



**THE CHARTER OF THE SUNY
POLYTECHNIC INSTITUTE'S
COLLEGE OF NANOSCALE SCIENCE AND
ENGINEERING COLLEGE SENATE**

Adopted by unanimous vote of the CNSE Voting Faculty on May 9, 2014

The *Faculty Bylaws* specify rights accorded to the Faculty by the Chancellor and Trustees of the State University of New York. According to Article I Section 2.3-2.6 and Article II of those *Bylaws*, duly approved by the Faculty, many of the rights and responsibilities of the Faculty are delegated to the CNSE College Senate. This *Charter* specifies, subject to the *Faculty Bylaws*, the mechanisms by which the CNSE College Senate shall accomplish its duties and exercise its rights.

SECTION 1: COMPOSITION AND ELECTION

The composition of the CNSE College Senate is specified by the *Faculty Bylaws* Article II Section 2. Election of Senators is overseen by the Governance Council, as specified by *Bylaws* Article II Sections 7 and 10, and detailed in Section 10.1.4.3 of this *Charter*.

SECTION 2: DEFINITIONS

In addition to those terms defined in the *Bylaws* Article I Sections 1 and 2.4, the following terms shall be employed in the *CNSE College Senate Charter*:

2.1. Support Staff: The Support Staff is to include all full-time classified and other workers employed by the College in engineering, research, safety, clerical, maintenance, sales, or other positions that are not covered by the SUNY Trustees' definition of "Voting Faculty".

2.2. Undergraduate Students: Undergraduate students are defined as those who are matriculated as undergraduates as defined by current College policies.

2.3. Graduate Students: Graduate students are defined as those who are matriculated as graduate students as defined by current College policies.

SECTION 3: POWERS OF THE CNSE COLLEGE SENATE

3.1. The CNSE College Senate shall interpret the extent of the powers and responsibilities specified to itself in Article I Section 2.3 of the *Faculty Bylaws*. Unless otherwise specifically directed by the Faculty, the CNSE College Senate shall construe its charge in the broadest possible sense.

3.2. The CNSE College Senate assumes that any policy, practice, or condition within the College which in its judgment significantly affects the quality of the institution's legitimate functioning is a proper concern of the Faculty, and hence, of the CNSE College Senate.

3.3. In order to fulfill its responsibilities to be consulted on major appointments specified in *Bylaws* Article II Section 1.7, the CNSE College Senate shall interview final candidates for Vice President for Academic Affairs and President.

SECTION 4: OFFICERS OF THE CNSE COLLEGE SENATE

In addition to those duties specified in the *Faculty Bylaws* Article II, Section 3.4:

4.1. The Chair

4.1.1. Shall represent the CNSE College Senate;

4.1.2. Shall meet regularly with the President;

4.1.3. Shall assist the Secretary in preparation of the minutes;

4.1.4. Shall serve on the Committee on Council Nominations of the Governance Council;

4.1.5. May serve as the Presiding Officer of the Faculty, as specified in *Bylaws* Article I Section 3.

4.2. The Past Chair shall

4.2.1. Chair the College Planning and Policy Council

4.2.2. Serve on the Executive Committee of the CNSE College Senate

4.2.3. Serve on the Committee on Council Nominations of the Governance Council

4.2.4. Produce the formal annual report of CNSE College Senate activity required in 6.1.1 of this *Charter* in the September after serving as Chair.

4.2.5. Be available as needed to substitute for the Chair, including, as specified in *Bylaws* Article II Section 9.5, to preside over the CNSE College Senate.

4.3. The Vice Chair shall

4.3.1. Chair the Governance Council and its Committee on Council Nominations

4.3.2. Serve on the Executive Committee of the CNSE College Senate

4.3.3. Succeed to the office of Chair, as specified in *Bylaws* Article II Section 3.3.

4.4. The Secretary shall

4.4.1. chair the Liaison and Elections Committee of the Governance Council;

4.4.2. provide the CNSE College Senate announcements specified in 6.1.2 of this *Charter*;

4.4.3. have primary responsibility for maintenance of electronic and written CNSE College Senate documents;

4.4.4. serve on the Executive Committee;

4.4.5. Serve on the Committee on Council Nominations of the Governance Council.

SECTION 5: COUNCILS OF THE CNSE COLLEGE SENATE

Much of the routine business of the CNSE College Senate occurs within its Councils. Councils may gather and disseminate information, act on matters for which authority has been delegated from the CNSE College Senate, and recommend action in the form of Bills brought to the CNSE College Senate.

The composition of the councils, eligibility to chair, and council terms must be consistent with Article II Section 8 of the *Faculty Bylaws*.

Details on Council charges, operation, and structure are specified in sections 8 and 10 of this *Charter*, specifically:

Section 10.1. Governance Council [GOV]

Section 10.2. Council on Academic Assessment [CAA]

Section 10.3. Council on Academic Infrastructure and Information Systems [CAIIS]

Section 10.4. Council on Ethics in Research and Scholarship [CERS]

Section 10.5. College Life Council [CLC]

Section 10.6. Council On Research [COR]

Section 10.7. Council on Promotions and Continuing Appointments [CPCA]

Section 10.8. College Planning and Policy Council [CPPC]

Section 10.9. Council on Student Recruitment [CSR]

Section 10.10. Environmental Health and Safety Council [EHSC]

Section 10.11. Educational Outreach and Internships Council [EOIC]

Section 10.12. Graduate Academic Council [GAC]

Section 10.13. Undergraduate Academic Council [UAC]

SECTION 6: OPERATION OF THE CNSE COLLEGE SENATE

6.1. Communication

As required in the *Faculty Bylaws*, Article II.1.6, the CNSE College Senate shall regularly disseminate information about its activities, both prospective and retrospective, to the College community.

6.1.1. The Past Chair shall distribute the formal annual report of CNSE College Senate activity required by the *Bylaws* every September.

6.1.2. The Secretary shall distribute brief announcements of recent and upcoming business to the College community before every CNSE College Senate meeting.

6.1.3. The Chair shall distribute every September a complete list of all Senators, all members of councils, and all chairs of councils and committees.

6.1.4. The Governance Council and its Committee on Liaison and Elections shall assist in distribution of information.

6.1.5. The Executive Committee shall report to the CNSE College Senate and to the College community.

6.1.6. Senators shall regularly report to their constituents.

6.1.7. Staff support for the CNSE College Senate shall be designated by the President.

6.2. Conduct of Meetings

In addition to those procedures specified in the *Bylaws*, particularly Article II, Section 9, the following procedures shall govern operation of the CNSE College Senate:

6.2.1. Provisional dates, locations and starting and ending times for CNSE College Senate meetings shall be publicized as early as possible in the previous year. That schedule, and any subsequent changes or additions to the schedule, shall be posted on the CNSE College Senate's web page.

6.2.2. As specified in *Bylaws* Article II Section 9.6, CNSE College Senate meetings may be observed by any member of the College community.

6.2.3. Ordinarily, speakers on a topic shall be alternated as to their pro or con positions, with the exception that no Senator shall be denied the right to speak at least once during the debate.

6.2.4. If a CNSE College Senate meeting is still in session at the end of its designated meeting time, the Chair shall call for an appropriate motion, typically one of the following" to adjourn (implies no topic on the floor); to postpone the current topic until the next regular meeting, to be followed by a motion to adjourn; to recess until (for example, the following Monday at 3:30 p.m.); to continue discussion until (specific time); to move the previous question, to be followed by a motion to adjourn, recess, or continue business until (specific time).

SECTION 7: THE EXECUTIVE COMMITTEE OF THE CNSE COLLEGE SENATE

7.1. The composition and principal responsibilities of the Executive Committee are specified in the *Faculty Bylaws* Article II, Section 4. The Executive Committee is also charged, according to Article II, Section 2.10, with discretionary power to appoint Senators.

7.2. In addition, the Executive Committee shall ensure that the CNSE College Senate address Faculty responsibilities as specified in *Bylaws* Article I Section 2, and exercise the powers of the CNSE College Senate as specified in Section 3 of this *Charter*, in the broadest possible sense.

7.3. To facilitate the conduct of meetings, the Chair of the CNSE College Senate may appoint a parliamentarian.

7.4 The staff support member for the Executive Committee shall be the support staff person assigned to the CNSE College Senate.

7.5. The Executive Committee shall be responsible for oversight of council operations to ensure that Council Chairs fulfill their obligation as specified in 8.3.7 of this *Charter*.

7.5. The Executive Committee shall review proposals and agenda items and may recommend for or against them. The Executive Committee shall either refer a proposal to an appropriate Council or place it on the CNSE College Senate agenda. The Executive Committee may not prevent such items from appearing on the CNSE College Senate Agenda.

7.6. The Executive Committee may establish subcommittees.

SECTION 8: COUNCIL STRUCTURE AND OPERATION

In addition to structure detailed in Section 5 of this *Charter*:

8.1. Each Senator, except *ex officio* Senators, ordinarily must serve on a council; *ex officio* Senators may serve on a council.

8.2. *With the exception of the Council on Promotions and Continuing Appointments, the Council on Ethics in Research and Scholarship, the Admissions Committee of the Graduate Academic Council, the Admissions Committee of the Undergraduate Academic Council and the Subcommittee on Student Behavioral Conduct of the College Life Council*, council and committee meetings normally may be observed by any member of the College community. Under certain circumstances, a council may vote to close a meeting. Closure must be reported to the CNSE College Senate.

8.3. Council chairs

8.3.1. Unless otherwise specified, each council shall elect a chair from among its eligible members.

8.3.2. The election shall occur before September 1. Such election shall be overseen by the Vice Chair of the CNSE College Senate or designee, and may occur at an organizational meeting of the new Council where a quorum is present or, if necessary, by electronic ballot with a quorum responding.

8.3.3. As stated in Article II Section 6.3 of the *Bylaws*, council chairs must be Voting Faculty Senators. If a council is unable to elect a chair from among its Senators, it may nominate its chair-elect to be appointed for a one-year term as a Senator by the approval of the CNSE College Senate.

8.3.4. Council chairs shall provide council schedules and, as possible, agendas to the CNSE College Senate Secretary to be posted at least one week in advance.

8.3.5. Minutes shall be recorded and drafted by a member of the council and edited by the council chair. Minutes shall be presented to the council at its next meeting and posted once approved by the council.

8.3.6. Council chairs shall report at each CNSE College Senate meeting, and preferably supply in advance a brief written report to the Secretary for inclusion in a summary of council activity to be available at the meeting. That report shall distinguish between informational sections, reports of actions, and recommendations for action.

8.3.7. Council chairs are responsible for ensuring that

8.3.7.1. Councils meet on a regular basis.

8.3.7.2. Councils fulfill their charges in a timely manner.

8.3.7.3. In fulfillment of their respective charges, councils effectively balance their attention to routine business and broader policy issues.

8.3.7.4. Council work engages council members to contribute fully and develops governance leadership.

8.3.8. Council chairs serve on the Executive Committee and on the Committee on Council Nominations of the Governance Council.

8.4. Reporting to CNSE College Senate: The informational section of a council report may be questioned during a CNSE College Senate meeting while the report is on the floor. A Senator may challenge any action taken by a Council, by making an appropriate motion under "new business."

8.5. Committees: Councils may create committees and subcommittees. Typically, every member of the council, except *ex officio* members, shall serve on a committee; *ex officio* members may serve on a committee.

8.5.1. Unless otherwise specified, the membership of the committee shall be nominated by the council chair and approved by the council. The council shall replace committee members who are absent for more than four consecutive meetings, who are unable to attend meetings, or who are no longer part of the constituency they represented.

8.5.2. Unless otherwise specified, committees of a council shall include at least two members of the parent council.

8.5.3. Unless otherwise specified, the chair of the committee shall be elected by the committee, from among the council members on the committee.

8.5.4. *With the exception of the Council on Promotions and Continuing Appointments, the Council on Ethics in Research and Scholarship, the Admissions Committee of the Graduate Academic Council, the Admissions Committee of the Undergraduate Academic Council and the Subcommittee on Student Behavioral Conduct of the College Life Council,* each council and committee of a council shall have as voting members at least two graduate and/or undergraduate students and provision for up to two members selected from Faculty or Staff who are not students or Voting Faculty.

8.5.5. It shall be clearly specified in the committee charge what actions are delegated to the committee, and all such actions are to be subject to the approval of the council as a whole. Committees may also be empowered to gather information for the council and to recommend action to the council.

8.5.6. Reports of committee meetings and their actions and recommendations shall be provided in writing to the council by the committee chair and, once accepted by the council, shall be part of the council minutes.

SECTION 9: AMENDMENT OF THE CHARTER

Amendments to the *CNSE College Senate Charter* may be suggested to the Executive Committee by any Senator. Amendments proposed by a majority of the Executive Committee or proposed by a petition of 10% of the College Senators must be submitted to the Secretary and brought to a vote by the CNSE College Senate. The Secretary shall circulate the proposed amendment at least three weeks prior to the CNSE College Senate meeting at which the vote is scheduled. Passage of amendments requires a 2/3 vote of Senators present, and the presence of a quorum, as specified in *Bylaws* Article II, Section 9.3.2.

SECTION 10: THE COUNCILS OF THE CNSE COLLEGE SENATE

The Senate may create or eliminate councils, except that the Executive Committee and the Governance Council are created by the *Faculty Bylaws* in Article II, Sections 4 and 5 and thus can be modified only by an amendment of the *Faculty Bylaws*. Following are the councils, their compositions and their charges:

10.1. GOVERNANCE COUNCIL [GOV]

The Governance Council is created and charged with certain responsibilities in Article 2, Section 7 of the *Faculty Bylaws*. Additional structure and responsibilities are established by this *Charter*.

10.1.1. Composition

10.1.1.1. The CNSE College Senate Vice Chair, the CNSE College Senate Secretary, the President of the College of Nanoscale Science and Engineering Graduate Student Association Organization, and the President of the College of Nanoscale Science and Engineering Undergraduate Student Association, or their designees, *ex officio*.

10.1.1.2. At least four and not more than six Teaching Faculty, which shall include at least 1 from each of the Constellations, and which shall include at least three Senators.

10.1.1.3. At least two and not more than three Professional Faculty, including at least 1 Senator.

10.1.1.4. The chair shall be the Vice Chair of the CNSE College Senate.

10.1.1.5. The staff support member for the Council shall be the support staff person assigned to the CNSE College Senate.

10.1.1.6. Not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.1.2. Handbooks. The Council shall develop and keep updated

10.1.2.1. A *Governance Handbook* for dissemination to all College members, describing CNSE College Senate Governance and the importance of its role in College operation.

10.1.2.2. A *CNSE College Senate Handbook* for dissemination to all Senators, describing their responsibilities, including reporting to constituents and transmitting their feedback to governance bodies.

10.1.2.3. A *Council Chair and Officer Handbook* describing CNSE College Senate council chair and officer responsibilities.

10.1.3. **The Committee on Assessment of Governance and Consultation** shall evaluate the effectiveness of governance in representing its constituencies, in addressing issues and concerns, and in affecting institutional decisions.

10.1.3.1. The Committee on Assessment of Governance and Consultation shall consist of not more than eight members, including at least three members of the Council, at least three Teaching Faculty, and not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.1.3.2. The Committee shall assess:

10.1.3.2.1. The structure and functioning of governance;

10.1.3.2.2. The responsiveness of governance bodies to their constituencies;

10.1.3.2.3. The effectiveness of Faculty participation in decision-making, as specified in Article I, Sections 2.2 and 2.4 and Article II, Section 7.2 of the *Faculty Bylaws*.

10.1.3.3. The Committee shall develop and regularly administer assessment instruments, conduct data analysis and report findings to the Council.

10.1.4. **The Committee on Liaison and Elections** shall work with the Constellations, and with the College community at large, to disseminate information about College governance, conduct CNSE College Senate forums, and facilitate communication between the CNSE College Senate and its constituencies. It shall be responsible for communication with the SUNY-wide University Faculty Senate. It shall apportion CNSE College Senate seats annually among Constellations, oversee, conduct, and report on elections for SUNY-wide and at-large Senators, and facilitate timely election of student Senators and of Faculty Senators representing the Constellations.

10.1.4.1. Composition. The Committee on Liaison and Elections shall consist of five members of the Voting Faculty from the Constellations, including at least three Council members, the Secretary of the CNSE College Senate *ex officio*, at least one campus member of the SUNY-wide University Faculty Senate *ex officio*, and not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty. The Committee shall be chaired by the CNSE College Senate Secretary.

10.1.4.2. Liaison function. The Committee shall

10.1.4.2.1. Advise and assist the Secretary concerning the CNSE College Senate website and on timely and wide dissemination of information to constituents and to the College community; and on sharing information with the SUNY-wide University Faculty Senate;

10.1.4.2.2. Advise and assist the Chair and Secretary of the CNSE College Senate on CNSE College Senate forums, workshops, information sessions, and other CNSE College Senate-sponsored events; and on the CNSE College Senate's annual calendar.

10.1.4.2.3. Coordinate CNSE College Senate business as necessary with the governance activities of the Constellations.

10.1.4.3. Election function.

10.1.4.3.1. The Committee oversees Constellation and CNSE College Senate Elections as specified in *Bylaws* Article II, Sections 2, 7 and 8. To partially fulfill its obligations towards CNSE College Senate elections the Committee shall:

10.1.4.3.1.1. In the fall of each year apportion the representative Senators among the Constellations, and between undergraduate and graduate population, approve the procedures for election of Senators within the Constellations, and maintain appropriate liaison to ensure timely appointment of student Senators.

10.1.4.3.1.2. Ensure that the nomination processes for at-large and representative Senators begin in January to meet the nomination, notification and election deadlines.

10.1.4.3.1.3. In February solicit nominations from the voting faculty in preparation for conducting elections within the CNSE College Senate for the offices of Vice Chair and Secretary.

10.1.4.3.1.4. Nominate a slate for the election of Senators-at-large according to *Bylaws* Article II, Sections 2.2 and 7.3 and conduct the election, to be decided by plurality vote, by mail or email ballot.

10.1.4.3.1.5. Regularly declare CNSE College Senate seats vacant and arrange for them to be filled in accordance with Article II, Section 8.3 of the *Bylaws*.

10.1.4.3.2. The Committee is responsible for conducting all College-wide faculty balloting. The Committee shall perform the election duties specified in the *Bylaws* Article II section 7.3, and shall:

10.1.4.3.2.1. Determine the specific applications of the definition of the Faculty and Voting Faculty.

10.1.4.3.2.2. Conduct necessary liaison to ensure that nominations and elections for College Auxiliary Services and SUNY-wide University Faculty Senators shall occur in a timely manner.

10.1.4.3.2.3. Review and transmit to the Voting Faculty proposals for amendments to the *Faculty Bylaws* and conduct balloting as necessary as specified in *Bylaws* Article 7 Section 4.

10.1.4.3.2.4. Transmit to the Voting Faculty referenda as specified in *Bylaws* Article 7 Section 4.

10.1.4.3.2.5. Method of Election of the Vice Chair and the Secretary of the CNSE College Senate.

10.1.4.3.2.5.1 As stipulated in Article II, Section 3.2 of the *Bylaws*, "The Vice Chair and the Secretary shall be elected by the previous CNSE College Senate."

10.1.4.3.2.5.2 Immediately prior to the election, candidates shall have the opportunity to address the CNSE College Senate for up to two minutes. Since candidates need not be Senators at the time of the election, another individual may speak on behalf of the candidate for up to two minutes or the candidate may provide a statement of not more than 500 words to be read to the CNSE College Senate by the Secretary of the CNSE College Senate.

10.1.4.3.2.5.3 Elections shall be by secret ballot of the CNSE College Senate as a whole, provided that if there is only one (1) candidate and if there is no objection from the floor, the CNSE College Senate may authorize a unanimous ballot be cast for that candidate.

10.1.4.3.2.5.4 If no candidate receives a majority of the ballots cast, then the candidate with the lowest number of votes will be removed from the slate, and the election will be repeated until a candidate receives a majority. In cases where no candidate has a majority and two or more candidates are tied for the lowest number of votes, all of those candidates will be removed from the slate provided that at least two candidates remain; if removing the candidates tied for lowest number of votes would result in only one candidate remaining but that person lacks a majority of the votes cast, then the Chair of the CNSE College Senate will cast a vote for one of the candidates tied for the lowest number of votes and the other tied candidate(s) will be removed from the slate.

10.1.4.3.2.5.5 If at the end of a ballot it is determined that the remaining candidates are tied for first place, then the Chair of the CNSE College Senate will cast the winning vote. (*"The chair cannot vote twice, once as a member, then again in his capacity as presiding officer."* Roberts' Rules, Chapter 10III, §44.)

10.1.4.3.3. The Committee shall consult on all non-governance committees and task forces where Faculty representation is required, as specified by Article II Section 7.5.

10.1.5. The Committee on Council Nominations shall consist of the Chair, Past Chair, Vice Chair, and Secretary of the CNSE College Senate; the Chairs of the CNSE College Senate Councils; one member elected from among the Council members of the Committee on Liaison and Elections; and the incoming Secretary and Vice Chair for the following year, if elections have taken place.

10.1.5.1. Shall be chaired by the Vice Chair of the CNSE College Senate.

10.1.5.2. Shall recommend to the CNSE College Senate a slate of Council members and of members of the standing committees of the Executive Committee before the penultimate spring CNSE College Senate meeting.

10.1.5.3. May recommend to the CNSE College Senate that council members who are absent for more than four consecutive council meetings who are unable to attend council meetings or who are no longer part of the constituency they represented, and council chair or CNSE College Senate officers who are no longer willing or able to perform their duties, be replaced.

10.1.6. The Committee on Mediation

10.1.6.1. The Committee shall be activated whenever an individual, and/or a unit, and/or a governance body bring(s) a dispute concerning actions or inactions of any governance body to the Governance Council. The Committee shall mediate between the parties of the dispute.

10.1.6.2. The Committee shall consist of three members of the Governance Council and not more than two members representing each of the parties involved in the dispute, to be chosen by the parties. The Chair of the Governance Council shall serve as Chair of the Committee. The two additional members from the Governance Council shall be elected by that Council from a pool of nominees.

10.1.6.3. If the parties have not come to an agreement within a period of 60 days, the Committee shall submit a written report summarizing the dispute and its own recommendation to the Governance Council, which shall then transmit the matter to the full CNSE College Senate for final disposition.

10.2. COUNCIL ON ACADEMIC ASSESSMENT [CAA]

10.2.1. Composition

10.2.1.1. The CNSE Vice President for Academic Affairs, or designee, *ex officio*

10.2.1.2. The CNSE Vice President for Student Affairs, or designee, *ex officio*

10.2.1.3. At least four but not more than eight Teaching Faculty, at least two of whom must be Senators

10.2.1.4. One Graduate Student

10.2.1.5. One Undergraduate Student

10.2.1.6. No more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.2.1.7. The Chair of the CNSE Council on Academic Assessment shall be a member of the CNSE Teaching Faculty,

10.2.2. Responsibilities of the Council

10.2.2.1 The Council shall be responsible for developing policies, ensuring compliance with external policies, and considering other matters relating to academic assessment.

10.2.2.2. The Council shall be responsible for developing, scheduling, implementing and supervising the variously mandated or cyclical reviews of CNSE academic programs.

10.2.2.3. The Council shall be responsible for interpreting and reporting the results from CNSE academic assessment activities to the CNSE Faculty Council. Based on findings from its committees or its own deliberations, the Council may recommend policy changes to the Faculty Council and may recommend to the Executive Committee that it refer a question or issue to another Council.

10.2.3. Undergraduate Academic Program Review Committee

10.2.3.1. The Chair of the Committee shall be a member of the CNSE Teaching Faculty who is also a member of the Council on Academic Assessment.

10.2.3.2. The Committee shall consist of at least four members of the Teaching Faculty with at least two of whom members of the Council; one Undergraduate Student; CNSE Vice President for Academic Affairs, *ex officio*, or designee; and no more than one additional member selected from Faculty or Staff.

10.2.3.3. The Committee shall be responsible for ensuring and overseeing periodic reviews of each of the CNSE undergraduate academic programs, with consideration for established external accreditation requirements and cycles. In addition, the Committee shall be responsible for ensuring compliance with the SUNY-mandated assessment of undergraduate degree and certificate programs.

10.2.3.4. The Committee shall submit its assessments of undergraduate academic programs to the Council for reporting to the CNSE Faculty Council.

10.2.3.5. The Committee may undertake the assessment of instructional programs other than those for which assessment is required by SUNY mandate,

10.2.4. Graduate Academic Program Review Committee

10.2.4.1. The Chair of the Committee shall be a member of the CNSE Teaching Faculty who is also a member of the Council on Academic Assessment.

10.2.4.2. The Committee shall consist of at least four members of the Teaching Faculty with at least two of whom members of the Council; one Graduate Student; CNSE Vice President for Academic Affairs, *ex officio*, or designee; and no more than one additional member selected from Faculty or Staff.

10.2.4.3. The Committee shall be responsible for ensuring and overseeing periodic reviews of the CNSE graduate academic program, with consideration for established external accreditation requirements and cycles. In addition, the Committee shall be responsible for ensuring compliance with the SUNY-mandated assessment of graduate degree and certificate programs.

10.2.4.4. The Committee shall submit its assessments of the graduate academic program to the Council for reporting to the CNSE Faculty Council.

10.2.4.5 The Committee may undertake the assessment of instructional programs other than those for which assessment is required by SUNY mandate,

10.3. COUNCIL ON ACADEMIC INFRASTRUCTURE AND INFORMATION SYSTEMS [CAIIS]

10.3.1. Composition

10.3.1.1. The Associate Vice President for Technical Operations, *ex officio*

10.3.1.2. The Information Technology Manager, *ex officio*

10.3.1.3. Associate Vice President of Tenant and Customer Relations, *ex officio*

10.3.1.4. At least four and not more than six Teaching Faculty, at least two of whom must be Senators, representing a variety of academic disciplines.

10.3.1.5. At least one and not more than three Professional Faculty

10.3.1.6. One Graduate Student

10.3.1.7. One Undergraduate Student, who must be a Senator

10.3.1.8. Not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.3.1.9 Staff support for the Council shall be designated by the Associate Vice President for Technical Operations.

10.3.2. The Council shall review plans and recommend policies for the development and operation of informational systems and technology and library services and usage on each campus of the College.

10.3.3. The Council shall have three standing committees.

10.3.4. The Library and Electronic Resources Committee

10.3.4.1. The Committee shall consist of at least six and not more than eight members, with at least three from the Council.

10.3.4.2. The chair of the Committee shall be elected by the committee from among the eligible council members on the committee.

10.3.4.3. The Committee shall develop and monitor policies and review policy recommendations concerning the equitable allocation of scholarly resources (library access, library research support, electronic journals, publications, and academic software) to support the College's undergraduate, graduate, and research programs.

10.3.4.4. The Committee shall examine current trends in publishing and copyright and other legislation which may influence access to scholarly information and changing College priorities, emerging academic programs, and new information needs.

10.3.4.5. The Committee shall submit all recommendations for approval to the Council. Policy changes are then brought to the Senate if approved by the Council.

10.3.5. The Information Technology Usage Policy Committee

10.3.5.1. The Committee shall consist of at least six and not more than eight members, with at least three from the Council, including the Information Technology Manager, *ex officio*, or designee.

10.3.5.2. The chair of the Committee shall be elected by the committee from among the eligible council members on the committee.

10.3.5.3. The Committee shall develop and monitor policies and review policy recommendations for responsible computer, networking, and telecommunications use in order to provide guidance for faculty, staff, and students as well as to protect the interests of the College. Such policies should address a broad spectrum of information technology issues including access, copyright, privacy, and security.

10.3.5.4. The Committee shall submit all recommendations for approval to the Council. Policy changes are then brought to the Senate if approved by the Council.

10.3.6. The Academic Infrastructure Committee

10.3.6.1. The Committee shall consist of at least six and not more than eight members, with at least three from the Council, including the Associate Vice President of Tenant and Customer Relations, *ex officio* or designee,

10.3.6.2. The chair of the Committee shall be the Associate Vice President of Tenant and Customer Relations or designee.

10.3.6.3. The Committee shall develop and monitor policies and review policy recommendations for academic infrastructure such as classrooms (including furniture purchases, room capacity, whiteboards, and classroom technology), computer rooms, study spaces, student offices, and research laboratories that impact the teaching and scholarly mission of the College.

10.3.6.4. The Committee shall submit all recommendations for approval to the Council. Policy changes are then brought to the Senate if approved by the Council.

10.4. COUNCIL ON ETHICS IN RESEARCH AND SCHOLARSHIP [CERS]

10.4.1. Composition

10.4.1.1. CERS shall consist of Five Teaching Faculty at the level of Full Professor, at least two of whom shall be Senators. Each member shall commit to serving a term of three years and shall receive special training related to conducting academic integrity inquiries and investigations.

10.4.1.2. The members of CERS shall be nominated for Senate approval.

10.4.1.3. The chair of CERS shall be selected by CERS from the continuing members. This selection shall occur in the spring for a one-year term to begin the following academic year.

10.4.2. Responsibilities

10.4.2.1. Review implementation of the policy and procedures on institutional responses to allegations of misconduct in research and scholarship and recommend revisions to the policy and procedures as needed.

10.4.2.2. Receive and review yearly reports from the Vice President for Research on the occurrence of cases pertaining to violations of academic integrity principles in research and scholarship and their disposition.

10.4.2.3. Supply at least one member to serve on the Inquiry and Investigation Committees charged with evaluating allegations of violations of academic integrity in research and scholarship.

10.5. COLLEGE LIFE COUNCIL [CLC]

10.5.1. Composition

10.5.1.1. The Vice President of Facilities and Infrastructure or designee, *ex officio*

10.5.1.2. The Vice President for Student Affairs or designee, *ex officio*

10.5.1.3. The Associate Vice President for Human Resources and Special Projects or designee, *ex officio*

10.5.1.4. The Associate Vice President of Tenant Relations and Customer Relations or designee, *ex officio*

10.5.1.5. At least four and not more than seven Teaching Faculty, two of whom must be Senators

10.5.1.6. At least one and not more than four Professional Faculty

10.5.1.7. At least two and not more than three Graduate Students, one of whom must be a Senator

10.5.1.8. At least two and not more than three Undergraduate Students, one of whom must be a Senator

10.5.1.9. Not more than three voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.5.1.10. Staff support for the Council shall be designated by Associate Vice President of Tenant Relations and Customer Relations.

10.5.2. Responsibilities

10.5.2.1. The Council shall be responsible for the quality of college life outside of the formal instruction program, which is recognized to have significant impact on the overall educational experience. The Council shall recommend policies to the Senate concerning college community conditions that affect the overall health, security and well-being of students, faculty and staff. This includes but is not limited to the availability of services, financial aid, international student affairs, residence living, student behavior and conduct, student government, athletics and recreation, and services and programs for part-time and emeriti faculty.

10.5.2.2. The council shall also be concerned with developing policies on freedom of expression, and approval for use of public space.

10.5.2.3. The Council shall develop policies and make recommendation to the Senate on matters regarding off campus student life,

10.5.2.4. The Council shall take under consideration and make recommendations concerning the operations of the College Auxiliary Services, and other service providers.

10.5.2.5. The Council shall develop and maintain a liaison relationship with the Environmental Health and Safety Council to assist in joint concerns and to avoid duplication of effort.

10.5.3. Committee on Health, Safety and Well-being

10.5.3.1. Composition

10.5.3.1.1. The Associate Vice President for Environmental, Health and Safety Management or designee, *ex officio*

10.5.3.1.2. The Head of CNSE Security, or designee, *ex officio*

10.5.3.1.3. The Associate Vice President for Human Resources and Special Projects or designee, *ex officio*

10.5.3.1.4. At least four and not more than five Faculty members, including at least three Senators.

10.5.3.1.5. At least one and not more than two Undergraduate Students.

10.5.3.1.6. At least one and not more than two Graduate Students,

10.5.3.1.7. Not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.5.3.2. The committee shall review information on levels and trends, resources and policies for improving College community indicators of wellness, safety and security of the College community. The committee shall make recommendations to the Council for improving specific programs and overall College community conditions to enhance health and quality of life at the College.

10.5.3.3. The Committee shall appoint members to College safety committees and shall convene special committees to deal with individual safety concerns as needed.

10.5.3.4. The Committee shall also have oversight of policies governing the development and maintenance of education, facilities and resources for recreational physical activity and health maintenance programs for all students and other College members.

10.5.3.5. The Committee shall also develop policies for recognition of student organizations, whether social, theme-based, or academic, that wish to use CNSE facilities and communication channels.

10.5.4. Committee on Student Conduct, Free Speech, Public Space

10.5.4.1. Composition

10.5.4.1.1. The Vice President for Academic Affairs or designee, *ex officio*

10.5.4.1.2. The Vice President for Student Affairs or designee, *ex officio*

10.5.4.1.3. The Associate Vice President for Human Resources and Special Projects or designee, *ex officio*

10.5.4.1.4. One member from Fuller Road Management Corporation

10.5.4.1.5. At least two and not more than four Teaching Faculty members, including at least two Senators.

10.5.4.1.6. At least one but not more than two Undergraduate Students.

10.5.4.1.7. At least one but not more than two Graduate Students.

10.5.4.1.8. Not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.5.4.2. The Committee shall review and make policy recommendations to the Council on policies regarding Student Behavioral Conduct.

10.5.5. Subcommittee on Student Behavioral Conduct

10.5.5.1. Composition:

10.5.5.1.1. Vice President for Academic Affairs or designee, *ex officio*, who shall chair the subcommittee

10.5.5.1.2. Vice President of Student Affairs or designee, *ex officio*

10.5.5.1.3. The Associate Vice President for Human Resources and Special Projects or designee, *ex officio*

10.5.5.1.4. One head of a Constellation

10.5.5.1.5. Three Teaching Faculty

10.5.5.1.6. One Professional Faculty

10.5.5.2. The Subcommittee is charged with administering the policies and procedures of The Student Conduct System, its rules and regulations approved by the CNSE College Council.

10.5.5.3. The Student Conduct System addresses charges that are brought against a student who is alleged to have violated the student code of behavioral conduct.

10.5.5.4. The Committee shall keep a running tally of each category of charges considered by the Committee. At the first CNSE College Senate meeting in the fall, the Vice President for Academic Affairs or Vice President for Student Affairs shall provide a summary of the number of alleged infractions that were brought to the Subcommittee during the previous academic year.

10.6. COUNCIL ON RESEARCH [COR]

10.6.1. Composition

10.6.1.1. The Vice President for Research or designee, *ex officio*

10.6.1.2. At least six but normally not more than 12 Teaching Faculty, of whom at least two are Senators

10.6.1.3. At least one, but not more than two Professional Faculty

10.6.1.4. At least one, but not more than two representatives from CNSE EHS

10.6.1.5. At least one, but not more than two representatives from the CNSE Engineering Staff

10.6.1.6. At least one, but not more than two Graduate Students

10.6.1.7. One Undergraduate Student

10.6.1.8. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.6.1.9. The Chair of this committee will be elected by the members of the Council

10.6.1.10. The staff support member for the Council shall be the assistant to the Vice President for Research

10.6.2. Responsibilities

10.6.2.1. The Council as a whole shall regularly review research activities and the allocation of research funds within the College. It shall consider the relationship between teaching and research. The Council shall oversee policy on College research, including that described in the College policy on Organized Research Units. It shall make policy recommendations to the Senate.

10.6.2.2. The Council as a whole shall be informed on and given opportunity to discuss, at the earliest possible stages in their formulation, proposals for new research initiatives or actions affecting the continuance of existing programs. This would include, but not be limited to, Council responsibilities related to establishment and continuance of Centers, Institutes or Laboratories as guided by the College Policy on Organized Research Units. The Council shall advise the Vice President for Research on such matters and shall make recommendations to the College Planning and Policy Council and the Senate when it determines that major new research initiatives and commitments may significantly affect College organization and resource allocation.

10.6.2.3. The Council shall be responsible for all policies that guide research procedures being conducted by College members with regard to the well-being of animal and human subjects, safety standards, and compliance with other regulatory standards. The Council shall regularly confer with the College institutional review boards in these matters, and shall review their operation and policy implementation.

10.6.2.4. The Council shall conduct or participate in the review of applications to internal campus research support mechanisms. It may do so by the creation of ad hoc committees that include expertise from faculty or staff who are not members of the Council.

10.6.2.5 The Council shall conduct or participate in the processes by which College or SUNY excellence in research award nominations are made. It shall determine the appropriate review process for each award category and may create ad hoc and expert review committees that include faculty who are not members of the Council.

10.7. COUNCIL ON PROMOTIONS AND CONTINUING APPOINTMENTS [CPCA]

10.7.1. Composition

10.7.1.1. First Level: (Constellation Level)

10.7.1.1.1 All Faculty and Professional staff of the Constellation in which the Faculty resides.

10.7.1.1.2. Two Faculty members from other Constellations.

10.7.1.1.3. Constellation Head will prepare the folder and obtain external letters for this candidate.

10.7.1.1.4. Constellation Head will serve as a chair of this committee and will not vote.

10.7.1.1.5. Constellation Head will write a letter of recommendation.

10.7.1.2. Second Level: CNSE College Level)

10.7.1.2.1. At least eight and no more than twelve tenured Teaching Faculty from all constellations.

10.7.1.2.2. The Chair of this committee will be elected by the members of the Second Level committee.

10.7.1.2.3. One Teaching Faculty member to be appointed by President of the College.

10.7.1.2.4. Chair will write a letter of recommendation to the Chief Academic Officer, who will forward his or her recommendation to the President.

10.7.2. Responsibilities of the Council

10.7.2.1. The Council shall recommend to the Chief Academic Officer individuals for promotion in rank and/or continuing appointment, in accordance with the *Guidelines Concerning Promotion and Continuing Appointment* and the *Policies of the Board of Trustees*.

10.7.2.2. The Council shall examine all files containing documents pertaining to individual applications for promotion and/or continuing appointment prior to their being transmitted to the President, to determine that they conform to the *Guidelines Concerning Promotion and Continuing Appointment*. If a file is found to deviate from the *Guidelines*, the Council shall direct that remedies be made if feasible, and shall otherwise note the deficiencies and their possible effect on the recommendation, and so advise the Chief Academic Officer, the Constellation Chair, and the candidate,

10.7.2.3. The Council's deliberations on individual cases shall normally be closed to visitors.

10.8. COLLEGE PLANNING AND POLICY COUNCIL [CPPC]

10.8.1. Composition:

10.8.1.1. The President of the College, *ex officio*

10.8.1.2. The Vice President for Academic Affairs, *ex officio*

10.8.1.3. The Vice President for Finance and Business, *ex officio*

10.8.1.4. The Chair of the Senate

10.8.1.5. The Past Chair of the Senate

10.8.1.6. At least four and not more than eight Teaching Faculty

10.8.1.7. At least one and not more than three, Professional Faculty, including at least one Senator.

10.8.1.8. One graduate student and one undergraduate student, both of whom must be Senators.

10.8.1.9. Not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.8.1.10. Staff support for the Council shall be designated by the Vice President of Finance and Business.

10.8.2. The chair of the Council shall be the Past Chair of the Senate, or if unavailable, shall be elected from among the Senators.

10.8.3. The Council shall have the responsibility for the oversight and development of the educational, research and service programs of the College. The Council shall coordinate with other Senate councils and with academic, governance, and administrative units, as appropriate, in carrying out this responsibility. The Council shall make policy recommendations to the Senate.

10.8.4. The Council as a whole shall be informed of and given opportunity to discuss, at the earliest possible stages in their formulation, and shall review, with respect to strategic and budgetary goals, prior to their adoption, proposals for new academic programs and actions affecting continuance of existing programs. The Council shall make recommendations regarding such proposals to the Senate for its approval.

10.8.4.1. The Council shall recommend dates for implementing new programs or discontinuing existing programs.

10.8.4.2. The Senate Executive Committee shall coordinate program review procedures involving the Undergraduate Academic Council, the Graduate Academic Council, and the Council on Academic Assessment, as appropriate.

10.8.5. The Council as a whole shall be informed of and given opportunity to discuss, at the earliest possible stages in their formulation, and shall review, with respect to strategic and budgetary goals, proposals for new research programs, centers and facilities and actions affecting continuance of existing programs. The Council shall make recommendations regarding such proposals to the Senate, which shall review them prior to their adoption. The Senate Executive Committee shall coordinate program review procedures with the Council on Research, as appropriate.

10.8.6. The Council shall be consulted both on the size and general composition of the student body and shall make recommendations to the Senate for review.

10.8.7. The Council shall, in consultation with the Registrar and other appropriate parties, make recommendations to the Senate for changes in the academic calendar policy.

10.8.8. The Council shall seek formal representation on budget advisory bodies established by the President and Vice President for Academic Affairs, and its representatives shall report to the Council in order to facilitate the Council's review and advice.

10.8.9. Resource Analysis and Planning Committee

10.8.9.1. The Resource Analysis and Planning Committee shall review important recent trends and developments in the College budget, including changes in funding sources and expenditures. It also shall review the development and implementation of the College's Strategic Plan. As appropriate, it shall make recommendations to the College Planning and Policy Council.

10.8.9.2. The Committee shall include the Vice President of Finance and Business, *ex officio*, or designee.

10.8.9.3. The Committee shall include at least three and not more than five teaching faculty appointed by the Governance Council, including at least three Council members, two of whom are Senators, and not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.8.9.4. The Committee shall include one Professional Faculty member, appointed by the Governance Council.

10.8.9.5. The Committee shall include one undergraduate student selected by the CNSE Undergraduate Student Association and one graduate student selected by the CNSE Graduate Student Association.

10.8.9.6. The Committee shall submit recommendations to the Council for approval for submission to the Senate.

10.8.9.7. The chair shall be elected from among the Council members.

10.8.10. College Facilities Committee

10.8.10.1. The College Facilities Committee shall review master planning, including planning for major new buildings and facilities; the operation of facilities; renovation; and management, including traffic, transportation, and parking. As appropriate, it shall make recommendations to the College Planning and Policy Council.

10.8.10.8. The Committee shall include the Vice President of Finance and Business or designee, *ex officio*.

10.8.10.3. The Committee shall include at least three and not more than six teaching faculty, at least two of whom are Council members with at least one Senator, at least one and not more than two Professional Faculty, to be appointed by the chair of the Council in consultation with the Governance Council, and not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.8.10.4. The Committee shall include one undergraduate student and one graduate student.

10.8.10.5. The chair shall be elected from among the Council members.

10.9. COUNCIL ON STUDENT RECRUITMENT [CSR]

10.9.1. Composition

10.9.1.1. The Director of Student Services who shall serve as Chair of the Council, *ex officio*.

10.9.1.2. The Vice President for Strategic Communications and Public Relations or designee, *ex officio*.

10.9.1.3. The Vice President for Academic Affairs or designee, *ex officio*.

10.9.1.4. At least four and not more than eight Teaching Faculty

10.9.1.5. At least one and not more than three Professional Faculty

10.9.1.6. At least one and not more than two Graduate Students

10.9.1.7. At least one and not more than two Undergraduate Students

10.9.1.8. Not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.9.2. The staff support person for the Council shall be designated by the Vice President for Academic Affairs.

10.9.3. The Council as a whole shall have the responsibility for implementing the conduct of the College's recruitment of graduate and undergraduate students.

10.9.4. The Council shall develop ongoing liaison relationships with the Graduate Academic Council, the Undergraduate Academic Council, and the Council on Internships and Educational Outreach to keep informed of changes in the College's academic programs and for mutual collaboration.

10.9.5. The Council shall maintain ongoing relationship with the CNSE Museum of Science and Technology (CMOST) to support mutual publicity efforts.

10.9.6. The Council as a whole shall periodically undertake and review assessments of the College's student recruitment efforts and report its findings to the President and the CNSE College Senate.

10.9.7. The Council shall recommend appropriate institutional support for the College's student recruitment efforts.

10.9.8. To accomplish these objectives the Council shall establish a Graduate and an Undergraduate Recruitment Committee. In addition to the stated functions of these committees, they may consider any other matter referred to them by the Council.

10.9.8. Graduate Recruitment Committee

10.9.8.1. The Committee shall consist of at least four but not more than ten members of the Teaching Faculty, at least two of whom are members of the Council; a representative of the Vice President for Strategic Communications and Public Relations; at least two and not more than three graduate students, and at least two members of the Professional Faculty, including the Director of Student Services who shall serve as Chair of the Committee *ex officio*.

10.9.8.2. The Committee shall work with the Office of Strategic Communications and Public Relations to design web pages and other communication venues, posters, flyers, and other materials specifically designed to attract excellent undergraduate and master's degree students to the College's graduate programs.

10.9.8.3. The Committee shall help identify conventions, college nights, clubs, and other gatherings where College staff, faculty and students might recruit graduate applicants.

10.9.8.4. The Committee will evaluate commercial marketing means of attracting applicants.

10.9.8.5. The Committee will recommend to the President where an expenditure of College funds would serve the College's graduate recruitment goals.

10.9.8.6. The Committee's chair and other members of the Council will keep abreast of other developments in graduate education which could be supported by the Committee.

10.9.8.7. The Committee will respond to requests from the Council on Internships and Educational Outreach to assist in promoting those College programs.

10.9.9 Undergraduate Recruitment Committee

10.9.9.1. The Committee shall consist of at least four but not more than ten members of the Teaching Faculty, with at least one member from each Constellation and at least two of whom are members of the Council; a representative of the Vice President for Strategic Communications and Public Relations; at least two and not more than three undergraduate students, and at least two members of the Professional Faculty, including the Director of Student Services who shall serve as Chair of the Committee *ex officio*.

10.9.9.2. The Committee shall work with work with the Office of Strategic Communications and Public Relations to design web pages and other communication venues, posters, flyers, and other materials specifically designed to attract excellent high school and community college students to the College's undergraduate programs.

10.9.9.3. The Committee shall help identify conventions, college nights, clubs, and other gatherings where College staff, faculty and students might recruit undergraduate applicants.

10.9.9.4. The Committee will evaluate commercial marketing means of attracting applicants.

10.9.9.5. The Committee will recommend to the President where an expenditure of College funds would serve the College's undergraduate recruitment goals.

10.9.9.6. The Committee's chair and other members of the Council will keep abreast of other developments in undergraduate education which could be supported by the Committee.

10.9.9.7. The Committee will respond to requests from the Council on Internships and Educational Outreach to assist in promoting those College programs.

10.10. ENVIRONMENTAL HEALTH AND SAFETY COUNCIL [EHSC]

10.10.1. Composition

- 10.10.1.1. At least four but not more than eight members of the teaching faculty, at least three of whom are Senators.
- 10.10.1.2. One representative from Student Affairs/Student Services
- 10.10.1.3. One representative from the CNSE Graduate Student Association
- 10.10.1.4. One representative from the CNSE Undergraduate Student Association
- 10.10.1.5. Safety engineers from CESTM, NFS, NFC, NFN, and NF450X
- 10.10.1.6. The Environmental Health and Safety Manager (Associate Vice President), who shall serve as *ex officio* Chair
- 10.10.1.7. The CNSE Head of Security *ex officio*
- 10.10.1.8. The CNSE Vice President of Facilities and Infrastructure *ex officio*
- 10.10.1.9. A representative of EHS office will staff the council.

10.10.2. Responsibilities

- 10.10.2.1. The Council shall conduct regular reviews of standing agenda items involving all aspects of environmental health and safety for all constituencies that use CNSE.
- 10.10.2.2. The reviews may suggest alterations to existing policy which the Council will propose to the CNSE Senate.
- 10.10.2.3 There are no standing committees, but the Council can, at need, create *ad hoc* committees to address specific charges given it by the EHSC. The committees will be charged with researching items of concern and interest and filing a written report to the Council with recommendations for action.
- 10.10.2.4. EH&S Department is responsible for documenting and distributing the monthly meeting minutes for both CESTM and NFS buildings and Council members, as well as reporting in writing to the Senate.
- 10.10.2.5 CESTM Attendees in addition to Council members: Representatives from the following: Micro Electro Mechanical Systems, Engineering Support Group, Research Associates, Metrology, the Environmental and Safety Engineers, and Facilities,
- 10.10.2.6. Meeting Schedule: Meetings shall be held on a monthly basis based on the following:
 - NFS – First Monday of the calendar month,
 - CESTM – First Thurs3. day of the calendar month in the CR1 conference room,

10.11. EDUCATIONAL OUTREACH AND INTERNSHIPS COUNCIL [EOIC]

10.11.1. Composition:

- 10.11.1.1. The Associate Vice President for Student Affairs and Professional and Corporate Recruitment and Outreach who shall serve as Chair of the Council, *ex officio*
- 10.11.1.2. The Chief Executive Officer of the CNSE Museum of Science and Technology or designee, *ex officio*
- 10.11.1.3. The Director of Summer Internship Program, *ex officio*
- 10.11.1.4. At least four and not more than seven Teaching Faculty, one of whom must be a Senator
- 10.11.1.5. At least one and not more than three Professional Faculty
- 10.11.1.6. At least one and not more than two Graduate Students, one of whom must be a Senator

10.11.1.7. At least one and not more than two Undergraduate Students, one of whom must be a Senator

10.11.1.8. Not more than two voting member selected from Faculty or Staff who are not students or Voting Faculty

10.11.2. The staff support person for the Council shall be a designee of the Vice President for Student Affairs.

10.11.3. The Council shall have responsibility over the College's educational outreach mission including high school and undergraduate internships.

10.11.4. The Council will receive regular reports concerning the College's educational outreach program including but not limited to Nano Mentors program, Girls Inc. Eureka Nano program, Nano Career Days, NanoHigh, Community Day and NANOVember events.

10.11.4.1. The Council will evaluate and make recommendations for augmenting, eliminating, improving or changing educational outreach efforts as necessary.

10.11.5. The Council will receive regular reports from the Chief Executive Officer of the CNSE Museum of Science and Technology or designee.

10.11.5.1. The Council will evaluate and make recommendations for faculty, staff, and student involvement in CNSE Museum of Science and Technology and facilitating the museum's ability to impact a wide and diverse community,

10.12. GRADUATE ACADEMIC COUNCIL [GAC]

10.12.1. Composition:

10.12.1.1. The Vice President for Academic Affairs or designee, *ex officio*

10.12.1.2. The Vice President for Student Affairs or designee, *ex officio*

10.12.1.3. At least four and not more than seven Teaching Faculty, with at least one member of each Constellation and at least two of whom must be Senators

10.12.1.4. At least one and not more than three Professional Faculty

10.12.1.5. Not more than one Undergraduate Student

10.12.1.6. At least two and not more than three Graduate Students, one of whom must be a Senator

10.12.1.7. Not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.12.2. The staff support person for the Council shall be a designee of the Vice President for Academic Affairs.

10.12.3. The Council shall have the responsibility for the conduct of the College's graduate educational program.

10.12.4. The Council as a whole shall review all proposals for new graduate programs. The Council shall submit recommended program approvals to the CNSE College Senate for consideration.

10.12.5. The Council as a whole shall review proposals that would affect the continuation of graduate programs

10.12.5.1. The Council shall consider assessment reports pertaining to graduate programs including those from the Council on Academic Assessment and shall recommend changes the Council deems desirable.

10.12.5.2. After due consideration, the Council may bring a recommendation to suspend or discontinue of a program to the Senate.

10.12.6. To accomplish these objectives the Council shall establish such committees as curriculum and instruction, academic standing and appeals, and admissions. These committees may consider any matter referred to them by the Council.

10.12.7 Graduate Curriculum and Instruction Committee

10.12.7.1. The Committee shall be chaired by a member of the Teaching Faculty who is also a member of the Council. The Committee shall consist of not more than twelve members, including at least four members of the Teaching Faculty, at least two of whom are members of the Council; two Professional Faculty members from Student Affairs; one Graduate Student; and not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.12.7.2. The Committee shall review proposed new graduate courses, programs, certificates, and other graduate-level instructional programs referred to the Committee by the Council.

10.12.7.3. The Committee shall evaluate existing graduate course, programs, certificates and other graduate instructional programs when requested to do so by the Council or, through the Council, by the Academic Program Review Committee of the Council on Academic Assessment.

10.12.7.4. The Committee shall develop and recommend to the Council the College-wide patterns for Master's and Doctoral degrees.

10.12.7.5. The Committee shall avoid duplication and overlap of graduate courses approved by the Constellations by having the authority to review and return for reconsideration such courses.

10.12.7.6. The Committee shall have the authority, after discussion with the affected Constellation, to make inactive any graduate course that has not been taught for three years and remove the course listing from the *Graduate Bulletin* and the College web page.

10.12.8 Graduate Academic Standing and Appeals Committee

10.12.8.1. The Committee shall be chaired by a member of the Teaching Faculty who is also a member of the Council. The Committee shall consist of not more than ten members, including at least three members of the Teaching Faculty, at least two of whom are members of the Council; one Professional Faculty member from Student Affairs; one Graduate Student; and not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.12.8.2. The Committee shall develop and review graduate academic standards and regulations including such matters as classification and status, grading, retention, program registration and adjustments, and course load and forward the Committee's recommendations to the Council.

10.12.8.3. The Committee shall insure and review procedures for individual student academic grievances at the Constellation level and shall serve as an appellate body for academic grievances at the College level.

10.12.8.4. The Committee has the authority to grant petitions for graduate students seeking exception to being placed on Academic or Terminal Probation.

10.12.8.5. The Committee has the authority to grant graduate student-requested exceptions to College-wide academic policies. The Committee may develop and propose to the Council guidelines whereby designated administrative officers may grant exceptions to College policies.

10.12.9. Graduate Admissions Committee

10.12.9.1. The Committee shall consist of at least four but not more than ten members of the Teaching Faculty, with at least one member from each Constellation and at least two of whom are members of the Council, and at least two members of the Professional Faculty, including the Vice President of Student Affairs who shall serve as Chair of the Committee *ex officio*. Staff person for the Committee will be a member of the Office of Student Services.

10.12.9.2. The Committee shall recommend to the Council criteria for the admission of graduate students, make recommendations concerning the size and composition of the graduate student body, and review and evaluate special admissions category programs.

10.12.9.3. The Committee shall review all applications for graduate study to the College and shall recommend to the President whether the applicant should be admitted outright, admitted conditionally, admitted as a non-degree student, or denied. If the recommendation is conditional admission, the Committee shall recommend the specific conditions. The President shall convey to the Office of Student Services the final decision for admission or denial.

10.12.9.4. Should a student who has been denied admission appeal that decision or subsequently reapply to the college, the Committee shall review the case and whatever new information has been supplied by the applicant and make a recommendation to the President.

10.12.9.5. The Committee shall review changes in standards and procedures for admission to candidacy for graduate degrees recommended by Constellations and shall forward its recommendations to the Council.

10.12.9.6. The Committee's deliberations on individual cases shall be closed to visitors.

10.13. UNDERGRADUATE ACADEMIC COUNCIL [UAC]

10.13.1. Composition

10.13.1.1. The Vice President for Academic Affairs or designee, *ex officio*

10.13.1.2. The Vice President for Student Affairs or designee, *ex officio*

10.13.1.3. At least four and not more than seven Teaching Faculty, with at least one member of each Constellation and at least three of whom must be Senators

10.13.1.4. At least one and not more than three Professional Faculty

10.13.1.5. Not more than one Graduate Student

10.13.1.6. At least two and not more than three Undergraduate Students, one of whom must be a Senator

10.13.1.7. Not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.4.2. The staff support person for the Council shall be a designee of the Vice President for Academic Affairs.

10.13.3. The Council as a whole shall have the responsibility for implementing the conduct of the College's undergraduate educational program.

10.13.4. The Council as a whole shall review all new undergraduate academic program proposals and all proposals that would affect the continuation of undergraduate programs. The Council shall submit recommended programs or eliminations to the CNSE College Senate for approval.

10.13.4.1. All proposals for new undergraduate academic programs shall be submitted to the Council, which shall consult with the College Planning and Policy Council and, when appropriate, with the Graduate Academic Council as part of its deliberations.

10.13.4.2. All new programs recommended by the Council shall be submitted to the CNSE College Senate for approval.

10.13.4.3. Normally new undergraduate courses shall receive final approval from the Council's Curriculum Committee, but the Council shall have the power to review the academic merit of courses and require reconsideration. The Council shall approve all revisions in existing undergraduate instructional programs. The Council may, at its discretion, delegate authority for minor revisions to the Vice President for Academic Affairs.

10.13.5. The Council as a whole shall review all assessments of undergraduate academic programs including those from the Council on Academic Assessment and shall recommend changes Council deems desirable.

10.13.5.1. The Council shall approve all revisions in existing undergraduate instructional programs.

10.13.5.2. The Council may, after due consideration, recommend suspension or discontinuance of a program to the Vice President for Academic Affairs and to the President.

10.13.6. The Council as a whole shall: establish such undergraduate academic regulations as the Council deems necessary; formulate policies for independent study and internship programs and regularly review such established policies and programs; insure and review procedures for individual student academic grievances at Constellation levels; establish criteria for determining undergraduate academic standing, probation, and dismissal, undergraduate academic honors, undergraduate admissions policy, and undergraduate graduation requirements and standards.

10.13.7. To accomplish these objectives the Council shall establish such Committees as curriculum and instruction, academic standing and appeals, admissions, and interdisciplinary studies. These Committees may consider any matter referred to them by the Council.

10.13.8 Undergraduate Curriculum and Instruction Committee

10.13.8.1. The Committee shall be chaired by a member of the Teaching Faculty who is also a member of the Council. The Committee shall consist of not more than twelve members, including at least four members of the Teaching Faculty, at least two of whom are members of the Council; one Professional Faculty from Student Affairs; one Undergraduate Student; and not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.13.8.2. The Committee shall review proposed new undergraduate courses, major, major honors, minor, certificate and other undergraduate instructional programs referred the Committee by the Council.

10.13.8.3. The Committee shall evaluate existing undergraduate courses, major, major honors, minor, certificate and other undergraduate instructional programs when requested to do so by the Council or, through the Council, by the Academic Program Review Committee of the Council on Academic Assessment.

10.13.8.4. The Committee shall consider and approve new courses proposed for inclusion in the General Education Program as well as revisions to existing courses designed to qualify them for the program. The Committee shall serve as an appellate body for students seeking approval for a course to meet a General Education requirement.

10.13.8.5. In response to feedback from the Council on Academic Assessment's General Education Assessment Committee or requests from other interested campus parties, the Committee shall consider revisions of the nature, structure, criteria, regulations, and/or administration of the General Education Program.

10.13.8.6. Should the SUNY-mandated General Education requirements and attendant regulations and procedures be expanded or revised, the Committee shall be the primary governance body charged with proposing revisions of the College's program.

10.13.8.7. The Committee shall develop and recommend to the Council the College-wide patterns for baccalaureate degrees.

10.13.8.8. The Committee shall avoid duplication and overlap of undergraduate courses approved by the Constellations by having the authority to review and return for reconsideration such courses.

10.13.8.9. The Committee shall develop and review academic standards and regulations pertaining to dean's list, dean's commendation for part-time students, and graduation with honors and recommend any changes to the Council.

10.13.8.10. The Committee shall adjudicate appeals from students denied honors by their undergraduate honors program committee.

10.13.9.11. The Committee shall have the authority, after discussion with the affected Constellation, to make inactive any undergraduate course that has not been taught for three years and remove the course listing from the *Undergraduate Bulletin* and the College web page.

10.13.9.12. The Committee shall develop and recommend changes in existing practices or regulations for the purpose of facilitating undergraduate interdisciplinary and cross-disciplinary studies, whether within the College or with other educational institutions.

10.13.9.13. The Committee shall receive and review undergraduate student proposals for Student-Initiated Interdisciplinary Majors and Minors.

10.13.9.14. The Committee shall receive and review proposed new faculty-initiated interdisciplinary majors and minors for recommendation to the Undergraduate Academic Council for appropriate handling. The Committee shall evaluate existing faculty-initiated interdisciplinary majors and minors when authorized by the Undergraduate Academic Council for appropriate handling.

10.13.9.15. The Committee shall receive and approve or disapprove proposed student-initiated interdisciplinary majors or minors.

10.13.9 Undergraduate Academic Standing and Appeals Committee

10.13.9.1. The Committee shall be chaired by a member of the Teaching Faculty who is also a member of the Council. The Committee shall consist of not more than ten members, including at least three members of the Teaching Faculty, at least two of whom are members of the Council; one Professional Faculty member from Student Affairs; one Undergraduate Student; and not more than two voting members selected from Faculty or Staff who are not students or Voting Faculty.

10.13.9.2. The Committee shall develop and review undergraduate academic standards and regulations including such matters as classification and status, grading, retention, program registration and adjustments, and course load.

10.13.9.3. The Committee shall insure and review procedures for individual student academic grievances at the Constellation level and shall serve as an appellate body for academic grievances at the College level.

10.13.9.4. The Committee has the authority to grant petitions for undergraduate students seeking exception to being placed on Academic or Terminal Probation.

10.13.9.5. The Committee has the authority to grant undergraduate student-requested exceptions to College-wide academic policies. The Committee may develop and propose to the Council guidelines whereby designated administrative officers may grant exceptions to College policies.

10.13.10 Undergraduate Admissions Committee

10.13.10.1. The Committee shall consist of at least four but not more than ten members of the Teaching Faculty, with at least one member from each Constellation and at least two of whom are members of the Council, and at least two members of the Professional Faculty, including the Vice President of Student Affairs who shall serve as Chair of the Committee *ex officio*. Staff person for the Committee will be a member of the Office of Student Services.

10.13.10.2. The Committee shall recommend to the Council criteria for the admission of undergraduate students, make recommendations concerning the size and composition of the undergraduate student body, review and evaluate special admissions category programs, and establish and review policies governing the awarding of placement and credit for non-College independent study, proficiency examinations, and experiential learning programs.

10.13.10.3. The Committee shall review all applications for undergraduate admission to the College and shall recommend to the President whether the applicant should be accepted outright, accepted conditionally, or denied. If the recommendation is conditional admission, the Committee shall recommend the specific conditions. The President shall convey to the Office of Student Services the final decision for admission or denial.

10.13.10.4. Should a student who has been denied admission appeal that decision or subsequently reapply to the college, the Committee shall review the case and whatever new information has been supplied by the applicant and make a recommendation to the President.

10.13.10.5. The Committee may consider a petition from a dismissed student seeking reinstatement and may recommend to the President that the petition be granted; the Committee may also recommend to the President specific academic conditions for any student recommended for reinstatement.

10.13.10.6. The Committee's deliberations on individual cases shall be closed to visitors.

SECTION 11: ACKNOWLEDGEMENT

Some sections of this *Charter* are modeled after the charter of the University at Albany Senate, with changes and additions reflecting the unique missions, structures and constituencies of the College of Nanoscale Science and Engineering.