



Graduate Faculty Executive Committee

## MEMORANDUM

TO: Kathleen Lawrence, Chair, Faculty Senate

FROM: Jena Curtis, Chair, Graduate Faculty Executive Committee

DATE: February 21, 2017

RE: Revisions to Graduate Faculty Executive Committee Bylaws

Dear Kathy and Steering Committee Members:

Last semester the Graduate Faculty Executive Committee (GFEC) made revisions to the bylaws, **Section 150.04, Articles III and IV**. The revisions were approved by GFEC, and were sent out for vote to the Graduate Faculty Standing, and approved by them as well.

Below I present for Faculty Senate approval, the revised bylaws for consideration. Revisions are indicated in bold and italicized formatting, as well as strikeout.

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### SECTION 150.04 BYLAWS OF THE SUNY CORTLAND GRADUATE FACULTY

#### ARTICLE III: MEMBERS

A. The qualifications for membership require that the nominee meet the following criteria:

1. Experience

The minimum experience requirement is three years of instruction at the graduate level at any institution of higher education, or three years of library service involving graduate programs.

2. Education

An earned doctorate in the field of specialization, or the highest terminal degree in the field of specialization, or special training and experience which are acceptable as judged by the particular faculty member's field.

3. Demonstrated Scholarly Ability

Evidence of interest in the scholarly nature of his/her field as demonstrated by research or publication or the judgment of his/her colleagues in the department concerned.

4. Rank

Holds the rank of professor, associate professor, *assistant professor*, librarian, associate librarian, *assistant librarian*, or administrative position of school dean or above.

#### 5. Involvement in Graduate Programs

Has, in the opinion of his/her department, an ongoing involvement in, and commitment to, graduate studies at Cortland.

B. All applications for membership shall be reviewed and acted upon by the executive committee. An application shall consist of a letter of interest describing how the applicant meets the criteria outlined in Article III. A. and a copy of the applicant's vita.

C. A member may resign by submitting a written letter of resignation to the presiding officer. The presiding officer shall report all resignations to the executive committee.

D. Should the need arise, as determined by a two-thirds majority vote of the executive committee, membership fees may be levied. The proposed fee schedule must be submitted to the general membership of the graduate faculty for approval by a two-thirds majority.

### **ARTICLE IV: EXECUTIVE COMMITTEE**

The graduate faculty shall be represented by and function chiefly through a thirteen-member executive committee that includes eight voting members of the graduate faculty elected by the graduate faculty. Important matters of policy shall be taken to the entire graduate faculty through meetings and ballot votes as hereinafter provided.

#### A. Composition of the Executive Committee

The executive committee shall be composed of 13 members, as follows:

1. One member of the graduate faculty elected by and from the departments of biological sciences, chemistry, geology, mathematics and physics.
2. One member of the graduate faculty elected by and from the departments of English, history and modern languages.
3. One member of the graduate faculty elected by and from the departments of childhood/early childhood education and foundations and social advocacy.
4. One member of the graduate faculty elected by and from the departments of literacy and ~~educational leadership~~.
5. One member of the graduate faculty elected by and from the departments of *communication disorders and sciences*, health, and recreation, parks and leisure studies.
6. One member of the graduate faculty elected by and from the departments of kinesiology, physical education and sport management.
7. One member of the graduate faculty elected at large from the library and departments having no graduate programs.
8. One member of the graduate faculty at large.
9. One graduate student appointed by the Student Government Association.
10. One administrator appointed by the provost, ex officio, without vote.
11. One representative of the Registrar's Office, ex officio, without vote.
12. One representative of the Educational Policy Committee, ex officio, without vote.
13. One representative of the Admissions Office, ex officio, without vote.

## B. Elections and Term of Office

1. Elections for membership on the executive committee shall be run by the executive committee (or by the Faculty Senate Committee on Committees as directed by the executive committee) each year during the period April 1 through May 1. Prior to elections, nominations shall be solicited from the entire Graduate Faculty.
2. Only members of the Graduate Faculty shall be eligible to vote for executive committee positions.
3. The term of office for members of the executive committee shall be staggered 3 *two-year terms*, commencing at the close of the spring semester.
4. ~~No person may serve more than two consecutive terms on the executive committee, except for position #7 (Article IV.A.).~~

Miller Building, Room 404 • P.O. Box 2000 • Cortland, NY 13045-0900  
Phone: (607) 753-2206 • Fax: (607) 753-5590