

SYRACUSE UNIVERSITY

**The Maxwell School**

**Whereas the Maxwell School Faculty is the principal agent and guarantor of the intellectual, scholarly and academic standards prevailing within the School, in pursuance of this, the following bylaws formally incorporate the Faculty in order that these considerations shall be given effect.**

BYLAWS OF THE FACULTY: Subject to the published Rules and Regulations of the Maxwell School and Syracuse University.

I. Faculty Membership and Meetings

- a) The voting members of the Faculty of the Maxwell School shall consist of all members of the Syracuse University faculty who have tenured, tenure-track, or full-time non-tenure-track appointments of a minimum of three years in the Maxwell School. Other faculty members of the University community with regular teaching responsibilities in the Maxwell School shall be considered members of the Maxwell Faculty without voting privileges, unless granted by the Faculty Council.
- b) There shall be at least one general meeting of the Faculty during each semester of the academic year. The Dean shall have the opportunity to select the time of this meeting and to preside over it or to designate a representative to preside. If the Dean has not announced the time of such a meeting by the end of the first week of classes in any given semester, then the Faculty Council shall set the time. If the Dean does not wish to preside over the meeting (or to designate a representative to preside), the President of the Faculty Council shall preside. The Executive Assistant to the Dean

shall keep minutes of all Faculty meetings or shall designate a representative to do so in his/her absence. A quorum shall consist of 40 percent of the voting eligible faculty as defined in section I.a.

## II. The Faculty Council

a) Purpose: The purpose of the Faculty Council of the Maxwell School is to provide the Faculty with a group of representative peers to act on its behalf in certain circumstances viz, (a) to critically examine the merits of ideas about and proposals for the School brought to it by the Dean and others, (b) to assist the Dean in identifying, critically assessing, and solving problems facing the School, (c) to participate on its own initiative in developing and revising policies for consideration by the Faculty and appropriate academic officials of the School, and (d) to appoint the members of the Committee on Scholarship and Research, as indicated in Section III.

b) Purview: The Faculty Council may, at its discretion, act for the Faculty in all matters except Bylaw changes. All actions of the Faculty Council shall be reported to the Faculty, and may be reviewed by the Faculty at its next meeting, regular or special. At that time, a majority vote, a quorum being present, can rescind any action, in whole or in part, of the Faculty Council not already implemented. The Council may at its own initiative and discretion convene a meeting of the Faculty as a whole for issues it deems

of sufficient import, in which case the President of the Faculty Council will preside.

c) Eligibility: All voting eligible faculty as defined in Section I.a are eligible to serve on the Faculty Council, except for those whose membership in the Faculty will terminate during or before the term of office as a member of the Council or who already hold ex officio membership on the Council. At no time shall the Faculty Council include more than three members from any one department.

d) Initial Membership: During the academic year that these bylaws are adopted by the Faculty, the Dean shall ask the chair of each Maxwell department to nominate three eligible and willing members of the department, preferably not all of the same rank, to serve on the Faculty Council. In addition, any five members of the Faculty, as defined in part II.c, may nominate one of their number by written petition to the Dean. The Dean shall distribute a ballot listing all nominees to all members of the Faculty, who will be asked to vote for up to nine members from the list. The six nominees receiving the most votes shall be deemed elected to the Council, and the Dean shall appoint three additional members from among the ten with the next highest vote totals. The Dean is encouraged to make appointments that promote a Faculty Council reflecting the diversity of the full Maxwell Faculty. The terms of office for the Council's nine initial members shall commence on the first day of the Fall semester following their election. At its first meeting, the Council shall assign these members by chance to staggered 1,

2, and 3 year terms, so that 1/3 of its membership will be replaced each year.

e) Subsequent Membership: In all subsequent years, the Secretary of the Faculty Council shall ask the chair of each Maxwell department to nominate one eligible and willing member of the department who has not served on the Council in the previous year. In addition, any five members of the Faculty, as defined in part II.c, may nominate one of their number by written petition to the Secretary of the Faculty Council. The Secretary shall distribute a ballot listing all nominees to all members of the Faculty, who will be asked to vote for up to three members from the list. The two nominees receiving the most votes shall be deemed elected to the Council, and the Dean shall appoint one additional member, plus any needed to fill vacancies other than those arising from normal rotation, from among the five with the next highest vote totals. The Dean is encouraged to make appointments that promote a Faculty Council reflecting the diversity of the full Maxwell Faculty.

f) Officers and Meetings: At the beginning of each academic year, the Council shall elect a President and a Secretary from among the Council's members. The Dean is encouraged to provide these officers with any necessary administrative support. The Dean and the Associate Deans shall be members of the Council ex officio, without vote, but with the privilege of introducing motions. The Chair of the College of Arts and Sciences Faculty Council shall be a member of the Council ex officio, without vote,

but with the privilege of introducing motions. This privilege, and that of attendance in Council proceedings, may not be delegated. From time to time, the Council may call meetings that include only voting members. Council votes will be taken by written secret ballot, with exceptions only by an affirmative vote of unanimous consent.

- g) Dean Search Procedures: Whenever a search committee is required for a new Dean of the Maxwell School, the Faculty Council shall have the authority to recommend to the Vice Chancellor and Provost, on behalf of the Maxwell Faculty, a set of faculty members to serve on this committee.

### III. Standing Committees

#### a) Committee on Scholarship and Research

- 1) The Committee on Scholarship and Research shall be appointed annually by the Faculty Council, from among the Faculty as defined in Section I.a.
- 2) The Committee shall have authority to make recommendations to the Faculty Council concerning policies that will promote conditions favorable to faculty research.
- 3) The Committee shall evaluate faculty requests for research leave and make recommendations to the Dean regarding such requests.

#### b) Curriculum Committee

- 1) The Curriculum Committee shall consist of one faculty member from each department in Maxwell, with the individual members appointed by department chairs for each academic year. The Dean and the academic Associate Deans shall be *ex officio* members of the Committee.
- 2) The Committee shall have authority to approve any proposals originating from Maxwell departments for new graduate courses, new graduate programs, or changes to existing graduate courses or programs. The Committee shall also consider any cross-departmental graduate curricular issues that are referred to it by Maxwell departments or the Dean's office. The Committee shall transmit such proposals as are approved to the Board of Graduate Studies or Senate, as appropriate.
- 3) The committee shall evaluate Maxwell programs as part of the systematic program review and make recommendations to the program and Dean's Office for improvement, maintenance, merger, or closure.

#### IV. Amendment of the Bylaws

These bylaws shall take effect upon adoption by a majority vote of the Maxwell Faculty, as defined in Section I.a. These bylaws may be amended either at any meeting of the Maxwell Faculty by a two-thirds vote, provided that previous notice has been given, or via an electronic vote of the eligible Maxwell Faculty.

Adopted October 8, 2010.  
Amended March 28, 2012.  
Amended April 24, 2017.