PREAMBLE

In order to ensure the highest standards of excellence in teaching, scholarly research, and related academic functions, and to define the structural relationships through which this faculty will express itself in its internal affairs and external relationships, the Faculty of the Rockefeller College of Public Affairs and Policy, University at Albany, SUNY (hereafter, Rockefeller College) establishes the following as its By-Laws pursuant to Article 1 of the Faculty By-Laws of the University at Albany, SUNY.

ARTICLE I. THE FACULTY: DEFINITION; POWERS AND RESPONSIBILITIES

Section 1. The voting faculty of Rockefeller College shall consist of persons in the following categories:

1.1. The Dean of Rockefeller College
1.2. Members of the faculty holding full-time and continuing appointments and those individuals designated by each department who hold voting rights on cases of tenure and promotion in the Political Science and Public Administration and Policy Departments within Rockefeller College.

Section 2. The Rockefeller College faculty shall be responsible for establishment and maintenance of its academic policies and standards, subject to the Faculty By-Laws and the regulations of the Senate of the University at Albany, SUNY. Among the Rockefeller College policies and standards to be established, and activities to be performed in maintaining such policies and standards, are:

2.1. The professional standards for instructional and research personnel.
2.2. The policies and standards with respect to cooperative academic and service relationships of Rockefeller College with other units in the University at Albany, SUNY and with various elements of the government of the State of New York.
2.3. Notwithstanding any responsibilities specifically addressed in this section, the Departments of Political Science and Public Administration and Policy and, as relevant, the Master of International Affairs Program, shall be responsible for establishing and maintaining policies and standards regarding:
   2.3.1 The policy and standards regarding advising and instruction of undergraduate and graduate students;
   2.3.2 The standards with respect to admission to and requirements for continuation of students in the graduate degree programs for which
Rockefeller College is responsible, and the awarding of graduate degrees;
2.3.3 The procedures and criteria for conducting faculty personnel reviews; and
2.3.4 The standards with respect to requirements for academic concentrations of students in those fields for which Rockefeller College is responsible for undergraduate instruction.

Section 3. In accordance with the spirit of Article II, Faculty By-Laws, University at Albany, SUNY, prior consultation and participation shall be afforded to the faculty of Rockefeller College in decisions affecting the internal organization, policies, and programs of the School, and in administrative appointments to the School, including decisions originating from sources outside Rockefeller College.

Section 4. Proxy representation may be filed with the Chair of the Faculty prior to a faculty meeting, but such proxy must indicate the issues on which the proxy is to be exercised and the terms upon which the vote authorized in the proxy shall be cast.

ARTICLE II. FACULTY: GOVERNMENT AND ORGANIZATION

Section 1. The governing and policy-making powers and responsibilities of the faculty shall be carried out through the faculty meeting, presided over by a Faculty Chair, and by its committees and elected and appointed officers. Each member of the faculty shall have equal rights and privileges, shall be given due notice of all meetings, may participate in all deliberations, may cast an equal vote (per Article 1, Section 1 of the By-Laws) in all general meetings and in those sub-groups to which the faculty member has been appointed, and shall receive all published minutes.

1.1 The Faculty shall hold regularly scheduled general meetings as provided in the Operating Rules. At least one shall be held within a month of the opening of classes at the beginning of each academic year, and one during the month before the end of the academic year.

1.2 Due notice of all regularly scheduled general faculty meetings shall include circulation of the agenda at least two days in advance of such meetings by the Chair of the Faculty or his/her representative. A matter will be placed on the agenda by the request of the Dean, Department Chairs, or whenever two or more faculty members so request, providing the request is in sufficient time to permit the notice as defined. Committee proposals for discussion and potential action at any scheduled meeting shall be circulated to the Faculty at least one week in advance of the meeting.

1.3 The Dean, the Chair of the Faculty, and twenty (20) percent of the faculty by petition may call a special faculty meeting limited to those purposes stated in the call of the meeting issued at least two days prior to the meeting. Emergency meetings of the faculty may be called by the Dean, the Chair of the Faculty, or the Chairs of the Departments of Political Science and Public Administration and Policy upon constructive notice to the Faculty in sufficient time to allow attendance at the meeting which shall be limited to matters contained in the notice.

1.4 At any regularly scheduled general faculty meeting, the agenda shall permit
action on a matter falling within the authority of the faculty; such action, however, shall be subject to the challenge by reason of the matter involved not being on the agenda in which case it shall be laid on the table until the next regularly called faculty meeting.

Section 2. Local officers and standing committees of the faculty shall be those as defined in the Operating Rules, save that there shall be an elected Chair who shall preside over the faculty meetings.

2.1 Local officers of the faculty shall be elected not more than sixty (60) days prior to commencement of their terms of office as specified in the Operating Rules, to serve terms of one year.

2.2 Two types of committees shall be recognized and shall be known as (a) faculty committees, and (b) Dean's committees. Members of the teaching faculty shall constitute a majority of all faculty committees and on all Dean's committees concerned primarily with academic policy.

2.3 Faculty committees, unless otherwise specified by the Operating Rules, shall be appointed by the Chair of the Faculty, in consultation with the department chairs, and shall report to the faculty.

2.4 A vacancy in the office of University Senator from Rockefeller College shall be filled by the Chair of the Faculty after consultation with the Dean and the department chairs. A vacancy in the office of the Chair of the Faculty shall be filled by the Dean after consulting with the department chairs.

2.5 Dean's committees shall be appointed by the Dean in consultation with the department chairs. Dean's committees shall submit their reports to the Dean save in the case of the Dean's committees primarily concerned with academic policy, in which case they shall submit their reports to the faculty following review by the Dean.

2.6 Nothing in these By-Laws shall preclude the Dean from appointing whatever persons or agencies the Dean may choose solely to advise the Dean regardless of the subject matter.

2.7 The creation of a faculty committee does not require faculty action, but its authority must be confirmed by resolution of the faculty before its report can be received by the faculty.

ARTICLE III. QUORUMS AND OPERATING RULES

Section 1. A quorum for business which has been duly announced in proper advance notice of a meeting shall consist of one-third of the eligible voting membership. For all other matters a quorum of one-half of the membership is required.

Section 2. Operating Rules for the government of the faculty and its agencies shall be adopted by majority vote of those present at the faculty meeting.

2.1 Copies of proposed Operating Rules amendments shall be circulated to the entire faculty at least one week prior to the faculty meeting in which such amendments are to be considered except that with unanimous consent they may be temporarily adopted until the next regular meeting.

Section 3. Suspension of the Operating Rules may be accomplished by two-thirds vote of
those present and voting in the faculty meeting.

ARTICLE IV. AMENDMENT

Section 1. Should any of these By-Laws be found in conflict with the Policies of the Board of Trustees of the State University of New York, or the By-Laws of the University at Albany, SUNY, or the regulations adopted by its Senate, or of the Rockefeller College of Public Affairs and Policy, correction of that portion shall be the first order of business at the next faculty meeting. If any provision of these By-Laws is held illegal or unenforceable in a judicial or administrative proceeding, such provision shall be severed and shall be inoperative, and the remainder of these By-Laws shall remain operative and binding.

Section 2. Proposed amendments to these By-Laws shall be circulated to the entire faculty at least one week prior to consideration and shall not be altered during said meeting except by unanimous consent, but notification by such circulation shall expire unless adoption follows or unless consideration is delayed to a specific date.

Section 3. Amendments to these By-Laws shall be adopted upon favorable vote of sixty (60) percent of the entire voting faculty.

OPERATING RULES

Section 1. The Faculty: (By-Laws, Article I, Section 1) Definition-In cases of question, the determination of whether a person meets the qualification for voting faculty membership shall be made by the faculty at the faculty meeting through a majority vote of those present.

Section 2. Faculty Meeting: (By-Laws, Article II, Section 1) Faculty meetings shall be conducted in accordance with the following provisions as to time of meeting, order of business, and procedure.

2.1 A minimum of two faculty meetings must be held annually, one near the beginning and one near the end of the academic year as specified in By-Laws, Article II, Section 1, Sub-Section 1.1. General faculty meetings normally will be scheduled by the Chair of the Faculty to take place as needed.

2.2 The order of business shall be as specified on the agenda; customarily the Dean's report shall be the first order of business and action may be taken as appropriate during the Dean's report without affecting the regular agenda. Reports of Program Directors and Department Chairs ordinarily shall follow the Dean's Report. Matters not on the agenda may be dealt with after the items on the agenda have been considered, subject to the limitation specified in the By-Laws, Article II, Section 1, Sub-Section 1.4.

2.3 Robert's Rules of order (revised) shall apply to the conduct of business during the meeting of the Faculty unless modified by the Operating Rules.

2.4 To expedite business during meetings, rules of procedure-but not By-Laws-may be suspended at any time by unanimous consent until a point of order is raised.

2.5 The Dean shall appoint a staff member to record the faculty meeting
minutes. The minutes will be distributed to all faculty in a timely manner following each faculty meeting.

Section 3. Faculty Organization: (By-Laws, Article II, Section 2, Subsection 2.1) Elected officers of the faculty shall consist of a Chair and the Senators elected exclusively by Rockefeller College to the Senate of the University at Albany, SUNY.

3.1 The Chair of the Faculty shall be a faculty member with tenure. He or she shall preside over meetings of the Faculty and shall have the powers and responsibilities granted by the By-Laws and Operating Rules of the Rockefeller College.

3.2 The Senators elected exclusively by Rockefeller College to the Senate of the University at Albany, SUNY shall be voting members of the faculty as provided in the By-Laws (Article I, Section 1 shall represent Rockefeller College, and serve in the capacity provided for in the By-Laws of the University at Albany, SUNY and rules adopted by its Senate.

3.3 Elections of new officers will take place at the Spring Faculty Meeting based on nominations from the Floor and a simple plurality vote.

3.3.1 In the event that there is only one nominee for any elected office, that nominee shall be deemed to have been elected by passage of the motion to close nominations.

3.4 Election of officers of the Faculty shall take place at the last regularly scheduled faculty meeting. Officers elected shall take office following the conclusion of the meeting at which they were elected.

3.5 Faculty officers may serve not more than three consecutive terms of office.

Section 4. Faculty Organization: (By-Laws, Article II, Section 2, SubSection 2.2) The following committees shall be Faculty Standing Committees, unless otherwise specified, charged with performing the functions as indicated.

4.1 Standing Committee members will be appointed by the Chair in consultation with the Department Chairs.

4.2 A Committee on Academic Policy shall be established composed of four faculty members, broadly representative of the faculty, and two student members, broadly representative of student interests.

4.2.1 On an annual basis, the Committee shall review – after consultation with the Dean, Program Directors, Department Chairs, and such others as may be appropriate – make recommendations to the faculty and the Dean with respect to the overall academic plans of the Rockefeller College, and the coordination, development, and interrelationship of the various programs of the school and provide a report to the faculty and the Dean summarizing its findings and, as appropriate, making recommendations for improvement prior to their submission by the Dean to appropriate elements of the University at Albany.

4.2.2 The Committee shall review and comment upon specific academic program and course proposals developed with the potential to affect significantly more than one department or to affect significantly a department or program other than the one in which they originate.
The Committee shall -- after consultation with the Dean, Program Directors and Departmental Chairs -- add its recommendations with respect to coordinated review of specific academic program and course proposals developed by the several program and departmental faculties with emphasis upon the interdisciplinary and interdepartmental relations in Rockefeller College and the University at Albany.

4.2.3 The Committee may take the initiative in recommending to the faculty and the Dean any matters touching upon the academic plans, their scope, content, and standards, of Rockefeller College. The Dean, Department Chairs, or Program Directors may refer ideas or initiatives requiring cross-College coordination to this Committee; if an ad hoc committee is appointed instead, it shall coordinate with the Committee on Academic Policy.

4.3 Committee on Grievances. A Grievance committee of three faculty members and two student members, including at least one graduate student from each department, is hereby created to receive and consider any grievance from any member of the Faculty or student body and to recommend appropriate action to the Faculty or to the Dean. Should a grievance concern a faculty member with respect to intra-faculty or faculty-administration matters, the faculty member may choose to be heard by the full panel, or by that part of the panel consisting only of the panel’s faculty members. In the event a question arises as to whether a matter laid before the Committee falls within this latter provision, the entire committee shall decide the appropriate jurisdiction to apply.

Section 5. Student Committee Representatives: Pursuant to Article I, Section 1 of the Faculty By-Laws, the faculty hereby authorizes the graduate and undergraduate student representatives on faculty standing committees to participate as limited voting members in faculty meetings (i.e., student shall not vote on faculty personnel matters).