FACULTY BY-LAWS

The following pages contain the Faculty By-Laws adopted April 14, 1969.

(As amended through February 12, 2014)
STATE UNIVERSITY OF NEW YORK  
MARITIME COLLEGE  
FACULTY BY-LAWS  

Preamble.  

The faculty of the State University of New York Maritime College, do hereby enact these by-laws to establish the organization and procedure necessary for the performance of its responsibilities as determined by the Board of Trustees of the State University of New York and to guarantee the significant participation of the faculty in the initiation, development and implementation of the educational program and personnel policies of the College.  

Section A. MEMBERSHIP, STUDENT PARTICIPATION AND VOTING  

1. The Maritime College faculty shall consist of the Chancellor of the State University of New York, the President of the College, the members of the academic staff of the College including the Chairperson and Instructors in the Naval Science Department, College Administrative Officers as designated in the College Table of Organization, full-time instructional support professionals, and the professional counseling staff of the Office of Student Support Services.  

2. Three students who are members of and are designated by the Student Government may attend and participate in the meetings of the College faculty, but they shall not be entitled to vote. The names of such students shall be certified by the President of the Student Government to the Secretary of the College faculty within two weeks after Fall registration.  

3. The voting faculty shall consist of the following: only those members shall be entitled to vote at meetings of the College faculty. Each shall have one vote.  

(a) The Chancellor of the State University  
(b) The President of the College  
(c) The members of the academic staff of the College having academic rank and term or continuing appointments  
(d) Full time Lecturers  
(e) Emeritus Faculty who are currently teaching  
(f) The Chairperson and Instructors in the Naval Science Department  
(g) The following administrative officers-  

i) The Vice President for Academic Affairs  
ii) Commandant of Cadets  
iii) The Vice President for Administration  
iv) The Commanding Officer of the Training Ship  
v) The Chief Engineer of the Training Ship  
vi) The head of the Admissions Department  
(vii) The Dean of Students  
viii) One additional administrative officer to be designated by the President annually and certified by the President to the
Secretary of the Faculty.

(h) Full-time instructional support professionals (Assistant, Associate, Technician, and Specialist), and the professional counseling staff of the Office of Student Support Services after completion of one year in that capacity at the College.

Section B. OFFICERS AND DUTIES; EXECUTIVE COMMITTEE

1. The officers of the College faculty shall consist of a Chairperson, a Presiding Officer, an Assistant Presiding Officer and a Secretary. The President of the College shall be the Chair. The other officers shall be elected annually at the regular April meeting of the College faculty to serve for the ensuing academic year.

2. The duties of the officers shall be as follows:

(a) The Presiding Officer shall preside at the meetings of the College faculty and Executive Committee, be a member ex-officio of all other College faculty committees (but without the right to vote therein), and perform such other duties as are appropriate to his/her office. The Presiding Officer or a Designee, shall transmit to the administration such faculty actions as require approval or implementation by the administration. He/She will be assigned a reduced workload as practicable.

(b) The Assistant Presiding Officer shall assist the presiding Officer and perform his/her duties in the event of The Presiding Officer's absence. The Assistant Presiding Officer shall maintain a current roster of the voting Faculty. This list shall be given to the College Librarian and the Faculty Secretary. The Assistant Presiding Officer shall also distribute copies of the roster of voting faculty to the chairs of the standing committees at the first Executive Committee meeting of the academic year, and shall take the attendance at the Faculty meetings and turn the results over to the Secretary for publication with the minutes.

(c) The Secretary shall notify the College faculty of regular and special meetings, keep the minutes and records of the College faculty and distribute copies of the minutes to each member after each meeting. The Secretary and the College Librarian shall each keep a permanent file of the minutes and an up-to-date copy of these by-laws for use by the College faculty.

d) In the event one or more of the Faculty officers is unable to fulfill his/her duties, the rule for succession will be as follows: (should any vacancy occur early in the Fall semester, the Executive committee may, at its discretion, decide to call for a campus-wide election rather than appointing a replacement.)

i. Presiding Officer — in the event that the Presiding Officer is temporarily unable to perform his/her duties, the Assistant Presiding Officer shall act as the Acting Presiding Officer until the Presiding Officer returns. Should the Presiding Officer be unable to fulfill his/her duties for the remainder of
his/her term then the Assistant Presiding Officer will become the Presiding Officer and the Executive Committee may appoint a new Assistant Presiding Officer if necessary.

ii. Assistant Presiding Officer — in the event that the Assistant Presiding Officer is temporarily unable to perform his/her duties, the Presiding Officer will assume those duties until the Assistant Presiding Officer returns. Should the Assistant Presiding Officer be unable to fulfill his/her duties for the remainder of his/her term then the Executive Committee may appoint someone to fill the balance of the term with the Presiding Officer assuming the duties until the new appointee is named.

iii. Faculty Secretary — in the event that the Faculty Secretary is unable to fulfill his/her duties the Assistant Presiding Officer will assume the duties until the Secretary returns or is replaced by the Executive Committee.

iv. Both Presiding Officer and Assistant Presiding Officer — should both positions be vacant simultaneously, the Executive Committee shall immediately appoint a Presiding Officer (either acting or permanent as warranted). Should this be impossible to do so before a Faculty meeting takes place, the Faculty Secretary shall preside over the meeting and an Acting Secretary shall be appointed for the meeting.

v. All officers — should all the Faculty Officers be unable to fulfill their duties simultaneously, then the Executive Committee shall immediately appoint a Presiding Officer (either acting or permanent as warranted). Should this be impossible to do so before a Faculty meeting takes place, then the Faculty Senator shall preside over the meeting. Failing that, the meeting shall be postponed until the Executive Committee can meet.

3. There shall be an Executive Committee of the College faculty consisting of the four officers of the College faculty, the Chairpersons of all the Standing Committees of the College faculty, Vice President for Academic Affairs and the Faculty Senator. The Executive Committee shall meet at its own discretion and its duties shall include:

(a) Preparing an agenda for each College faculty meeting distributed by the Secretary to all members of the College faculty at least five days before the meeting.

(b) Ensuring that the resolutions or other determinations of the College faculty are properly carried out.

(c) Make recommendations to the College faculty regarding the creation of ad hoc committees for business not the responsibility of the Standing Committees.

(d) Such other duties as may be assigned to it by the College faculty or its Presiding Officer.
Section C. MEETINGS

1. Regular Meetings.
   (a) Four regular meetings of the College faculty shall be held in each academic year. The first shall be held within the first six weeks of the Fall semester, the remaining to be held during the months of November, February and April.

   (b) The first meeting of all standing committees shall be held within the first three weeks of the Fall semester.

2. Special meetings of the College faculty may be called by the Chancellor, Chair or Presiding Officer. Special meetings must be called by the Presiding Officer upon written application of ten percent of the members of the College faculty, within ten days of receipt of the application. The business of such special meetings shall be limited to the matter set forth in the application.

3. A quorum shall be defined as 40% of the voting faculty, ignoring any fractional part.

4. The order of business at College faculty meetings, except for special meetings, shall be:

   (a) Reading and approval of minutes
   (b) Report of the Chancellor
   (c) Report of the Chairperson
   (d) Reports of the Presiding Officer
   (e) Reports of Committees
   (f) Unfinished business
   (g) New business
   (h) Adjournment

5. The method of voting shall conform to Robert's Rules of Order. A written ballot shall be used in either of the following circumstances:

   (a) For elections, unless dispensed with by a three-fourths vote.

   (b) At other times when ordered by a one-fourth vote. A mail ballot shall be used when ordered by a three-fourths vote or when explicitly required by these by-laws.


7. Subsection 3 of this section C notwithstanding, the Chancellor, and voting faculty on sabbatical or leave of absence, shall not be counted in determining the requirement for or the presence of a quorum.
Section D. STANDING COMMITTEES

1. There shall be the following Standing Committees of the College faculty:

(a) Committee on Appointments and Promotions
(b) Nominations and Elections
(c) Curriculum
(d) Faculty Assessment
(e) Budget
(f) Faculty Policies
(g) Student Policies

2. The following general rules shall apply to all Standing Committees.

(a) Each member of any committee, whether or not a member of the voting faculty, shall be entitled to one vote at meetings of the committee. When the member is a departmental representative, voting substitutes may be recognized with the consent of the committee.

(b) A quorum shall consist of a majority of the members of the committee.

(c) Unless otherwise specified in these by-laws, the term of membership on any committee shall be three years beginning 1 September. The terms shall be staggered by electing approximately one-third of the members annually.

(d) Each committee shall annually elect a Chairperson and such other officers as the committee shall deem necessary, from its members.

(e) All committees report to the College faculty. A copy of any report shall be furnished to the Executive Committee prior to its meeting preceding the College faculty meeting at which the report is to be presented. Committees may report as frequently as needed and shall make an annual written report which shall be distributed to all members of the College faculty prior to the regular April meeting or, where deemed appropriate by the Committee, prior to the regular September meeting of the following academic year. A minority shall be entitled to submit a report at the time that the committee reports.

(f) Each committee shall hold its initial annual meeting as soon as practicable after the beginning of the Fall semester. The Chairperson of the committee during the preceding year, whether or not remaining as a member of the committee, shall be responsible for calling this initial meeting, and shall preside thereat for the purpose of the election of a new Chair, to whom shall be delivered the records of the committee.

(g) All committees shall be responsive to inquiries, recommendations or other communications from appropriate student committees.
(h) The word "Department(s)" in this section shall refer to any academic department having either all of the following qualifications: 1) at least three (3) full time faculty members, 2) A chair, and 3) a DAC; or being accepted pro-tem by a vote of the FPC to be followed by confirmation by the full faculty at the next possible meeting. The status of any department accepted by the second method or any department who no longer fulfills the primary criteria will be subject to yearly review by the FPC which may recommend that the faculty vote to no longer accept the department’s status at the next faculty meeting. The Library and the Department of Naval Science shall be considered departments as long as they have voting faculty members on their staff.

(i) In an appropriate case, a member of a committee may submit a written request to the Executive Committee to be relieved of duties on a committee for a period not to exceed one year. The Executive Committee may, in its discretion, accept such request and thereupon it shall appoint a replacement on such committee for the stated period. Election as Presiding Officer shall be tantamount to the submission and acceptance of such request for the period of office with respect to all Standing Committees of which The Presiding Officer is a member.

(j) If any member of a standing committee of the faculty takes a leave of absence, ceases to attend meetings or is excessively absent, the chair of that committee, at his discretion, may request in writing that the executive committee (for committees elected college-wide) or the department (for committees filled by department), as appropriate, replace that member for either the balance of the academic year or the leave period whichever is shorter. Copies of the request will be sent to the non-attending member, the member’s department chair and DAC and to CAP. Attendance policy shall be set by each committee and shall be recorded in the minutes of the first committee meeting each year.

3. Committee on Appointments and Promotions

(a) Composition: One member from each Department, except Naval Science, to be elected by the Department. These members must be tenured faculty.

(b) Responsibilities:

   i) To establish, with College faculty approval, a faculty document on personnel procedures.

   ii) To review the recommendations submitted by each Department in light of established Department criteria and to forward its own recommendations to the Vice President for Academic Affairs and the President.

   iii) To consult with appropriate administrative officers and agencies with regard to administrative appointments and promotions in accordance with the Policies of the Board of Trustees.
4. **Committee on Nominations and Elections**

(a) Composition: One from each Department, to be elected by the Department.

(b) Responsibilities:

i) Prepare ballots with the Committee's nominations, for those officers, committee members and representatives to outside agencies who are to be elected by the College faculty as a whole. This ballot shall be distributed to all members of the College faculty at least one week prior to the annual April meeting. At that meeting additional nominations may be made from the floor. Within one week thereafter, the Committee shall distribute the complete ballot to each member of the voting faculty, with appropriate instructions to insure a fair and secret election. Each ballot must be filled in and returned, in accordance with such instructions, within one week after receipt. Thereupon the Committee shall tally and report the election results.

ii) Insure that the required departmental elections of committee members and other representatives take place during the month of February.

iii) Supervise any special elections needed to fill new or vacated positions and any advisory elections for administrative positions.

iv) See that the specified student representatives to the College faculty and faculty committees are designated.

v) Insofar as possible, equitably distribute nominations among individuals and departments.

vi) Publish results of elections and maintain an up-to-date listing of membership of all Standing Committees.

vii) Provide nominations for faculty awards, as needed, including: the Distinguished Teaching Professorship and the Chancellor's Awards for Excellence in Teaching, Librarianship and Administration.

5. **Curriculum Committee**:

(a) Composition: One member from each Department to be elected by the Department, one representative from the Training Ship (Commanding Officer or Chief Engineer) serving ex-officio without the right to vote, the Registrar serving ex-officio without the right to vote, the Academic Dean serving ex-officio without the right to vote, the Chair of the Graduate Program Policy Board serving ex-officio without the right to
vote, three cadets: one from each of the first, second and third classes, to be elected by that class, one civilian student to be elected by the civilian students from the rank of either Seniors, Juniors or Sophomores, and the Vice President for Academic Affairs.

(b) Responsibilities:

i) Consider and act upon proposals for new or revised curricula and make recommendations to the College faculty.

ii) Consider and act upon proposals for new course offerings and deletions and make recommendations to the College faculty.

iii) Consider and act upon proposals for non-credit courses offered as part of the continuing education effort of the College.

iv) No proposal relating to paragraphs i) and ii) above made to the Committee may be acted upon during the meeting at which it is proposed. Furthermore, all proposals from the committee to the faculty must be received in writing at least seven days prior to the faculty meeting at which they are to be considered.

6. Faculty Assessment Committee

(a) Composition: One member from each department to be elected by the department and a liaison member designated by the Administration, and the Vice President for Academic Affairs or his designee serving ex-officio without the right to vote.

(b) Responsibilities

i. To encourage and to oversee undergraduate academic assessment activities within each department.

ii. To coordinate the assessment activities of the College Faculty.

iii. To inform the Administration and the faculty at large of the assessment activities at the College.

iv. To report on assessment activities to the appropriate administrative officer and, as required to various agencies such as the State University of New York and the Middle States Association.

v. To identify and request course evaluation data in an appropriate form, and then evaluate this data and make recommendations to the faculty based on their evaluation.

vi. To make recommendations concerning questions and procedures of course
evaluations.

7. **Faculty Policies Committee**

   (a) **Composition:** Three members from the ranks of Professor and Associate Professor; and three members of any rank, to be elected by the College Faculty as a whole; and the Vice President for Academic Affairs.

   (b) **Responsibilities:**

   i) Consider and recommend changes to these by-laws, the College Handbook and the College Catalog.

   ii) Consider and make recommendations with regard to Academic Calendar.

   iii) Consider and make recommendations with regard to general faculty welfare, faculty rights and responsibilities.

   iv) Consider and recommend policies regarding faculty research.

   v) Consider recommendations for the Faculty Senator as needed.

   vi) Consider and recommend policies regarding instructional resources.

   vii) Consider and approve changes to the Academic Integrity Policy in consultation with the Dean of Students.

8. **Student Policies Committee**

   (a) One member from the rank of Professor, and four members of any rank, to be elected by the College faculty as a whole, Commandant of Cadets, the Dean of Students, and three students: one student from the upper division (first or second class/Senior or Junior), one student from the lower division (third or fourth class/Sophomore or Freshman), and one graduate student. These elections are to be run by the appropriate student governance body.

   (b) **Responsibilities:**

   i) Consider and recommend policy on admissions.

   ii) Make recommendations concerning questions and procedures of course evaluations and execute the student course evaluations at the end of each semester.
iii) Consider and recommend policy on student life and student-faculty relations.

iv) Consider and recommend policies regarding instructional resources.

9. Faculty Representatives to the Budget Committee

(a) Composition: One member from each Department (currently 5) excluding the Library or Naval Science, to be elected by the department for a term of three years. Of these 5, 3 are voting and two are non-voting on a rotating basis. The rotation will be initially (as of 10/3/07): 1) Marine Transportation, 2) Global Business and Transportation, 3) Humanities, 4) Engineering, 5) Science. The first three shall be voting and the last two non-voting. Hereafter the positions will rotate up one position each year so that each department will have a voting position three out of five years. The rotation for the next two years will be 1) GBAT, 2) HUM, 3) ENG, 4) SCI, 5) MT and 1)HUM, 2) ENG, 3) SCI, 4) MT 5) GBAT, and so forth for the following years. The Committee on Nominations and Elections will be in charge of maintaining the voting order. Should additional departments appear, their names will start at the bottom of the list in the first year they are eligible and the new rotation will be in effect.

Section E. REPRESENTATIVES TO UNIVERSITY SENATE

1. The College faculty, at a regular April meeting, shall elect a representative and alternate to the University Faculty Senate, in accordance with Article VII of the Policies of the Board of Trustees.

2. The Committee on Nominations and Elections shall prepare a slate of candidates for such elections and additional nominations may be made from the Floor.

Section F. FACULTY WEBMASTER

1. Duty: Maintain the Faculty Governance portion of the Maritime College Website on behalf of the Faculty.

2. The person chosen for this position will be appointed by the Executive Committee to serve at the pleasure of the committee. The Committee on Nominations and Elections shall find candidates for this appointment and submit them to the Executive Committee as needed.

Section G. FACULTY ATHLETIC REPRESENTATIVE TO THE ATHLETIC ACADEMIC ADVISORY BOARD

1. The College Faculty, at a regular April meeting, shall elect a Faculty Athletic Representative (FAR) to the Athletic Academic Advisory Board for a term of three years. This representative will also serve as the College FAR to the NCAA.
2. The Committee on Nominations and Elections shall prepare a slate of candidates for such elections and additional nominations may be made from the floor.

Section H. AD HOC COMMITTEES

1. The Chairperson, Presiding Officer and the College faculty itself may appoint ad hoc committees of the College faculty to report to the appointing authority.

2. Any Standing Committee of the College faculty may appoint an ad hoc sub-committee, whose members need not be members of the appointing committee, to report to the appointing committee.

Section I. SEARCH PROCEDURES FOR ACADEMIC ADMINISTRATIVE OFFICERS.

   The participation of the faculty in the search for academic administrative officers shall follow the guidelines set forth in the Policies of the Board of Trustees, Article IX, Titles A & B, and the State University of New York Faculty Senate Governance Handbook, Section IV, Searches -- Presidents, Provosts, Vice-Presidents, Deans.

Section J. AMENDMENTS

   These by-laws may be amended by a two-thirds vote, provided that the amendment was submitted in writing at the previous meeting of the College faculty.