

GOVERNANCE

SUNY Canton is governed by shared governance with student, faculty, and administrative governing bodies. This document speaks to the faculty governing body, the College Assembly.

College Assembly

A. Article I - Name

The name of this organization shall be the College Assembly of the State University of New York College of Technology, Canton, New York.

B. Article II - Purpose

- To study problems and policies of the College and the State University as a whole.
- To provide a mechanism for faculty to fulfill its obligation to participate significantly in the initiation, development, and implementation of the educational program.
- To provide a forum for communication and a mechanism for consultation between the President of the College and the faculty.
- To take any action that is deemed necessary for the professional or social interests of the faculty.
- To provide an opportunity for the exchange of ideas of mutual interest and concern among members of the faculty.
- To provide an opportunity for the exchange of ideas of mutual interest and concern among members of the college community, the community at large, and the College Council.

C. Article III - Membership

Section 1: As prescribed in the policies of the SUNY Board of Trustees, the membership includes, the Chancellor of the University, the President of the College, and all academic and professional employees of the College as defined in Section 2.

Section 2: All academic employees will have one vote per member.

Categories:

- Lecturer
- Instructor
- Assistant Professor
- Associate Professor
- Professor
- Assistant Librarian
- Senior Assistant Librarian

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- Associate Librarian
- Librarian
- Adjunct (full-time)

All full-time professional employees will have one vote per member.

Categories:

- Full-time Professional
- Full-time Research Foundation (includes Liberty Partnership, Trio, CSTEP, and tutors within these offices)

Academic and professional employees falling within the categories of part-time will have a representative vote based on 1 elected member per category. The representative term will be January – December of each year with a one-year, renewable term.

Categories:

- Adjunct (Part-time)
- Part-time Professional Employee (also includes part-time Research Foundation)
- College Association
- College Foundation

Section 3: Six student members will be selected by the Student Government Association each academic year. Each student member will have one vote.

Definitions: “Academic Employee” refers to those members of the Staff holding any qualified academic rank (Instructor, Assistant Professor, Associate Professor, Professor, Assistant Librarian, Senior Assistant Librarian, Associate Librarian, Librarian, Visiting, Lecturer, and Full-Time Adjunct – minimum of 12 credits/semester)

“Professional Employee” refers to those members in the Professional Services Negotiating Unit other than Academic Employees (full-time UUP eligible members other than academic rank)

D. **Article IV - Officers and Duties**

Section 1: The officers of this organization shall be the Chair, Presiding Officer, Executive Secretary, Faculty Senator, Faculty Senator Alternate, Parliamentarian, and Parliamentarian Alternate.

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- a. The President of the College shall serve as Chair.
- b. The Presiding Officer shall serve for a two-year term. The procedure for filling a vacancy is outlined in Section 3 of this article.
- c. The Executive Secretary shall be elected for a one-year term.
- d. The Faculty Senator and Faculty Senator Alternate shall be elected at the last College Assembly of the spring semester for a June 1st appointment as specified by Article VII of the Policies of the SUNY Board of Trustees.
- e. The Parliamentarian and Parliamentarian Alternate will be appointed by the Presiding Officer for a two-year term. They may be faculty or staff members of the Assembly. They will be ex-officio non-voting members of the Steering Committee and the Assembly.
- f. With the exception of filling a vacancy, a faculty member may, during a calendar year, hold one of the offices listed above.

Section 2: The duties of the officers shall be as follows:

- a. **Presiding Officer**
 - 1. To preside at all meetings of the College Assembly and to convey proceedings and recommendations of the Assembly to the President.
 - 2. To serve on the President's Campus Leadership Group.
 - 3. To preside at the Faculty Forum.
 - 4. To prepare an agenda for each College Assembly meeting.
 - 5. To be Chair of the Steering Committee.
 - 6. To represent the faculty at meetings of the College Council.

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7. To attend other meetings where faculty representation is necessary.
8. To be an ex officio member of all committees (voting and nonvoting privileges will be defined by each governance committee).
9. The Presiding Officer will meet with the SGA president no later than September 30 of each year regarding student involvement in the Faculty Governance System.

b. **Executive Secretary**

1. To distribute notices and minutes of the College Assembly to all members and to send minutes to the College Archives.
2. To be responsible for the minutes and records of the College Assembly.
3. To carry on the correspondence for the organization.
4. To be Secretary of the Steering Committee.
5. To attend the Faculty Forum.

c. **Faculty Senator**

1. As stated in Article I of the Bylaws of the Faculty Senate, the duties and responsibilities of senators shall include the following:
 - a. To determine the opinion of their constituents before meetings of the Senate.
 - b. To see that matters of concern to their constituents are brought to the Senate for consideration.
 - c. To represent their constituents at meetings of the Senate.
 - d. To report fully and regularly to their constituents on the activities of the Senate.

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2. To serve on the President's Campus Leadership group.
3. To be ex officio member of the Steering Committee.
4. To attend the Faculty Forum.
5. To act as Presiding Officer of the College Assembly as outlined in Section 3 of this Article.
6. To represent the faculty at meetings of the College Council.

d. **Faculty Senator Alternate**

To perform the duties of the Faculty Senator whenever the Faculty Senator is unable to perform these duties.

e. **Parliamentarian**

1. To provide expert guidance in interpreting and applying "Robert's Rules of Order" for meetings and enable groups to efficiently and fairly discuss and determine actions to be taken.
2. To serve as ex-officio non-voting member of the Steering Committee.
3. To be impartial and surrender their voice and vote.
4. To address that one item/issue is considered at a time during meetings.
5. To ensure that justice and courtesy for all and partiality for none happens.
6. To ensure that the rule of the majority is followed, and preserve the right of the minority to be heard.
7. To support the Presiding Officer and other committee chairs by providing training on "Robert's Rules".

f. **Parliamentarian Alternate**

1. To perform the duties of the Parliamentarian

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whenever the Parliamentarian is unable to perform these duties.

Section 3: Filling vacancies for the position of Presiding Officer and Executive Secretary.

- a. When the Presiding Officer is absent from a College Assembly meeting or Steering Committee meeting, one of the following officers shall, in order, assume the duties of the Presiding Officer: Faculty Senator, Faculty Senator Alternate, and Executive Secretary.
- b. In case of vacancy by death, prolonged illness, or resignation, the Faculty Senator shall act as interim Presiding Officer until the Steering Committee appoints a Presiding Officer to complete the term.
- c. In cases where the Executive Secretary is absent from a College Assembly meeting, the Faculty Senator Alternate shall act as Executive Secretary.
- d. When a vacancy in the Office of Executive Secretary occurs, the Steering Committee shall appoint a successor to complete the term.

E. **Article V - Meetings**

Section 1: There shall be at least three College Assembly meetings in each semester. An agenda must be distributed at least three working days in advance.

Section 2: Special meetings may be called by the President of the College or the Presiding Officer of the College Assembly or by initiation of five faculty members who will make the request in writing to the Presiding Officer. An agenda shall be distributed at least three working days in advance, and business will be restricted to agenda items.

Section 3: 20% of voting membership, (see Article III: Membership) is needed at College Assembly to constitute a quorum.

Section 4: Once meeting quorum is achieved, a majority vote is necessary to constitute an official action of the College Assembly unless otherwise specified.

F. **Article VI - Committees**

Section 1: There shall be nine standing Faculty Governance committees. Ad hoc committees will be formed as the need arises. The committees are as follows:

- a.
 1. Steering Committee
 2. Academic Standards Committee
 3. Curriculum Committee
 4. Nominations and Elections Committee
 5. Retention Committee
 6. Appointment and Promotions Committee
 7. Teaching and Learning Technology Committee
 8. Online Learning Committee
- b. All committees will periodically review their structure, function, and composition and shall make recommendations for changes to the Steering Committee and ultimately to the College Assembly.
- c. Two-thirds of the voting members shall constitute a quorum for all standing governance committees.
- d. Unless otherwise specified, committee members shall serve a two-year term. The term of office for committee members and officers shall begin following the last meeting of December.
- e. An elected member may serve on only two standing Faculty Governance Committees concurrently.

Section 2: **Steering Committee**

- a. **Function**
 1. To act as the executive body of the College Assembly for delegating responsibility and assigning tasks to the appropriate committee.

2. To consult regularly with the President of the College.
3. To determine the agenda for the College Assembly.
4. To recommend the formation of new committees, both standing and ad hoc, and to recommend changes in structure, function, or composition of existing committees as the need arises.
5. To review existing policies and procedures and to propose new or suggest changes in present policies and procedures and to refer matters to the appropriate committees and to the local official faculty union.
6. To convene a Faculty Forum for discussing topics important to the college community, especially those topics which are the concern of Faculty Governance Committees:

a. **Meetings**

The faculty forum may be convened at least once each semester by the Presiding Officer who will also prepare the agenda after soliciting input from all members of the forum.

b. **Composition**

President of the College, all Vice Presidents, School Deans, all members of the Steering Committee, and Chairs of the following Committees:

- Academic Standards Committee
- Curriculum Committee
- Nominations and Elections Committee
- Retention Committee
- Appointment and Promotions Committee

7. To present a list of meeting dates, times, and places for College Assembly meetings for the coming academic year. This list shall be prepared in consultation with the President of the College and the

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local official faculty union and shall be presented at the last College Assembly meeting.

8. To appoint, supervise elections, or nominate faculty representatives for:

- Student Faculty Board
- Canton College Foundation
- College Association Corporate Membership
- Faculty Athletic Representative

9. To review Bylaws of the College Assembly at least once every three years.

b. **Composition**

One faculty members elected from each academic School

One Representative elected from Division of Academic Support Services & Instructional Technologies

One Representative elected from Student Affairs Division

One Representative elected from Administrative Services Division

One elected At-Large UUP Professional Staff

Faculty Senator or Faculty Senator Alternate

DEI Officer

Executive Secretary

Presiding Officer

Parliamentarian or Parliamentarian Alternate (ex-officio)

Academic Standards Chair

Curriculum Committee Chair

Nominations & Elections Chair

Retention Committee Chair

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Appointment & Promotion Committee Chair

Online Learning Committee Chair

Teaching & Learning Committee Chair

Section 3:

Academic Standards Committee

a. **Function**

To address campus issues which pertain to academic policies and to make recommendations when appropriate to the College Assembly.

b. **Composition**

Two faculty members elected from each academic School

Provost/Vice President for Academic Affairs

Dean of one of the academic Schools appointed by Provost/Vice President for Academic Affairs

Dean of Students

Representative elected from Academic Support

Director of Admissions or designee

Registrar or designee

One student (voting) selected by the Student Government Association

Section 4:

Curriculum Committee

a. **Function**

1. To review all proposals for changes in the curricular offerings of the College including new curriculums and major revisions or deletions of existing curriculums and to recommend appropriate action.

2. To review all proposals regarding new or revised or deleted credit courses and to recommend appropriate action.
3. To carry on a continuing review of the curricular offerings of the College and to recommend appropriate action.

b. **Composition**

Two faculty members elected from each academic School

Provost/Vice President for Academic Affairs or designee

Deans from each of the academic schools

Representative elected from Instructional Support

Assessment Coordinator

Registrar or Assistant Registrar

Director of Library Services

Assessment Coordinator

Presiding Officer (nonvoting)

Two students (voting) selected by the Student Government Association

Section 5: **Nominations and Elections Committee**

a. **Function**

1. To solicit a list of candidates from each school for vacant governance committee and officer positions, supervise school elections, and report findings to the College Assembly, as specified in Article VII Election Procedures.
1. Maintain a roster of committee members serving in campus governance position and post on the College Assembly webpage.

2. To develop, coordinate, and encourage faculty and professional staff recognition awards.
4. To receive the awards information from the President's or Provost's Offices and notify the campus community where they can access award nomination materials.
5. To review the nomination materials to ensure they conform to stated standards in accordance with established timelines.
6. To review the nomination materials for each award and rank each candidate based on the evidence presented.
7. Make appropriate recommendations in writing to the President, Provost/Vice President for Academic Affairs, or College Council (depending on the award).
8. To periodically review guidelines for awards and make recommendations for revisions to the entity which originated the award (i.e. College Council, SUNY, Provost/Vice President for Academic Affairs, etc.).

b. **Composition**

Two faculty members elected from each academic School

Four professional staff members

President's Office designee (continuous)

Presiding Officer (nonvoting)

Depending on the award, the committee may be supplemented to comply with guidelines.

Section 6: **Retention Committee**

a. **Function**

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1. To address campus issues which pertain to retention and to make recommendations when appropriate to College Assembly.
2. To make recommendations to College Assembly on admissions standards in regards to retention.
3. To follow up on any recommendations that were implemented to evaluate their effectiveness.
4. To recommend policy with respect college retention efforts and practices.
5. To review all proposals for changes in the Student Handbook as they pertain to academic integrity.

b. **Composition**

Two faculty members elected from each academic School

Director of Residence Life or designee

Retention Specialist

Dean of Students or designee

Dean of Academic Support Services or designee

Director of Admissions or designee

Representative elected from Academic Support Services

Presiding Officer (voting)

Two students (voting) selected by the Student Government Association

Section 7: **Appointment and Promotions Committee**

a. **Function**

1. Review and recommend changes to the Policies and Procedures Manual regarding faculty appointments, promotions, and appeals.
2. Review and recommend to the President on all appeals regarding promotion, reappointment and continuing appointment.

b. **Composition**

Two faculty members elected from each academic School

One faculty member elected at-large

One UUP representative appointed by the UUP Chapter President

All committee members must have continuing appointment and hold the rank of Professor, Associate Professor, Librarian, or Associate Librarian.

If there is an appeal case pending before the Committee for promotion or continuing appointment, should the individual come from the same department/discipline as a committee member, that member shall be replaced for that case by someone from the same constituency, selected by the Steering Committee.

Section 8: **Teaching and Learning Technology Committee**

a. **Function**

1. The Teaching and Learning Technology Committee (TLTC) collects input on teaching technologies needs from the campus; serves as the forum for discussion, advice, and action on the implementation of teaching and learning technologies (for all modes of instruction); serves as a discussion venue for evaluating and making recommendations on classroom space throughout the College; and is a focal point for input on campus instructional technology plans. Committee members bring the

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requests and concerns of their constituents to the forum for consideration and response.

2. The TLTC makes planning recommendations to the Steering Committee, College Assembly, and campus leadership regarding teaching and learning technologies and policies with respect to teaching technology, strategy, and innovation.
3. The Committee may form and delegate to one or more subcommittees all or any portion of the Committee's authority, duties, and responsibilities, and may establish such rules as it determines necessary or appropriate to conduct the Committee's business.
4. The Committee will meet as often as necessary, but not less frequently than twice per year. A quorum shall consist of such number of its members as is required in the bylaws of the College. The Committee will keep minutes of its meetings and present them to the Committee for review and approval.

b. **Composition**

2 Faculty elected from each school
1 Faculty at large
Director of CLDIOI (or designee)
Director of Library Services (or designee)
Academic Computing Representative
Director of Facilities Planning (or designee)
Director of Accessibility Services (or designee)

Section 9: **Online Learning Committee**

a. **Function**

1. To collaborate with the College administration, Center for Learning Design, Innovation, and Online Instruction (CLDIOI), and other governance committees to make strategic recommendations pertaining to online learning and teaching initiatives at the College, examine and evaluate the budgets that affect online learning, and advise on

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sustainability and quality of online education at the College.

2. To support online course quality and endorse faculty participation in training and online learning initiatives.
3. To develop and maintain evaluative tools to assist faculty in course development, online teaching effectiveness, and assessment of best practices.

b. **Composition**

Two teaching faculty members elected from each Academic school

Two faculty members elected at-large

Director of Online Learning (Continuous)

Instructional Designer, CLDIOI (Continuous)

G. **Article VII - Election Procedures**

Section 1: The representative units are as follows:

- School of Business and Liberal Arts
- Canino School of Engineering Technology
- School of Science, Health, and Criminal Justice
- Professional Support

Section 2: Before election or appointment to any standing committee, a member shall be given an opportunity to indicate preference for committee work by self-nominating for open positions.

Section 3: Elections for College Assembly Officers and at-large members of the committees shall be held at the end of the fall academic semester prior to the last College Assembly meeting in December. All elections will be conducted through an electronic voting instrument and the results will be presented at the final College Assembly meeting in December.

Section 4: If a representative unit fails to elect a member to a committee, the Steering Committee will have the prerogative to appoint said committee member.

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Section 5: Members of ad hoc committees shall be appointed by the Presiding Officer of the Faculty in consultation with the Steering Committee.

Section 6: Replacements for vacancies caused by resignations, prolonged illness, or death shall be appointed by the Steering Committee to serve until the next regular election. Members on leaves of absence will automatically terminate their committee membership, and the vacancy will be filled as outlined above.

H. **Article VIII - Committee Procedures**

Section 1: Prior to the last scheduled College Assembly meeting, each College Assembly Committee shall elect from its membership a chairperson to serve during the following year.

Section 2: Committees shall keep minutes of meetings and forward a copy to the Presiding Officer and the Webmaster for inclusion on the College Assembly webpage.

Section 3: Proposals or recommendations which require debate in College Assembly meeting shall be distributed to College Assembly one week in advance of the Assembly meeting. The Presiding Officer and the Executive Secretary shall receive copies for filing. The Chair or designee shall appear at the College Assembly meeting to answer questions about action items.

Section 4: Committee Chairs shall compile an activity report for distribution to members at least one calendar week in advance of the last scheduled College Assembly meeting of each semester. A copy of the report shall also be sent to the College Archives. The Chair's report shall contain:

- Accomplishments
- Unfinished Business
- Recommendations

Section 5: Student committee members shall have voting privileges unless otherwise stated.

I. **Article IX - Order of Business at Meetings**

The order of business at meetings shall be:

1. Call to Order
2. Approval of Minutes

3. Report of the College President
4. Report of Officers
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

J. **Article X - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the College Assembly in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the College Assembly may adopt.

K. **Article XI - Amendments**

This constitution may be amended at any meeting by a 2/3 vote providing that written notice of the proposed amendment is distributed to all professional staff members at least one calendar week in advance.

L. **Article XII – Campus Committees**

Section 1: Faculty Athletic Representative (FAR)

- a. The members of the College Assembly, at the last College Assembly meeting of the fall semester, shall elect a Faculty Athletic Representative (FAR) for a term of three years. The FAR will serve as the liaison between academics and the athletic community, as well as serve as the College FAR for the NCAA.
- b. The FAR must be teaching faculty and a faculty liaison for one of the current athletic teams.

Section 2: College Association

- a. The members of the College Assembly, at the last College Assembly meeting of the spring semester, shall elect individuals to serve on the College Association Board as faculty representatives for a four-year term.
- b. Faculty member representatives to the College Association Board must be current employees of the college designated as faculty.

