

THE BY-LAWS OF THE HOFSTRA UNIVERSITY SENATE

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I. General

The standing committees of the Senate should normally meet at least once each month during the academic year. Subcommittees and special committees should normally meet at least once each semester, and as needed to fulfill their responsibilities.

Subcommittees, as specified below, shall normally report on their activities once a semester.

Special Committees, as specified below, shall normally report in writing to the Senate Executive Committee once a semester and may be asked by the Senate Executive Committee to report on specific items directly to the Senate.

The Senate may, for very substantial reasons, appoint one additional senator-at-large to any of the standing committees, beyond those allowed for below. The Executive Committee shall inform the Senate whenever an appointment is recommended under this provision.

II. The Executive Committee

The Executive Committee shall consist of the Provost, the University Senate President, and the Chairpersons of the standing committees of the Senate. The University Senate President shall serve as Chair of the Senate Executive Committee. The immediate past University Senate President shall serve as an ex-officio member, without a vote, for the first semester of the subsequent academic year.

It shall:

- a. prepare the agenda for meetings of the Senate;
- b. assign or refer the business of the Senate to appropriate committees for consideration and report;
- c. study such reports and either recommend them to the Senate, return them to committee, or recommend with specific modifications or reservations; when recommending with substantive modifications, it shall present to the Senate its recommendation as the primary motion and the original committee report as information;
- d. keep informed of and expedite the progress of committee work;
- e. recommend the creation, abolition, or alteration of the jurisdiction of committees of the Senate;
- f. nominate members of the Senate for membership on its committees;
- g. nominate members of the faculty, administration, chairpersons, student body, and staff for service as senators-at-large or for service at the pleasure of the Senate;
- h. maintain liaison with all appropriate deliberating and policymaking bodies of the University and serve as a continuous source of information relevant to Senate committees;
- i. be prepared to consult with University officials, faculty members, and students in the interest of the Senate;
- j. be prepared to serve as the Senate's special committee to explore with other institutions possibilities for cooperation, in liaison with the administrative officer in charge of such exploration with the power to delegate this responsibility to individuals or sub or ad hoc committees;
- k. prepare the quarterly reports of the committees to the Faculty and the annual report of the work of the Senate to the University.

Normally the University Senate President, in their role as Chair of the Senate Executive Committee, shall report the work of the Senate committees to the Faculty as well as submit an annual report of the work of the Senate to the University.

III. Undergraduate Academic Affairs Committee

The Undergraduate Academic Affairs Committee (UAAC) shall consist of at least four faculty senators, at least three faculty senators-at-large, one undergraduate student senator, and the academic dean serving as senator (although the Senate Executive Committee may nominate the academic dean for a one-year membership on a standing committee other than the UAAC). Of the faculty senators and senators-at-large, no more than two shall be from each school. It shall be advised by the Provost or their designee. The committee shall elect annually a Chair from among its faculty senators.

It shall:

- a. recommend to the Senate appropriate policy in matters affecting undergraduate academic standards, the relationships among academic offerings, and university degree requirements;
- b. review and recommend policy regarding the overall relationship of curriculum and curricular changes to the University's budget, faculty, staff and library resources;
- c. be responsible to the Senate for the maintenance of academic standards, by examining admissions, grading, retention, in good standing, separation, graduation;
- d. recommend to the Senate appropriate policy in curricular matters in terms of general University aims and trends, maintaining a balance of liberal arts and pre-professional courses in undergraduate programs, and the general distribution of academic offerings.

Starting at the beginning of the recruitment cycle, the Senior Vice President for Student Enrollment, Engagement, and Success shall consult with the UAAC on a regular basis on current undergraduate admissions practices, trends, developments, financial aid and scholarships (excluding matters of confidentiality). Between meetings in which the Senior Vice President for Student Enrollment, Engagement, and Success consults with the committee, the chair of the UAAC shall be consulted and informed of pertinent developments by the Senior Vice President for Student Enrollment, Engagement, and Success. The Chair of UAAC shall also contact the Senior Vice President for Student Enrollment, Engagement, and Success for updates on an as needed basis. The UAAC shall make recommendations, as appropriate, to the Senior Vice President for Student Enrollment, Engagement, and Success. On a regular basis, the UAAC shall report to the Senate Executive Committee, to the Senate, and—normally through the Senate Executive Committee—to the full faculty.

A. Academic Review Committee

The Academic Review Committee (ARC), a subcommittee of UAAC, shall be chaired by the Provost's designee, and shall include as voting members one member of the UAAC, two faculty appointed by the chairperson of the UAAC, and the Dean for the Center for University Advising or designee. If the Chair of UAAC is not available to appoint faculty to the ARC, the Provost shall have the authority to appoint two faculty to serve as voting members of the ARC. The ARC shall assure that standards regarding academic probation, dismissal from the university for academic performance, and readmission to the university following dismissal for academic performance are maintained.

IV. Graduate Academic Affairs Committee

The Graduate Academic Affairs Committee (GAAC) shall consist of at least three faculty senators, at least three faculty senators-at-large appointed from among faculty with interest or expertise in graduate affairs, and one graduate student senator. No more than one faculty senator or senator-at-large shall be from each school. It shall be advised by the Senior Vice Provost for Academic Affairs or their designee. The committee shall elect annually a Chair from among its faculty senators.

It shall:

- a. review and recommend to the Senate policies, practices, and programs that support graduate students and govern graduate study;
- b. be responsible to the Senate for maintenance of graduate academic standards by examining proposed programs at an early stage and established ones continuously;
- c. review and recommend policy regarding the overall relationship of graduate and professional program curricula and curricular changes to the University's budget, faculty, staff and library resources;
- d. review and recommend to the Senate appropriate policy in curricular matters in terms of general University aims and trends and the general distribution of graduate and professional offerings.

Starting with the beginning of the recruitment cycle and throughout the academic year, the Vice Provost for Graduate Studies and Professional Programs and the Dean of Graduate Admissions shall consult with the Graduate Academic Affairs Committee on graduate admissions practices, developments and trends (excluding matters of confidentiality). Between meetings in which the Vice Provost for Graduate Studies and Professional Program consults with the committee, the chair of the GAAC shall be consulted and informed of pertinent developments by the Vice Provost for Graduate Studies and Professional Program. The Chair of GAAC shall also contact the Vice Provost for Graduate Studies and Professional Programs and the Dean of Graduate Admissions for updates on an as needed basis. On a regular basis, the GAAC shall report to the Senate Executive Committee, to the Senate, and—normally through the Senate Executive Committee—to the full faculty.

V. Planning and Budget Committee

The Planning and Budget Committee (P & B) shall consist of at least three faculty senators, one chairperson senator, one staff senator, at least two faculty senators-at-large, one undergraduate student senator or senator-at-large, and one graduate student senator or senator-at-large. Of the faculty senators and senators-at-large, no more than two shall be from each school. One faculty senator or senator-at-large representing the University Library and serving on the Committee on the Library shall also serve on the Planning and Budget Committee. The Committee shall be advised by the Provost or their designee. The committee shall elect annually a Chair from among its faculty senators.

It shall:

- a. represent the University Senate in budgetary areas;
- b. participate actively in all phases of the development of the annual budgets. In so doing, it will not concern itself with details of housekeeping nor individual salaries;
- c. report its judgment directly to the President at any time it feels appropriate, and report annually its general policy positions to the Senate and faculty through the Senate Executive Committee;
- d. have access to, and shall be obliged to keep fully informed on, all major ongoing and anticipated projects of the University;
- e. develop, recommend, and review the long-range goals and priorities of the University including policy or development of these goals and priorities;
- f. participate actively with University agencies in the examination and preparation of general plans for University development;
- g. recommend to the Senate appropriate policy for making the funding and awarding of monies and the remission of fees educationally productive and institutionally strengthening;
- h. be responsible to the Senate for the standards and review of policies governing the awarding of scholarships, awards for service, grants for financial need, and the coordination of standards of scholarships and student aid in the several units of the University;
- i. report to the Senate normally once a semester on the activities of the subcommittees of the Planning and Budget Committee.

Starting at the beginning of and throughout the academic year, the Vice President for Financial Affairs shall consult and advise the P & B Committee on matters being considered in preparation of the University budget, including but not limited to income, expenses, fundraising and development projects and other matters as deemed appropriate by the P & B Committee. Between meetings in which the Vice President for Financial Affairs consults with the committee, the chair of the P & B Committee shall be consulted

and informed of pertinent developments by the Vice President for Financial Affairs. The P & B Committee shall report to the Vice President for Financial Affairs and where appropriate, the President, on all matters pertaining to policy positions of the Senate. The P & B Committee shall review and recommend its view regarding long range goals and planning by the University. Matters affecting salaries and compensation and other confidential matters shall not be subject to consideration and review. All other matters shall be reported to the Senate and full faculty on a regular basis.

A. Committee on the Library

The Committee on the Library, a subcommittee of the Planning and Budget Committee, shall consist of the following members: a faculty senator or senator-at-large representing the University Library on the Planning and Budget Committee; a senator or senator-at-large from each school; an undergraduate or graduate student representative; and, as ex officio members, the Dean of the Library, the Director of the Law Library, and the Assistant Dean for Library Services of the Zucker School of Medicine Health Sciences Library. The committee shall elect annually a Chair from its faculty members. It shall report to the Senate through the Planning and Budget Committee.

It shall:

- a. review and make recommendations on all budgetary matters concerning the University Library, including gifts and outside appropriations;
- b. work closely with the administration and faculty in defining long-range goals of the Library;
- c. assess and make recommendations regarding the capacity of the University Library to serve the academic needs and functions of the university.

B. Committee on Environmental Priorities

The Committee on Environmental Priorities, a subcommittee of the Planning and Budget Committee, shall review and make recommendations on all policy and planning needs concerning the environment and sustainability practices at the university. It will consist of the following members: one senator or senator-at-large from each school; one senator or senator-at-large from the University Library; as an ex officio member the Director of Sustainability Studies; and one graduate and one undergraduate student. Other members of the university interested in environmental issues may attend and participate in the meetings, but do not have voting rights. The Campus Sustainability Officer shall act as an advisor to the committee. The committee shall elect annually a Chair from among its faculty members. It shall report to the Senate through the Planning and Budget Committee.

C. Committee on Education and Research Technology

The Committee on Education and Research Technology shall be a subcommittee of the Planning and Budget Committee and shall consist of at least five faculty senators or senators-at-large (not more than one from each school), two student members (one graduate and one undergraduate), and, as ex officio members: the Dean of the Library or their designee, the Chief Information Officer, and the Director of Educational & Research Technology Services (EdTech). It may be advised by the Provost or their designee. It shall report to the Senate through the Planning and Budget Committee. The committee shall elect annually a Chair from among its faculty members.

It shall:

- a. receive reports from the Chief Information Officer and the Director of Educational and Research Technology Services (EdTech) on the existing state, developments and changes in educational, research, and information technology and Hofstra's anticipated response to, adaptation to, and engagement with such developments and changes;
- b. review and assess, in an ongoing manner, educational, informational and research technology capabilities, needs, and requests;
- c. evaluate, in conjunction with EdTech, the Provost's office, and Informational Technology Services (ITS), the need for workshops, training sessions or other forms of communication and engagement with faculty and students regarding educational, research, and information technologies;
- d. recommend to the Senate, through the Planning and Budget Committee policy regarding education and research technology.

VI. Faculty Affairs Committee

The Faculty Affairs Committee (FAC) shall consist of at least four elected faculty senators and enough faculty senators-at-large so that each school and the University Library shall be represented. It shall be advised by the Provost or their designee. The committee shall elect annually a Chair from among its faculty senators.

It shall:

- a. recommend to the Senate appropriate policy regarding:
 - 1) the definition of the responsibilities and privileges of faculty members;
 - 2) academic freedom and tenure;
 - 3) standards of remuneration of faculty members, including other-than-monetary benefits customarily or contractually enjoyed by the faculty, such as grants, leaves, aid to research and publication, and related matters;
- b. serve as a Board of Appeals for faculty members for conciliation or adjudication of those complaints which constitute grievances.

VII. Student Affairs Committee

The Student Affairs Committee (SAC) shall consist of at least one elected faculty senator, at least one faculty senator-at-large, one elected student senator (that student elected to be Chairperson of the Students Affairs Committee by a constituency of both elected student senators and student senators-at-large as per FS VII. D. 5), five student senators-at-large (including one from the graduate school), one delegate from the Student Government Association, and the President of the Student Government Association or their designee. Faculty members should not exceed student members. It shall be chaired by the elected student senator on the Committee, and it shall be advised by the Dean of Students or their designee. The Committee may designate a representative for a senator-at-large member who is unable to attend a committee meeting. In the absence of a quorum, defined as one-half of the student committee members, the vote on a resolution will be discussed and voted on electronically.

It shall:

- a. recommend policy changes to the University Senate. The Committee's concern shall be at the policy level and not with its implementation of day-to-day matters;
- b. have the power and responsibility to make policy recommendations to the appropriate University officer(s) regarding all other student related activities and services;
- c. act as the representative of all student governing bodies on campus including Club Sports Council, Commuter Students Association, Inter-Fraternity Council, Multicultural Fraternity Sorority Council, Panhellenic Council, Professional Fraternity Council, Residence Hall Association, Student-Athlete Advisory Committee, and Student Government Association, to the University Senate. In order to be recognized for representation by the SAC, a student organization must meet the requirements for attendance at The Leadership Summit, organized by the Office of Student Leadership and Engagement.

VIII. Special Committees of the Senate

A. Communications, Outreach, and Election Committee (COEC)

The Communications, Outreach, and Election Committee (COEC) shall total eight members: three faculty senators-at-large (not more than one from each school), one student, one staff member (normally the Senior Support Specialist who supports the Senate), one representative from the Provost's Office, the Vice Speaker of the Faculty, and one faculty senator from the Senate Executive Committee. The membership shall be nominated by the Senate Executive Committee and confirmed by the Senate. The Vice Speaker of the Faculty shall chair the committee.

It shall:

- a. upon request, conduct elections for any constituency of the University, including: solicitation of nominations; preparation, distribution, and tabulation of ballots; certification and announcements of results;
- b. serve the University Senate by:
- c. recruiting, identifying, and conducting outreach to potential members for Senate appointed positions by ascertaining interests, experience, and availability;
 - 1) conducting elections for faculty Senators, as needed, at the request of the Senate Executive Committee;
 - 2) supplying the Senate Executive Committee in April of each year, and on request throughout the year, with slates of candidates and relevant profiles for the SEC to consider for appointment to Senate positions;
 - 3) recommending to the Senate Executive Committee ways to facilitate University knowledge of, interest in, and engagement with the Senate.
- d. report to the Senate Executive Committee, as specified above and as needed, on the committee's activities.

B. Special Committee on Grievances

The Special Committee on Grievances shall consist of twelve tenured members of the Faculty, five from the Hofstra College of Liberal Arts and Sciences, at least one from the School of Natural Sciences and Mathematics, the Peter S. Kalikow School of Government, Public Policy and International Affairs, and the School of Humanities, Fine and Performing Arts, and the School of Education, one each from the Frank G. Zarb School of Business, the Lawrence Herbert School of Communication, the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies or the School of Health Sciences, the Fred DeMatteis School of Engineering and Applied Science, the Maurice A. Deane School of Law, the Hofstra Northwell School of Medicine, and the University Library, nominated by the Faculty Affairs Committee through the Senate Executive Committee for renewable Senate appointment for a three-year term. The committee shall elect a Chair from its faculty members. A member of the Grievance Committee shall absent themselves when the Committee is considering a grievance from their school or University Library.

The Committee shall, in cases that do not fall under the jurisdiction of the grievance process of the Collective Bargaining Agreement between the University and the AAUP:

- a. hear all cases referred by the Chairperson of the Faculty Affairs Committee which involves allegations of either a breach of Faculty Statutes or a violation of standard procedures such as published in the Faculty Policy Series, conciliate and mediate in an effort to achieve amicable resolution of the grievance; failing this, recommend in writing to the Academic Dean of the complainant what it believes to be an equitable disposition of the dispute; submit a written report to the Faculty Affairs Committee of the nature and outcome of each case it handled;
- b. perform, when required, the role stipulated for it under FPS #41 - Policy for Dealing With and Reporting Possible Misconduct in Research;
- c. investigate other non-tenure related faculty complaints or charges referred by the Faculty Affairs Committee;
- d. request of the Faculty Affairs Committee, proposed interpretive rulings on the Faculty Statutes, Faculty Policy Series and other regulations binding on faculty members.

C. Special Committee on Athletic Policy

The Special Committee on Athletic Policy shall consist of thirteen voting members: seven faculty members, the Faculty Athletic Representative, the Vice President and Director of Athletics, the Assistant Vice President of Athletics and Chief Operating Officer, the Senior Vice President for Student Enrollment, Engagement, and Success or their designee, and two students (ideally one representative from student government and one representative from the Student-Athlete Advisory Committee) or their designees. The following or their designees shall be non-voting members: the Provost, the Registrar and Director of Academic Records, the Executive Associate Director of Athletics and Senior Women's Administrator (SWA), the Senior Associate Director of Athletics for Compliance, Diversity, and Inclusion, the Director of Financial Aid Compliance and Operations, the Chief Human Resources Officer and Equal Rights and Opportunities Officer, Senior Associate Director of Athletics for Student-Athlete Success, Senior Associate Director of Athletics for Finance and Administration and one representative from the alumni, who shall be nominated by the Alumni Organization. When assigning members, the Senate shall seek appropriate gender representation and representation from diverse and underrepresented sectors of the university community. The committee shall elect a Chair from its faculty members.

It shall:

- a. report to the Senate through the Executive Committee its recommendations for Hofstra policies concerning intercollegiate athletics;
- b. advise the President, through the Senate, regarding the University's policies on intercollegiate athletics;
- c. receive reports from the Director of Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
- d. review the academic performance and graduation rates of all student-athletes and report findings to the Senate each semester;
- e. review the Director of Athletics' rules and compliance program and report any relevant changes to the Senate;
- f. receive and review annual reports from the Faculty Athletic Representative and Director of Athletics;
- g. receive and review annual reports from the department regarding gender equity and representation from diverse and underrepresented sectors of the University community, as well as invite the University Equal Rights and Opportunities Officer to address current issues;
- h. review, in an ongoing manner, the student-athlete handbook;
- i. review the results of questionnaires or other evaluations administered to student athletes;
- j. report in writing on the committee's activities to the Senate Executive Committee, normally once a semester.

D. Special Committee on the Academic Calendar

The Special Committee on the Academic Calendar prepares and reviews the Academic Calendar. The Committee shall consist of the Registrar, one designee appointed by the Provost, the Senior Vice President for Student Enrollment, Engagement, and Success, and the Chair of the Student Affairs Committee. The Senate Executive Committee shall appoint two faculty members. In addition, an elected senator from the Planning and Budget Committee will sit on the committee. The Registrar shall chair the committee. It recommends each year's Academic Calendar to the Senate and Faculty through the Senate Executive Committee.

E. Special Committee on Environmental Health and Safety

The Special Committee on Environmental Health and Safety shall consist of the Environmental Health and Safety Officer (EHSO), the Radiation Institutional Safety Officer (RISO), the University Hazardous Waste Coordinator and Fire and Life Safety Officer, the Emergency Management Officer, the Associate Provost for Research and Sponsored Programs, faculty representatives from Chemistry, Biology, Fine Arts, Engineering, Drama and Dance, Geology, Occupational Therapy, Physics, Radio, Television, Film, the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell, and a student senator-at-large. Ex-Officio members of the Committee shall be laboratory directors/managers from appropriate academic departments. The Associate General Counsel shall act as an adviser to this Committee. The committee shall elect a Chair from its faculty members.

It shall:

- a. serve as liaison among academic departments, the Environmental Health and Safety Office (EHSO), and other administrators for matters involving the safe use and disposal of hazardous substances and related environmental safety issues not limited to recommending and communicating best safe practices to the Committee and to their respective departments. The Committee may assist and advise the Environmental Health and Safety Office (EHSO), on policy issues regarding environmental safety;
- b. serve as the Chemical Hygiene Committee for purposes of the University Chemical Hygiene Plan (“Plan”) and be responsible for fulfilling all the responsibilities of the Chemical Hygiene Committee as set forth in the Plan, including review and revision of the Plan;
- c. report to both the Senate Executive Committee and to the Office of the President and in writing on the committee’s activities to the Executive Committee of the Senate, normally once a semester.