

# **THE BY-LAWS OF THE HOFSTRA UNIVERSITY SENATE**

## **TABLE OF CONTENTS**

I.	The Executive Committee.....	2
II.	The Undergraduate Academic Affairs Committee.....	3
	A. Academic Review Committee.....	4
III.	Graduate Academic Affairs Committee.....	5
IV.	Planning and Budget Committee.....	6
	A. Committee on the Library.....	7
	B. Committee on Environmental Priorities.....	8
V.	The Faculty Affairs Committee.....	9
VI.	The Student Affairs Committee.....	10
VII.	Special Committees of the Senate.....	11
	A. Special Committee on Recruitment, Elections, and Nominations (SCREAN) .	11
	B. Special Committee on Grievances.....	12
	C. Special Committee on Athletic Policy.....	13
	D. Special Committee on the Academic Calendar.....	14
	E. Special Committee on Environmental Health and Safety.....	15
	F. Special Committee on Educational and Information Technology.....	16

## **I. The Executive Committee**

The Executive Committee shall consist of the Provost, the Chairperson of the Executive Committee and the Chairpersons of the standing committees of the Senate. The immediate past Chairperson of the Executive Committee 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; maintain liaison with all appropriate deliberating and policymaking bodies of the University and serve as a continuous source of information relevant to Senate committees
- h. be prepared to consult with University officials, faculty members, and students in the interest of the Senate
- i. 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
- j. prepare the quarterly reports of the committees to the Faculty and the annual report of the work of the Senate to the University.

## II. The Undergraduate Academic Affairs Committee<sup>1</sup>

The Undergraduate Academic Affairs Committee shall consist of a minimum of four faculty senators, 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). It shall be advised by the Provost or his or her designate.

It shall:

- a. recommend to the Senate appropriate policy in matters affecting undergraduate academic standards of the University
- b. be responsible to the Senate for the maintenance of academic standards, by examining admissions, grading, retention, in good standing, separation, graduation
- c. recommend to the Senate appropriate policy in curricular matters in terms of the following considerations
  - 1) general University aims and trends;
  - 2) prevention of proliferation of courses;
  - 3) a balance of liberal arts and pre-professional courses in undergraduate programs;
  - 4) the fitting of new courses to the needs and programs of the academic units of the University and to the general distribution of academic offerings;
  - 5) the overall relationship of new curricula to the University's resources of budget, staff and library.
- d. oversee the work of the Academic Review Committee (ARC)

Starting at the beginning of the recruitment cycle, the Vice President for Enrollment Management 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 Vice President for Enrollment Management consults with the committee, the chair of the UAAC shall be consulted and informed of pertinent developments by the Vice President for Enrollment Management. The Chair of UAAC shall also contact the Vice President for Enrollment Management for updates on an as needed basis. The UAAC shall make recommendations, as appropriate, to the Vice President for Enrollment Management. All matters affecting these issues shall be reported to the Senate and the full faculty.

---

<sup>1</sup> In an effort to represent properly all faculty constituencies in the University Senate, unless specifically called for in the bylaws, faculty representation should be opened to all faculty constituencies.

## **A. Academic Review Committee<sup>1</sup>**

The responsibility of the Academic Review Committee (ARC) shall be to 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. The Committee 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 of University Advisement or designee. During the summer sessions or intercessions, the Provost shall have the authority to appoint two faculty to serve as voting members of the ARC as necessary.

### **III. Graduate Academic Affairs Committee<sup>1</sup>**

The Graduate Academic Affairs Committee shall consist of a minimum of three faculty senators, two faculty senators-at-large appointed from among faculty with interest or expertise in graduate affairs, the President of the Graduate Student Organization, and one graduate student senator. It shall be advised by the Senior Vice Provost for Academic Affairs.

It shall:

- a. recommend to the Senate policies and programs governing 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.

Starting with the beginning of the recruitment cycle and throughout the academic year, the Dean of Graduate Studies 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 Dean of Graduate Studies consults with the committee, the chair of the GAAC shall be consulted and informed of pertinent developments by the Dean of Graduate Studies. The Chair of GAAC shall also contact the Dean of Graduate Studies and the Dean of Graduate Admissions for updates on an as needed basis. The GAAC shall make recommendations, as appropriate, to the respective deans and shall report to the Senate and full faculty.

#### **IV. Planning and Budget Committee<sup>1</sup>**

The Planning and Budget Committee shall consist of a minimum of three faculty senators, one chairperson senator, one staff senator, two faculty senators-at-large, one student senator, one senator-at-large from the Library, and one student senator-at-large. The Committee shall be advised by the Provost or his/her designate.

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 Executive Committee
- d. have access to and shall be obliged to keep fully informed on all major ongoing and projected “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.

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, fund raising 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. P & B 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 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<sup>1</sup>**

The Library Subcommittee of the Planning and Budget Committee shall consist of nine members: three from the University Library, including a senator or senator-at-large representing the University Library on the Planning and Budget Committee, and one chosen from each of the following areas: School of Business, School of Education, Health and Human Services, the Lawrence Herbert School of Communication, and the student body, two from Hofstra College of Liberal Arts and Sciences. It will also include as ex-officio members the Dean of Library and Information Services and the Director of the Law Library. It will 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.

## **B. Committee on Environmental Priorities<sup>1</sup>**

The Committee on Environmental Priorities, a subcommittee of the Planning and Budget Committee, shall consist of at least fourteen members as follows:

- a. Twelve faculty members, one from each of the following areas: the University Library, the Lawrence Herbert School of Communication, the School of Education, the School of Health Sciences and Human Services, the Fred DeMatteis School of Engineering and Applied Science, from the Zarb School of Business, the Maurice A. Deane School of Law, the Director of Sustainability Studies, and a total of four from the Hofstra College of Liberal Arts and Sciences, with at least one from each of the three divisions.
- b. Two student members, one a graduate and one an undergraduate, who are student senators, if possible.
- c. Other ad hoc members interested in environmental issues may attend and participate in the meetings, but do not have voting rights.
- d. The Campus Sustainability Officer shall act as an advisor to the committee.

The Committee shall:

- a. Elect its Chair from among its faculty members;
- b. Assess environmental issues concerning the students, faculty, and staff, of the campus. The Committee will also seek to make the campus a more sustainable place.
- c. Review and make recommendations on all policy and planning needs concerning the environment and sustainability practices at Hofstra University to the Senate and faculty through the Planning and Budget Committee.
- d. Have its members report to their respective areas recommendations and deliberations of the Committee.



## **V. The Faculty Affairs Committee<sup>1</sup>**

The Faculty Affairs Committee shall consist of a minimum of four elected faculty senators and enough faculty senators-at-large so that each of the academic units and divisions shall be represented (Frank G. Zarb School of Business, School of Education, Health and Human Services, the Lawrence Herbert School of Communication, Hofstra College of Liberal Arts and Sciences divisions of Humanities, Social Sciences, and Natural Sciences, University Library, School of Law). It shall be advised by the Provost or his/her designate.

It shall:

- a. recommend to the Senate appropriate policy regarding:
  - 1.) the definition of the responsibilities and privileges of faculty members;
  - 2.) the problems of 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.

## **VI. The Student Affairs Committee<sup>1</sup>**

The Student Affairs Committee 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 his/her 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 his/her designee. SAC may designate a representative for a senator-at-large member who is unable to attend a committee meeting. In the absence of 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. The Committee shall 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. The committee shall act as the representative of all 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.

\*The SAC represents all governing bodies on campus. In order to be recognized for representation by the SAC, an organization must meet the requirements for attendance at The Leadership Summit, organized by the Office of Student Leadership and Engagement.

The Senate may, for very substantial reasons, appoint one additional senator-at-large to any of the committees, described in sections two through six of these bylaws. The Executive Committee shall inform the Senate whenever an appointment is recommended under this provision.

## **VII. Special Committees of the Senate<sup>1</sup>**

### **A. Special Committee on Recruitment, Elections, and Nominations (SCREEN)**

The Special Committee on Recruitment, Elections, and Nominations shall total eight members; comprising four faculty members, one student member, one staff member, (the Senior Support Specialist who shall chair the committee,) one representative from the Provost's Office, and one member of the Senate Executive Committee. The membership shall be nominated by the Senate Executive Committee and confirmed by the Senate.

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:
  - 1.) recruiting potential members for Senate appointed positions by ascertaining interests, experience, availability, and by keeping appropriate up-to-date files on eligible candidates;
  - 2.) supplying the Senate Executive Committee in March of each year and on request throughout the year with slates of candidates and relevant profiles for nomination to appointed Senate positions;
  - 3.) suggesting to the Senate Executive Committee ways to increase University knowledge of, interest in, and increase cooperation with the Senate.

## **B. Special Committee on Grievances<sup>1</sup>**

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 Professions and Human Services, 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 Committee on Faculty Affairs through the Executive Committee for renewable Senate appointment for a three-year term.

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,

1. 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 Committee on Faculty Affairs of the nature and outcome of each case it handled;
2. perform, when required, the role stipulated for it under FPS #41 - Policy for Dealing With and Reporting Possible Misconduct in Research;
3. investigate other non-tenure related faculty complaints or charges referred by the Committee on Faculty Affairs;
4. request of the Committee on Faculty Affairs, proposed interpretative rulings on the Faculty Statutes, Faculty Policy Series and other regulations binding on faculty members;
5. a member of the Grievance Committee shall absent himself or herself when the Committee is considering a grievance from his or her school, unit, or (in Hofstra College of Liberal Arts and Sciences) his or her division.

### **C. Special Committee on Athletic Policy<sup>1</sup>**

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 designate, 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 designates 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:

1. report to the Senate through the Executive Committee its recommendations for Hofstra policies concerning intercollegiate athletics;
2. advise the President, through the Senate, regarding the University's policies on intercollegiate athletics;
3. receive reports from the Director of Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
4. review the academic performance and graduation rates of all student-athletes and report findings to the Senate each semester;
5. review the Director of Athletics' rules and compliance program and report any relevant changes to the Senate;
6. receive and review annual reports from the Faculty Athletic Representative and Director of Athletics;
7. 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;
8. review, in an ongoing manner, the student-athlete handbook; and
9. review the results of questionnaires or other evaluations administered to student athletes.

#### **D. Special Committee on the Academic Calendar<sup>1</sup>**

The Special Committee on the Academic Calendar prepares and reviews the Academic Calendar. The Committee shall consist of the Registrar, one designate appointed by the Provost, the Vice President for Student Affairs 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.

## **E. Special Committee on Environmental Health and Safety<sup>1</sup>**

The Special Committee on Environmental Health and Safety shall consist of the Environmental Health and Safety Office (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 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.

The Special Committee on Environmental Health and Safety shall report to both the Executive Committee of the Senate and to the Office of the President. The members of the Environmental Health and Safety Committee shall serve as the Chemical Hygiene Committee for purposes of the University Chemical Hygiene Plan (“Plan”) and shall be responsible for fulfilling all the responsibilities of the Chemical Hygiene Committee as set forth in the Plan.

## **F. Special Committee on Educational and Information Technology<sup>1</sup>**

The Special Committee on Educational and Informational Technology shall consist of five faculty members, (not more than one from each school and/or division,) the chair of the Faculty Affairs Committee, the chair of the Undergraduate Academic Affairs Committee, the Vice President for Digital Innovation and Technology, the Director of Educational & Research Technology Services, and two student members (one graduate and one undergraduate, who are student senators, if possible.) It shall be advised by the Provost or his/her designate, and the Director of Faculty Computing Services or his/her designate. The committee Chair shall be elected from the Faculty and/or Student Membership.

It shall:

- a. Report to the Senate through the Senate Executive Committee its' recommendations for Hofstra University policies concerning educational and information technologies;
- b. Receive reports from the Vice President of Digital Innovations and Technology and the Director of Educational & Research Technology Services on changes in educational and information technology
- c. Review and assess, in an ongoing manner, changes to Hofstra's educational technology, e.g. CMS
- d. Propose and implement in conjunction with Educational & Research Technology Services and the Provost's office, training sessions for pedagogical technologies, current, new or proposed
- e. Keep up-to-date of educational technology trends and report to the Senate through the Senate Executive Committee.