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**PART 331**  
**UNIVERSITY FACULTY SENATE**

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TITLE A – ESTABLISHMENT AND PURPOSES

**§ 331.1 Name.**

There shall be a University Faculty Senate of State University of New York.

**§ 331.2 Purposes.**

The senate shall be the official agency through which the university faculty engages in the governance of the university. The senate shall be concerned with effective educational policies and other professional matters within the university.

TITLE B - MEMBERSHIP

**§ 331.3 Composition.**

The senate shall consist of the chancellor of the university, two university representatives having university-wide responsibilities, and representatives from each State-operated unit and contract college in numbers determined as follows:

(a) One representative from each unit, independent of the size of the professional staff.

(b) Additional representatives shall be authorized from units on the basis of the number of full-time professional staff according to the following: a second representative for units whose full-time professional staff is greater than or equal to 600 but less than 1100; a third representative for units whose professional staff is greater than or equal to 1100 but less than 1600; and a fourth representative for units whose professional staff is greater than or equal to 1600.

#### **§ 331.4 Election and appointment.**

The chancellor of the university shall appoint the two university representatives and the two alternate university representatives having university-wide responsibility. The professional staff of each State-operated unit and contract college shall, by secret ballot and majority of those voting, elect their own representatives and alternates in a manner that shall be further specified in the bylaws of each unit's faculty, provided that the alternate representatives shall serve for the same term as the representatives for whom they are alternates. Alternate representatives shall serve in the absence or inability to act for the representative for whom they are alternates and, in that event, such alternate representatives shall exercise all the powers and duties of the representatives for whom they are alternates.

#### **§ 331.5 Terms.**

The university representatives shall serve at the pleasure of the chancellor of the university. Each representative of a State-operated unit or contract college shall serve for a term of three years; provided, however, that no such representative shall serve as a member of the senate after termination of employment in the unit from which the representative was elected.

#### **§ 331.6 Reelection.**

An elected representative who has served a full three-year term or major fraction thereof shall be eligible to serve a second consecutive three-year term. Representatives shall not be eligible to serve again as members of the senate until the expiration of one year from the end of their last preceding term. Representatives who have served only a minor fraction of one three-year term may serve for two additional consecutive three-year terms.

#### **§ 331.7 Vacancies.**

If a leave of absence or other reason will prevent a senator or alternate from performing the duties of the office for a period of one academic year or longer, the position will be declared vacant and a new election will be held to fill the remainder of the unexpired term. An individual currently serving as an alternate may run in the election for a senate seat which has been vacated in this manner. In the event that both the senator and the alternate are simultaneously unable to represent the campus for a period in excess of four months during the academic year, both offices will be declared vacant and the unexpired terms will be filled by a new election.

#### **TITLE C - OFFICERS**

#### **§ 331.8 President of the senate.**

Before July 1st of each odd-numbered year, the senate shall elect one of its elected members or the current vice president/secretary as president of the senate for a term of two years. Upon election as president of the senate, an elected member shall vacate the position as the representative of his or her unit in the senate. The president of the senate shall preside at all meetings of the senate and shall exercise such other powers and duties as may be vested in the president by this Part and the bylaws of the senate. The president shall be an ex officio member of all senate committees. The president of the senate may be reelected for a second term, but may not thereafter be eligible for a successive term provided, however, that a president initially elected to fill the minor portion of a term arising from a vacancy is eligible to serve two additional successive full terms.

#### **§ 331.9 Vice president/secretary.**

Before July 1st of each even-numbered year, the senate shall elect one of its elected members to serve as vice president/secretary for a term of two years. Upon election as vice president/secretary, the elected member shall vacate the position as representative of his or her unit in the senate and shall serve as a nonvoting member of the senate. The vice president/secretary shall take and keep minutes of the senate and shall exercise such other powers and duties as the senate shall provide in its bylaws. The vice president/secretary shall serve as president of the senate during that officer's absence or inability to act. The vice president/secretary of the senate may be

reelected for a second term, but may not thereafter be eligible for a successive term provided however that a vice president/secretary initially elected to fill the minor portion of a term arising from a vacancy is eligible to serve two additional successive full terms.

**§ 331.10 Vacancies.**

A vacancy in the office of president or vice president/secretary shall be filled for the unexpired term in the same manner as the original election, at the next succeeding meeting of the senate following the occurrence of the vacancy. In the interim, the executive committee shall elect one of its members to serve in an acting capacity until the vacancy is filled.

TITLE D - ORGANIZATION

**§ 331.11 Meetings.**

The senate shall meet at least twice a year at such times and places as shall be determined by the executive committee. Special meetings of the senate may be called in accordance with the provisions of the bylaws.

**§ 331.12 Committees.**

The senate may establish such standing committees as it deems advisable and shall prescribe the functions of such committees. One such committee shall be the executive committee. The chairperson and members of the standing committees shall be appointed by the executive committee and shall serve for terms of one year commencing July 1st of each year. Committee members shall be eligible for reappointment.

TITLE E - BYLAWS

**§ 331.13 Adoption.**

The senate may adopt, amend or repeal such bylaws as it deems advisable, consistent with this Part, governing its activities and procedures.

TITLE F - AMENDMENTS

**§ 331.14 Procedure.**

Proposed amendments to this Part may be recommended to the board of trustees by a majority vote in the senate. The chancellor shall transmit proposed amendments to the board of trustees with recommendations. Amendments, in such form as approved by the board, shall become effective if ratified by the professional staff of a majority of the State-operated units and contract colleges, by secret ballot, within such time period not in excess of one year as may be fixed by the board of trustees.