

**SUNY ONEONTA
ART DEPARTMENT
BY LAWS**

ARTICLE I PURPOSE AND RESPONSIBILITY OF DEPARTMENT

To provide a climate conducive to learning which will promote active participation in the visual and plastic arts.

To maintain a professional environment supportive of the full functioning and development of each member's educational and creative contributions.

These Bylaws shall be established by majority vote of Art Department members in written mail or by voice ballot to provide procedures and policies for Art Department governance. Subsequent revisions and amendments of these Bylaws are to be approved by majority vote of Art Department members in written mail or by voice ballot. These revisions and amendments will be recorded in the minutes of the Department as part of the official record of the Department.

ARTICLE II MEETINGS

- A. Regular. The Chair of the department shall call meetings of the members of the department. A schedule of regular meeting dates and times shall be created and distributed at the same time as the schedule of classes is composed. The budget shall be reviewed in a regular meeting at the beginning and end of each academic year, and whenever budget allocations changes. Faculty members are responsible for presenting budget requests to the department.
- B. Cancellation of Meetings
 - 1. It is preferable to give as much notification as possible for a canceled meeting, unless there is an emergency.
- C. Special. Special meetings may be called
 - 1. At least five days prior to the meeting date, except in the case of an emergency.
 - 2. At the request of any standing department committee,
 - 3. At the request of the department chair,
 - 4. At the request of two-thirds of the department members.
 - 5. Emergency meetings may be called on a shorter notice only if a dire situation requires
- D. Agenda.
 - 1. An agenda shall be distributed at least 2 days prior to departmental meetings.
 - 2. Any department member may place items on the agenda for a department meeting by submitting such items to the Chair of the department in writing 2 days prior to the meeting.

3. Any item may be placed on the agenda for a given meeting by a 2/3rds vote of the members present during that meeting.
- E. Quorum. At all meetings duly called, a two-thirds majority of the total membership of the department shall constitute a quorum.
- F. Order of Business.
1. Approval of minutes report
 2. Brief addresses from department members
 3. Report of the chair
 4. Committee Reports
 5. Old business
 6. New business
- G. Membership.
1. Voting membership in the department shall include all full-time salaried employees of the State University College at Oneonta on term or continuing appointment assigned to the Art Department by the President of the College with the following ranks:
 - a. Full-Time Lecturer/Instructor
 - b. Assistant Professor
 - c. Associate Professor
 - d. Professor
 2. Each voting member identified above shall be eligible to vote and entitled to one vote. Non-voting members may be invited to vote by the majority of the voting members' consent.
 3. Voting on personnel matters shall be by secret ballot. In other matters a request by one department member shall initiate a secret ballot. When a secret ballot is used, the ballot box will be placed in the Art Department office immediately after the meeting, and members may enter their ballots any time before 4 p.m. the following school day.
 4. Votes shall be counted by two designated persons by the majority of the voting members' consent. A numerical result shall be recorded in the department minutes.
 5. Members on sabbatical or leave of absence. Members on leave of absence or sabbatical are encouraged to attend departmental meetings, if they desire, and are eligible to vote if in attendance at a department meeting. Persons on sabbatical or leave of absence may vote, if away, on personnel matters as long as a vote is registered before the ballot is counted. If personnel are away, voting must be initiated by persons on leave; the department does not assume the responsibility of initiating voting or informing those individuals. A written message shall be sufficient in case of a secret ballot. The member on leave can choose a proxy to vote for them, and should notify the department in writing who the proxy is.

6. Minutes. Minutes shall be kept of all meeting to serve as a record and verification of department action. The minutes, at a minimum, shall include all matters formally considered, all motions made and numerical outcome of any votes taken. A file of department minutes shall be maintained in the department office.

ARTICLE III OFFICERS

- A. Chair. The Chair of the Department is appointed under the provisions of Article IX Title C of the *Policies of the Board of Trustees of the State University*.
- B. Other Committee Officers.
 1. Recording secretary
One Art Department member will be selected as secretary whose responsibility will be to keep minutes of official Art Department meetings and to distribute these minutes to Art Department members before the subsequent meeting. An official copy of these minutes approved by the Art Department will be kept on file in the Art Department office in a loose-leaf notebook. These minutes will serve as the official record of all Department decisions. The secretary will be selected during an Art Department meeting during the first month of the spring semester of each academic year. The appointment will be for one academic year beginning in the fall semester.

ARTICLE IV STANDING COMMITTEES

Department Committees: Each of the following committees will have a membership of three Art Department members with one of the members being designated as chair. Whenever possible membership should be a cross section of the Department. The members will be elected during an Art Department meeting during the first month of the spring semester of each academic year. Committee appointments shall be for one academic year, to begin in the fall semester. The Department Chair will appoint the chairs for each committee from the elected members. While the Department Chair can be a voting member of any standing committee, she/he shall be *ex officio* a non-voting member of all Department committees. It is the responsibility of the committees to meet on a timely basis and fulfill its responsibilities in a responsible way and to report regularly to the Chair and Art Department. The committees shall not have executive powers, but rather their main function shall be to recommend and advise the department.

- A. The following committees shall be the Standing Committees for the department.
 1. **Personnel Committee:** This committee will be responsible for coordinating the hiring, reappointment, and promotion of department personnel including both faculty and staff. All Art Department members will be invited to participate in the interview / process for any decision including hiring, reappointment, and promotion. All Art Department members will have equal voting rights and responsibilities in all Personnel Committee decisions with all votes being conducted by secret ballot. One of the responsibilities of the Personnel Committee will be to maintain a calendar so that candidates for reappointment and promotion can be notified in a timely way

and that meetings to consider personnel decisions can be schedule well in advance. The chair of this committee must be tenured full-time faculty member.

2. **Curriculum Committee:** shall consider matters relating to the Department's academic program. Most particularly this committee will facilitate new course proposals, proposals to change courses, and the development and revision of the Department's programs. This committee will also facilitate the schedule of classes, and "Credit for Prior Learning Assessment Program", "Course Substitutions", and "Credit re-evaluations".
 3. **Grievance Committee:** Like the other committees this committee will be composed of three Art Department members, but an additional member will be designated as an alternative in case one of the other members is directly involved in a grievance. This committee will deal in a timely and confidential way with all student grievances.
 4. **Facilities and Technology Committee:** shall oversee the management of the Department's facilities including dealing with concerns about safety and the purchasing of new equipment, both digital and traditional.
 5. **Assessment Committee:** shall consider all matters related to departmental, programmatic, and College-wide assessment initiatives. The chair of this Committee will be responsible for drafting the assessment portion of the Department's Annual Report.
 6. **Ad Hoc Committees:** shall be created by the Department as needed; the duties, tenure, number of members, and manner of their selection shall be specified by the Department when it creates such committees.
 - a. **Studio Art Committee:** This committee shall be comprised of all full-time or part-time faculty who teach Studio Art classes, plus any interested member from the other areas. The committee will examine all issues pertaining to Studio Art. The committee will work with other committees and will recommend appropriate actions to the department.
 - b. **Computer Art Committee:** This committee shall be comprised of all full-time or part-time faculty who teach Computer Art classes, plus any interested member from the other areas. The committee will examine all issues pertaining to Computer Art. The committee will work with other committees and will recommend appropriate actions to the department.
- B. **Representatives on College Wide Committees:** The Department is expected to have a representative on three college-wide committees: 1. College Senate; 2. Curriculum Committee; 3. College Library Committee. The Department will select a representative from its members during an Art Department meeting during the first month of the spring semester of each academic year. The appointment will be for one academic year beginning in the fall semester. One regular representative and one alternate shall be appointed to each college committee. The committee members will bring regular updates to the department.

Amendment to Department By-Laws

Procedure for Identifying Outstanding Senior

The department secretary will distribute a list of all qualified candidates. As part of a regularly scheduled department meeting, faculty will be allowed to nominate candidates. There will be a discussion of the merits of the nominated candidates followed by a vote.

Amendment approved by the department on February 4, 2009

Process for Review of Candidates for Renewal, Continuing Appointment, and Promotion

It is the responsibility of the candidate to find out the deadlines for submitting materials to the Dean and the guidelines for preparing those materials. The chair will work with first time renewal candidates to be sure they have information.

It is advisable that recommendations and peer evaluations included in the materials are written by senior faculty members.

The review process for candidates for renewal, continuing appointment, and promotion will take place during the penultimate month (November and April) of the semester before the materials are due to the Dean. The candidate will work with the Department's Personnel Committee to schedule the deadlines for the review process. They should adhere to the following guidelines:

The candidate will make available in the department office seven copies of their materials at least two weeks before the scheduled date for the department review.

The personnel committee will hold a formal review that will include a candidate presentation, discussion with the candidate, and a confidential committee discussion. The by-laws specify that the secret ballot will be completed by 4:00 PM the day after the department meeting (Article II, G, #).

It is the responsibility of the candidate to turn in the revised and completed packets to the Dean by the specified deadline.

Amendment approved February 11, 2009

Discretionary Money Policy (adopted April 15, 2009)

Merit Increase Recommendations:

Full-Time Faculty: All full-time faculty members wishing to be considered for merit increases are required to put on file copies of their Faculty Activities Reports for the year or years covered by the increase. This should be done at least one week before a formal vote by all voting members of the department. All voting members are expected to review the Faculty Activities Reports and submit a ballot ranking the candidates in order of priority.

Adjunct Faculty: All adjunct faculty member wishing to be considered for merit increases are required to put on file copies of their Faculty Activities Reports for the year or years covered by the increases. This should be done at least one week before a formal vote by all voting members in the department. All voting members are expected to review the Faculty Activities Reports for the adjuncts and submit a ballot different from the one for Full Time Faculty ranking the adjunct candidates in order of priority.

It is the responsibility of the chair to write a letter presenting the department recommendation reflected in the ballots for full and part time faculty.

Equity Money Requests:

All faculty wishing to be considered for Equity Money increases are required to submit a formal letter to the department chair justifying their request based on college guidelines. The chair is then expected to submit these requests to the Dean.

Voting Procedures for Candidates up for Promotion, Tenure or Term Contract Renewal (amendment added 12.02.09)::

All fulltime faculty, including those of a leave of absence or sabbatical, are eligible to vote on a candidate up for promotion, tenure or term contract renewal if they are present for each of the following:

- a. Review of the candidate's packet
- b. Candidate's formal presentation
- c. Confidential group discussion of candidate's performance and materials with all other voting members

For Fulltime faculty to vote on a candidate they must have been present for:

Review of the candidate's packet

Candidate's formal presentation

Confidential discussion at meeting with other faculty to discuss candidate

If a faculty member is on sabbatical they will be notified of when candidate's packet are available for review and when meeting and presentation times are and can decide to participate or not.

Voting Procedures for non-tenured track, full time faculty applying for Contract Renewal (amendment adopted 4/6/11):

1. Candidate must submit a Complete Packet containing:
 - a. 1. Candidates current Vitae
 - b. 2. Current Faculty Activities Report
 - c. 3. SPI's results from the two most recent semesters (typed by a third party)
 - d. 4. Grade Distribution from the two most recent semesters
 - e. 5. Short Self-Evaluation of Teaching (one page or less)
 - f. 6. Two Peer Reviews Based on Classroom Observation and Projects, written in a letterform, by full-time faculty
2. The packet must be available at the office one week prior to the candidate's presentation. Faculty involved in the review will be notified by email that the packet is available.
3. A 15 minute presentation of student and candidate work would be followed by a brief question and answer period, followed by a brief department discussion and a secret ballot to be counted by 3PM the following day.
4. The renewal process will take place only in the first seven years of the applicant's service. After seven years, a simple recommendation by the chair should suffice. The Chair must make their recommendation known to the department one month before they send it to the Dean.

Merit Pay: Department Recommendation regarding Chairs (amendment adopted 9/21/11)

The personnel Committee will forward a recommendation regarding Merit Pay for the previous Academic Year's chair to the Dean by the announced deadline, and in accordance with College Guidelines