

Bylaws of Harpur College of Arts and Sciences

PREAMBLE

This document contains the bylaws of Harpur College of Arts and Sciences of Binghamton University and supersedes any previous documents addressing that purpose. These bylaws are binding upon current and future administrative officers and members of the college as an academic unit. If either faculty or administrators wish to deviate from procedures outlined in this document, they must go through the specified procedures for amendment defined below in article V. If one portion of the document comes to conflict with a policy created or imposed from outside the college, or becomes invalid, the rest of the document remains in force.

ARTICLE I.

DEFINITIONS

As used in the bylaws, the following shall mean:

Harpur College. The academic unit of Binghamton University, State University of New York, named the Harpur College of Arts and Sciences, as constituted collectively by its faculty members, administrative officers, and support staff, as well as undergraduate and graduate students matriculated to pursue degrees granted by the college.

1. Office of the Dean. To refer to the dean, who shall be designated by the president of Binghamton University to be the chief executive officer to administer Harpur College of Arts and Sciences, and to those whom the dean appoints to the position of associate dean or assistant dean.
2. Departments. The academic units of Harpur College, including their respective programs, faculty, and professional and classified staff.
3. Harpur College Council. The Harpur College Council (HCC) represents four constituencies within Harpur College: the faculty, undergraduate students, graduate students, and college administration. The number and selection of representatives on the HCC is governed by the bylaws of the HCC.
4. Chair or Program Director. The person, appointed by the Dean of Harpur College, who exercises general administrative responsibilities for a department or stand-alone program.
5. Voting Members. Faculty members who hold the rank of professor, associate professor, or assistant professor and who provide at least 50% service to Harpur College, as well as those appointed as Bartle Professors.
6. Department Bylaws. Departments and stand-alone academic programs shall establish bylaws that govern departmental decision-making not covered in these bylaws, the contract with United University Professionals, or the Provost's Guidelines on Tenure and Promotion.
7. Presiding Officer. The Dean or a temporary representative designated by the Dean shall preside over the Harpur College Council and all official meetings of the voting members of Harpur College.

8. Academic Year. For the purposes of these bylaws, the academic year is established by the Office of the Provost and Academic Vice President.

ARTICLE II.

COLLEGE STRUCTURE

1. College Leadership. Harpur College shall be led by a dean designated by the president of Binghamton University upon recommendation from the provost.
2. Departmental and Program Leadership. The Dean shall appoint the chair of each department and director of each stand-alone academic program after a process of formal consultation with the faculty members of that department or program.
3. Faculty Recruitment. The Dean must approve all faculty appointments made in Harpur College. Department chairs and program directors shall make faculty hiring recommendations to the Dean for approval. When new faculty are recruited, the Dean shall authorize the definition of a position on the basis of consultation with faculty members in the appropriate department(s), seek approval from the Provost if necessary to hire a faculty member with suitable qualifications, and authorize the formation of a search committee for the purposes of recruitment. All faculty members eligible to vote in the relevant department(s), that is, in the department(s) in which a prospective faculty member will be offered a personnel berth, shall be formally consulted, preferably through a vote based on secret ballots, on the suitability of prospective new faculty members. Where appropriate, faculty members in a relevant program should also be consulted. The relevant department chair(s) will report the results of the voting, as well as the results of a formal consultation with any relevant programs, and make recommendations to the Dean on that basis.

ARTICLE III.

ORGANIZATION AND PROCEDURES

1. Organizational Structure. Harpur College of Arts and Sciences is organized into an Office of the Dean, departments and programs headed respectively by chairs and directors and grouped into three divisions (Arts and Humanities, Sciences, Social Sciences) and the Harpur College Council.
2. Component Descriptions.
 - a. Office of the Dean. The Office of the Dean is comprised of the Dean and those whom the dean appoints to positions as associate dean or assistant dean. The Dean represents the College to the Provost and University administration and carries out University-level policies as directed. The Dean is responsible for establishing vision and strategy for the College, recommending hires to the Provost and

President, and for the College's administration, including budget planning and financial management. The Dean serves as the presiding officer of the Harpur College Council. When absent or otherwise unavailable, the Dean may designate an associate or assistant dean to perform certain of his or her functions, including meeting with department chairs and program directors to coordinate and administer daily activities of the College.

- b. Harpur College Council. The Harpur College Council (HCC) shall be responsible for the establishment of the College's educational programs and policies. This includes review and approval of the College's academic regulations and requirements and approval of new permanent courses and programs. The full role of the HCC is defined in separate bylaws which constitute and govern it.
- c. Departments and Programs. The curriculum of the College shall be organized and delivered on the basis of units formed either as departments (those with personnel berths) or programs (those without personnel berths). Each department or program shall establish policies and procedures to handle admissions, curricular issues, academic standards, advancement and grievance, and other areas as appropriate to the faculty and student needs within the department or program. The chair or program director will provide the faculty members in his/her department or program, as well as the Dean's Office, with a current copy of the departmental or program policies and procedures and a list of the departmental or program committees including membership before the end of the third week of classes in the fall semester and will consult with the Dean on issues as necessary.

ARTICLE IV.

PROMOTION, TENURE AND SABBATICAL LEAVE

Promotion and Tenure decisions in Harpur College shall follow the procedures and timetable formally established by the Office of the Provost at Binghamton University in accordance with the relevant procedures established by the State University of New York.

Sabbatical leaves should serve the interests of the University by enhancing its teaching, scholarship, research, and creative endeavors. Sabbatical leaves benefit individual faculty and Binghamton University as a whole and, therefore, should be fostered and encouraged. When a sabbatical leave proposal satisfies the conditions stated in Faculty-Staff Handbook, IV.B.1, and if the academic unit certifies that the leave will not adversely affect its ongoing teaching, research, and service functions, the leave should be approved.

ARTICLE V.

AMENDMENTS

Proposals to amend the bylaws must be presented to the voting members in writing at least two weeks before discussion at a College meeting. Votes shall be by written ballot and submitted to the Dean within 48 hours of the meeting. Decisions shall be based on the choice of the majority

of those voting. Members who abstain shall be treated (for purposes of decision making) as not voting.

In areas not specifically addressed by this document, the College and its units adhere to Binghamton University policies as outlined in the Faculty-Staff Handbook. Questions of clarification should be directed to the Harpur College Council, which will review areas of ambiguity and present a recommended interpretation to the Dean for implementation. Such recommendations may be appealed to the Faculty Senate by the Dean or through a petition signed by at least 20% of the voting members in Harpur College.

Adopted by the faculty on March 1, 2013.