of accommodative services.

- C. **Radiation Safety Committee** (Radiation Safety Officer, faculty and staff who have expertise in the handling and use of radiation and/or radioactive materials and represent the departments in which radiation or radioactive materials will be used; at least one Administrative Officer of the University). The membership of the Committee is subject to the approval of the NYS Department of Health.

In order to utilize radioactive materials or radiation producing devices under Part I, Chapter 16, of the Sanitary Code of the State of New York, a Radiation Safety Committee must be constituted. The committee reviews the new or major changes in the use of radioactive materials and oversees the operation of the Radiation Safety Office.

- D. **Institutional Review Board (IRB)** (Minimum of 5 voting members, one of whom must be external to the University. One member must be a scientist, and one must be a non-scientist. The Director of Research is an ex officio non-voting member.)

The University maintains an IRB with the mandate of protecting the rights and welfare of humans who participate in research. IRB members are selected from a variety of backgrounds to provide a diverse range of views. The Chief Academic Officer appoints the chair of the IRB and its members. IRB members shall be appointed for three-year terms to which they may be reappointed. When a sitting member of the IRB is appointed chair, he or she shall begin a new three-year term. Members or the Chair of the IRB may be removed before the end of a given term by the Chief Academic Officer if upon review by the Chief Academic Officer, cause exists or lack of attendance occurs. The Division of Research (DOR) is responsible for coordinating and supporting IRB activities. Additional guidelines regarding IRB membership, responsibilities, and training are documented on the IRB web page. See Section 6.4.3.III.A and Section 6.5 of this Operations Manual for further information.

Editorial Revision: August 1974, 1977; October 1981; December 1986; July 1987

Revised: April 1972; January 1978; 1982; May 1983; July 1989; September 1991

September 1993; April 1997; May 1997; May 1998

Revision Approved by Faculty Senate: November 2005

Revision Approved by Administrative Council: February 2006

Revision Approved by Faculty Senate: April 2008

Revision Approved by Administrative Council: May 2008

2.10.3 University Committee Procedures

- I. Faculty members of University committees for the following academic year should be appointed in May. Student members should be appointed in September. A survey of faculty members will be held to determine areas in which they would be willing to serve on a committee. Members of the promotions, tenure, and hearing committee on disorders gain membership by election and not the appointment procedure described above.
- II. Prior to each scheduled meeting of the Faculty Senate, faculty committees shall report the topics currently being considered and the time of their next meeting to the vice chair of the Senate, who will communicate this information to the Senate for inclusion in the minutes.
- III. The Faculty Senate will not receive a final report on a topic from a committee until after at least one notice of a meeting on the topic has appeared in the senate minutes and there has been a reasonable time allowed for faculty input.
- IV. A report from a committee should contain the following:
 - A. A statement of the problem;
 - B. A statement as to the sources of information and information developed;
 - C. Alternative proposals considered;
 - D. Reasons for the consensus;
 - E. Recommendations to the Faculty Senate (including effective date for any proposed rule changes); and
 - F. All recommendations which are to be inserted in the regulations should be submitted in the proper form for insertion. All corrections in these documents necessitated by the insertion should be noted.
- V. Committees should operate under the following procedures:
 - A. Before preparing a final report that recommends or requests actions involving substantial changes in University policy or substantial changes in procedures, a committee should develop its own report in draft form according to the instructions in item IV above. This draft should be sent to the Administrative Council, Faculty Senate, and Student Senate.

- B. First, the Administrative Council will determine whether the proposals in the report can be implemented in the form in which they are proposed. If they cannot be so implemented, the Administrative Council will suggest alternative proposals that will be sent along with the originals back to the committee; copies of both will be sent to each Senate.
 - C. The Senates will discuss reports or portions thereof that relate to their spheres of interest. Requests for the committee to make further study will be voted on by the Senate initiating the request, and the resultant decision will be sent to the committee with copies to the executive committees of the other Senate and the Administrative Council.
 - D. After passage by the appropriate body or bodies, the recommendations will be sent to the president.
- VI. Proper action on committee reports requires maximum liaison among the three bodies: Administrative Council, Faculty Senate, and Student Senate. Such liaison should be accomplished both at the executive committee level and the committee level itself, at which the student members of Faculty Senate committees keep the Student Senate informed of the business of the committees as such business progresses. In areas of mutual interest and mutual coverage by committees of both Senates, maximum liaison should be maintained, including joint deliberations if such are feasible.
- VII. Committees should consider the extent to which their recommendations might represent a cost to the University. Where the costs involved may be expected to be substantial, the committee should estimate the final cost to the University of implementing the recommended resolution before sending its report to the Senate. This estimate, together with its basis and sources should be included in the committee's report for the Senate's guidance.

Revised September 1971
Item VII passed by Faculty Senate October 1973
Item V.A passed by Faculty Senate October 1974
Editorial Revision: December 1986; July 1987

2.11 SUPPORT STAFF POLICIES AND PROCEDURES

Preamble

The Support Staff of Clarkson University is comprised of all those employees who are hourly regular, part or full-time non-maintenance wage earners paid by Clarkson University. Temporary employees have nonvoting status.

Mission Statement

The Support Staff Council serves as liaison between hourly nonmaintenance support staff and Clarkson Administration to bring issues of concern to their attention. It is the Council's goal to bring support staff together to encourage teamwork throughout the campus community, and village community, develop and implement programs of interest to this group, and to ensure that support staff members are aware of the university's mission, which is "to educate talented and motivated men and women".

Article I

Council Members

- A. On behalf of the Support Staff these Support Staff Council members shall act as spokespersons with Clarkson administrators, maintenance representatives, and all other University organizations.
- B. The Support Staff shall be represented by five Support Staff Council members elected by a majority of the Support Staff. (For definition of majority, see Article III- Voting on Issues of Concern.)
- C. The term of office shall be two years and shall run from July 1 to June 30.
- D. These five Support Staff Council members shall choose a chairperson, vice chairperson, secretary, treasurer, and ad hoc committee chairperson.
- E. One and one-half hours a month shall be allocated to each Support Staff Council member for the purpose of attending Support Staff Council meetings.

Article II (1)

Nomination and Election of Council Members

- A. Nominations: Nominations shall be solicited by the Support Staff Council members and returned to the Support Staff Council for processing by June 1.
- B. Ballot: The official voting ballot, including absentee ballots, will be created and made.

available by the Support Staff Council members. Absentee ballots should be requested and returned in a sealed envelope by the June meeting.

- C. Voting will occur at a June meeting called by the Support Staff Council.
- D. Each winning candidate will be determined by the largest number of votes cast. A tie vote shall be resolved by a mail ballot.
- E. Results will be announced by the Support Staff Council as soon as they become available.

Article II (2)

Vacancies

- A. Within two weeks of the departing Support Staff Council member's end of employment or of that person's official resignation as a Support Staff Council member, that person's Staff Council position shall be filled by the candidate receiving the next largest number of votes from the previous election and will be notified by the Support Staff Council.

Article III

Voting on Issues of Concern

- A. Voting on Issues of Concern. Only regular full-and part-time employees may vote on issues; temporary employees are excluded from voting, but are encouraged to participate in all discussions at meetings. Council members, as a group, never vote alone on issues; they vote only as a part of the entire Support Staff membership.
- B. The vote of the majority shall decide all matters brought before this group. The term majority is defined as a "simple majority, " that is, fifty percent plus one of those voting.

Article IV

Meetings

- A. The Support Staff Council shall hold at least six meetings between July 1 and June 30 of each academic year. Provisions for the time and place of these meetings will be made by the Support Staff Council.
- B. Support Staff members are invited to attend all meetings. These meetings shall establish policies, priorities, and all matters of interest to the Support Staff, including reports on meetings between Support Staff Council and administrators and announcements of any new University policies.

- C. The Support Staff Council will have periodic meetings with the administrative liaison/advisor and other administration members as deemed appropriate.
- D. The secretary of the Council shall distribute to the Support Staff members an announcement of a meeting along with its agenda and any relevant documents in sufficient time for interested Support Staff members to attend and discuss matters at that meeting.
- E. Minutes of each meeting shall be distributed to Staff members in a timely manner.
- F. Requests for special meetings may be made by any Staff member by submitting a written request to the Support Staff Council. Notification of all special meetings shall be announced by campus mail.

**Article V
Business**

- A. All matters of concern that a Staff member feels should be considered by the Support Staff body for submission to the Administration - questions, complaints, suggestions - must be submitted in writing to a current Support Staff Council member for discussion at the next general Support Staff meeting.
- B. Identities of the originator(s) of all matters sent to the Support Staff Council shall be kept confidential, unless written permission is given by the originator(s) to release the name(s).

**Article VI
Procedures for Amending this Policies and Procedures Statement**

- A. An amendment to this Policies and Procedures statement will be discussed at a Support Staff meeting. Subsequent to this meeting, a copy of the amendment and a ballot will be mailed to each support staff member. A simple majority of those voting will determine its passing.

**Article VII
Liaison Duties**

- A. The advisor to and liaison between the Support Staff and administration will attend Support Staff Council meetings as necessary by request of the Council members. He/she will also transmit any requests or recommendations to be submitted to higher administration in written form, with the approval of the Council members. Attendance at Support Staff general meetings will not be necessary.

October 1994
Revised, May 25, 1994
Revised November 2005

2.12 PROFESSIONAL & ADMINISTRATIVE STAFF POLICIES AND PROCEDURES

Group III – Professional & Administrative Staff at Clarkson University Operational Policies and Procedures

Article I: Name of Group

The name of this organization shall be known as Group III – Professional & Administrative Staff at Clarkson University. Hereafter referred to as P&A Staff.

Article II: Mission/Purpose/Vision

The group shall empower every P&A Staff member to have a voice not only within the group but also within the Clarkson community.

Article III: Organizational Objectives

- Section 1: Serve as a communication conduit for P&A Staff regarding University or campus community issues;
- Section 2: Provide members of the Clarkson community (e.g., administration, support staff or maintenance Councils, and other University organizations) with a perspective from the P&A Staff on campus-, community- and administrative-related issues;
- Section 3: Identify and maintain an updated membership roster;
- Section 4: Work with all campus personnel to develop, implement and further the mission of the University; and
- Section 5: Assist University officials to review and adopt policies that increase the morale and visibility of P&A Staff.

Article IV: Membership

- Section 1: The Human Resource Office at Clarkson University designates membership in Group III in accordance with the Fair Labor Standards Act and notifies the office of Budget and Planning who maintain the P&A Staff membership list.
- Section 2: Membership and participation in this organization shall be limited to full or part-time regular employees (not temporary employees), and shall adhere to the University's policy on non-discrimination.
- Section 3: The staff council will request a current membership list from the Budget and Planning Office two weeks in advance of each of the five (5) scheduled meetings each year.
- Section 4: Membership in P&A Staff will terminate when a P&A Staff person leaves the University or moves to another Clarkson Group (I, II, IV, V).
- Section 5: There are no dues for admission or participation by those who are identified as P&A Staff members.

Article V: Membership Meetings

Membership Meetings

- Section 1: All full- and part-time regular P&A Staff members are invited to attend membership meetings.
- Section 2: P&A Staff members are entitled to attend membership meetings specified in Article V, Section 3, while exercising judgment on staffing needs of their department.
- Section 3: A P&A Staff meeting will be held twice each semester and once during the summer of each year to report activity to or hold discussions with P&A Staff.
- Section 4: Additional meetings may be called by a P&A Staff member via a request to any Council member or may be called directly by the Council.

- Section 5: Meetings will be called by a Council member with a minimum of five days notification to P&A Staff. E-mail or paper announcements will include date, time and location of the meeting and an agenda or purpose of the meeting and must arrive within the timeframe.
- Section 6: Attendance will be taken of P&A Staff by checking off names from the most recent roster of P&A Staff membership provided by the Budget and Planning Office.
- Section 7: Robert's Rules of Order will be utilized to guide the flow of meetings.

Emergency Meetings

- Section 1: Such a P&A Staff meeting may be called with less than five days notice, but not with less than 48 hours notice from the hour of an electronic announcement.
- Section 2: Voting at such meetings will be recorded only if a minimum of 25% of P&A Staff members attend.
- Section 3: In the event 25% of the membership is not in attendance, an electronic ballot shall be distributed to permit the absent membership to participate in the vote; however, the response must occur within 24 hours.
- Section 4: Votes taken at such meetings must pass with approval of two-thirds (2/3) of the P&A Staff membership in attendance at the meeting.

Article VI: Voting at Membership Meetings by P&A Staff Members

Discussions are encouraged in order for the membership to identify their collective primary stance on an issue or concern.

- Section 1: Voting by P&A Staff members will occur at a membership meeting called for the purpose of open discussion or to decide an issue.
- Section 2: Each P&A Staff member (except members of the Council) is entitled to one vote.
- Section 3: There are no absentee ballots at membership meetings.
- Section 4: Voting at membership meetings - not for the purpose of electing officers - may be by raised hand or by ballot (as determined by the Council) with the outcome announced at the meeting where the voting takes place.
- Section 5: Passage of voted issues will be determined by a simple majority (i.e., 50% +1 of members in attendance) unless otherwise specified (see Article V: Emergency Meeting: Section 2).
- Section 6: Voting P&A Staff will be cross-referenced to the most recent membership list provided by the Budget and Planning Office to ensure voters are current P&A Staff members with voting privileges.
- Section 7: Any P&A Staff member is afforded the right to verify votes.

Article VII: Spokespersons for the P&A Staff

Composition

- Section 1: A Council of five P&A Staff members shall be elected by the membership to act as the voice and spokespersons on behalf of the membership and to represent the group when applicable.
- Section 2: The body will be known as the P&A Staff Council.
- Section 3: The Council shall be comprised of a chair, vice chair, treasurer, secretary and parliamentarian.

Term of Office

- Section 1: To provide continuity, the Council shall hold an election process annually as follows: a Chair and Treasurer will be elected during odd years beginning in 2007. The Vice Chair, Secretary and Parliamentarian will be elected during even years beginning in 2008.

- Section 2: At the implementation of these revised Policies and Procedures in 2007, those persons slotted into Vice Chair, Secretary and Parliamentarian positions will serve one-year terms with elections held in May of 2008.
- Section 3: Council terms shall run from July 1st to June 30th of each election process.

The Council Shall

- Section 1: Represent P&A Staff in accordance with direction provided by the membership;
- Section 2: Act on behalf of and to the benefit of P&A Staff;
- Section 3: Report during scheduled meeting to the P&A Staff membership all Council activity including financial income and expenditures;
- Section 4: Increase the internal (membership) and external (campus community) knowledge related to the mission, vision and accomplishments of P&A Staff;
- Section 5: Ensure policies and operating procedures are consistent with the vote of the membership;
- Section 6: Not act in conflict with the decisions made by the membership;
- Section 7: Be responsible for overseeing membership involvement/participation efforts;
- Section 8: Develop goals for the term of office that are consistent with the needs of the membership;
- Section 9: Appoint a P&A Staff member for the remainder of a term in the event an elected or appointed position becomes vacant. The appointment will require an approval of a majority plus one (50% + 1) vote of the membership in attendance at a duly called meeting.
- Section 10: Establish or dissolve committees that are commissioned to work on behalf of P&A Staff.
- Section 11: Commission committees utilizing the expertise of P&A Staff members;
- Section 12: Committee reports will be made to the P&A Staff in membership meetings and will be stated as an agenda item for a scheduled meeting;
- Section 13: Shall distribute meeting minutes within 48 hours of a membership meeting;
- Section 14: Initiate a meeting in May or June of each year with newly elected Council members for the purpose of transition of office;
- Section 15: Install the newly elected Council member a minimum of three weeks prior to the beginning of the new term;
- Section 16: Turn over all relevant materials to a newly elected Council member so s/he can participate in a membership meeting before the end of the incumbent's term;
- Section 17: Not vote at membership meetings;
- Section 18: Not receive any salary for service;
- Section 19: Council members are expected to attend all Council and membership meetings. However, in unusual circumstances, Council members may in lieu of their presence submit written reports; and

Conflict of Interest

- Section 1: In the event an institutional action establishes a personal advantage for a Council member that abrogates fair and objective representation of the P&A Staff, the Council member must resign their Council position or decline the personal advantage. In the event of ambiguity, Council members will refer the concern to the membership for a vote.

Council Member Duties:**(A) Chair**

- Guide the purpose and direction of the Council;
- Preside over all official meetings, but may request another Council member to conduct a meeting if the absence of the Chair is necessary;
- Receive any Committee reports and submit them to the proper officials and report to the membership about Committee activity during monthly membership meetings;
- Prepare or oversee the preparation of the agenda for general and Council meetings;
- Oversee the activities of the Council to ensure implementation of committees and programs; and
- Submit to the membership an annual report to include dates and details of all Council activities.

(B) Vice Chair

- Act on directives requested by the Chair to ensure consistency with the mission of P&A Staff membership;
- Review all communications for accuracy;
- Preside over committees or sub-committees and submit a report to the Chair or membership in monthly membership meetings; and
- Provide a transition report for the new Vice Chair at the close of office.

(C) Secretary

- Provide an accurate, primary record of all meetings and review with the vice chair all communications;
- Record attendance at each Council and membership meeting;
- Distribute detailed minutes and records of all (both membership and Council) meetings;
- Work closely with the Vice Chair to improve internal communications;
- Distribute to the membership monthly a list of P&A Staff members; and
- Submit a transition report to the new Secretary at the close of office.

(D) Treasurer

- Identify programs that generate revenue for P&A Staff;
- Maintain the financial accounts of P&A Staff;
- Monitor the expenditures and cash flow of P&A Staff;
- Submit monthly reports to the Chair for inclusion in the monthly membership meeting; and
- Be responsible for fund-raising throughout the year.

(E) Parliamentarian

- Provide an unbiased and fair set of rules for conduct of members at meetings;
- Have no voting capacity in Council processes except in the case of a tie;
- Conduct the nomination and election process for Council elections. If up for election or re-election, the Parliamentarian shall designate a non-competing P&A Staff member to conduct the nomination and election process;
- Verify that nominees have agreed to accept the nomination;
- Accept all ballots for votes in meetings or elections unless up for election or re-election;
- Serve as a resource on parliamentary procedure; and
- Maintain order at all meetings.

Council Meetings:

Section 1: Council members may call a Council meeting (meet among themselves) as often as they deem necessary.

Section 2: Council members must call a Council meeting if a Staff person brings an issue to their attention and wishes to discuss it with the Council.

- Section 3: Such a meeting must be held within 72 hours of the request unless the non-Council member agrees to a longer delay.
- Section 4: The Council shall announce all Council meetings to P&A Staff members so any member can attend in a non-participatory (unless invited to speak) and non-voting capacity.
- Section 5: Robert's Rules of Order will be utilized to guide the flow of meetings.

Termination Initiated by a Council Member

A Council member may terminate his/her association with the Council by submitting a statement of resignation in writing that will be shared with the P&A Staff membership.

Dismissal of a Council Member

In a vote of no confidence, a Council member can be removed from office by the vote of the membership.

- Section 1: A P&A Staff member must submit a signed, written explanation and send it to a Council member outlining the egregious or offensive behavior of another Council member.
- Section 2: The Council shall review the statement and provide the plaintiff and defendant an opportunity to discuss the complaint in person and in the presence of other Council members.
- Section 3: If the complaint is resolved, it is concluded at the meeting and no further action is warranted.
- Section 4: If the complaint has merit, the defending Council member has an opportunity to withdraw from office, however, if the Council member chooses not to withdraw, the statement must be read at a membership meeting called for the purpose of discussing the complaint.
- Section 5: A decision to remove the Council member from office will be considered vetted at a duly called emergency meeting.

Article VIII: Nominations and Elections of Council Members

Nominations

- Section 1: An e-mail or paper announcement from the Parliamentarian (or the designate) may be used to initiate the nomination process and shall be offered to the P&A Staff membership during April of each year.
- Section 2: The communication will record the positions open on the Council.
- Section 3: Nominees must be a member of the approved P&A Staff membership list at the time of both the nomination and election.
- Section 4: A P&A Staff member may nominate him/herself or be nominated by another P&A Staff member.
- Section 5: Nominees must be polled by the Parliamentarian to elicit the nominee's agreement to accept a nomination. This will occur in advance of the balloting and voting process.
- Section 6: Nominees will clearly identify the position for which they desire to be a candidate.

Elections

Elections will occur in early- to mid-May of each year with May and June as transition months for departing and newly elected Council members.

- Section 1: A suitable timeframe in May shall be established by the Parliamentarian (or his/her designate) for the election of members to fill positions that will become open in July of the same year.
- Section 2: During a meeting called for the purpose of elections, candidates must make an oral presentation of his/her "platform" and answer questions by the membership.

- Section 3: A ballot designated for each open position to be voted upon will be made available to each voter in attendance at the meeting and as an absentee ballot to be collected in advance of the meeting.
- Section 4: Council member elections will be done by secret ballot collected by the Parliamentarian (or a designate) who is not running for any office.
- Section 5: Candidates will be elected by a simple majority (50%+1) vote of those in attendance at a duly convened meeting for the purpose of voting on Council opening(s).
- Section 6: The timeframe for absentee ballots will be decided and announced by the Parliamentarian (or his/her designate) but must be collected a minimum of 48 hours prior to the meeting held for the purpose of electing a Council member(s).
- Section 7: The Parliamentarian (or the designate) will distribute absentee ballots to those who request an absentee ballot in writing and with not less than 72 hours advance notice prior to the election meeting.
- Section 8: Absentee ballots are to be returned to the Parliamentarian (or his/her designate) using a two-envelope system as follows:
- The ballot will be enclosed in a sealed interior envelope. The front of the envelope will contain the title of the office that the vote endorses.
 - The interior envelope is then enclosed in a second (outer) envelope that is to be sealed with the voters name written across the sealed flap. The Parliamentarian (or the designate) will open the outer envelope and check off an approved membership list to ensure one vote per member. Should the voter decide to attend the election meeting, the voter will not be permitted a second vote.
 - The outer envelope with the voter's name will be discarded to preserve anonymity of the actual ballot.
 - The inner envelope containing the absentee ballot will be taken to the election meeting.
- Section 9: Absentee ballots will be opened and recorded in the count simultaneous to ballots collected during the election meeting.
- Section 10: The results of the election will be announced before the election meeting is adjourned.

Open Positions

- Section 1: In the event a position remains open at the time of the election process, the Council shall continue to identify potential candidate(s) from among Group III and a new election will be held. (See Article VIII. Elections)

Appointment of Committees

- Section 1: The Council may establish standing committees (for the entire year) or special committees (a specified project) at their discretion.
- Section 2: The Committee shall appoint a chair who will be confirmed by a majority vote of the Council.
- Section 3: It is the duty of the chair to call the committee together, but, if s/he is absent, or neglects or declines to call a meeting of the committee it is the duty of the committee to meet on the call of any two of its members.
- Section 4: In small special committees the chairman usually acts as secretary, but in large ones and in all standing committees, it is customary to elect a secretary, who keeps a brief memorandum of what is done, for the use of the committee.
- Section 5: Members of Group III have a right to appear at Committee meetings and present their views on topics under discussion.

Article IX: Amendments to These Policies

- Section 1: Amendments may be proposed at any duly called membership meeting provided that the session is not the result of a special notice to consider another specific topic.
- Section 2: An Amendment shall be considered proposed when submitted in writing to a Council member and read at a duly called membership meeting.
- Section 3: The statement must be provided to the membership and entered into the meeting minutes as written but may be modified if the writer agrees.
- Section 4: The proposed amendment will be made available to the Group III membership either electronically or in hard copy form with a request for a vote of acceptance.
- Section 5: An Amendment shall be deemed ratified and thus annexed to this document when a final draft of the proposed revision receives a yes vote by a simple majority (50%+1) of the membership (including Council members).

Adopted February 2003
Revisions Accepted by Group III Membership 2/12/08
Revisions Approved by Administrative Council May 2008