

College of Community and Public Affairs Bylaws

PREAMBLE

In accordance with the State University of New York Board of Trustees Policies: “Bylaws shall be consistent with and subject to the Policies of the Board of Trustees of State University of New York, the laws of the State of New York, and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law. Provisions of bylaws concerning consultation with the faculty shall be subject to the approval of the chief administrative officer of the college. All actions under bylaws shall be advisory upon the Chancellor and chief administrative officer of the college.”

ARTICLE I

DEFINITIONS

As used in the Bylaws, the following shall mean:

1. Office of the Dean. To refer to those persons designated by the President of Binghamton University to administer the College of Community and Public Affairs (CCPA).
2. Departments. The academic units of CCPA, including their respective programs, faculty, and professional and classified staff members.
3. Chair. The person, appointed by the Dean of CCPA, who exercises general administrative responsibilities for a Department.
4. Voting Members. Voting members shall include Academic College Voting Faculty, and Voting Professional Staff.
5. Academic College Voting Faculty. Voting faculty shall include the following: members of the academic staff with an administrative home in CCPA, who provide at least 50% time service to CCPA, have academic rank, and have either a continuing or term appointment as defined in the Policies of the Board of Trustees.. Bartle faculty and Professors of Practice shall have voting privileges as described in Article III Title B of these bylaws.
6. Voting Professional Staff. Voting Professional staff are professional staff who provide full-time service to CCPA.
7. Department Bylaws. Departments shall establish Bylaws that govern Departmental decision-making not covered in these Bylaws.
8. Presiding Officer. The Dean or his/her designated representatives shall preside over all official meetings of the voting members of the CCPA.
9. 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

DEPARTMENT STAFFING

Title A: Leadership and Membership

1. Leadership. A Dean shall lead the College. When there is a vacancy in the Dean position, the Dean's Council shall establish a mechanism for providing input to the Provost regarding the selection of a new Dean.
2. Departmental Leadership. The Dean shall appoint the Chair of each Department with input from the members of the faculty of that Department.
3. Faculty Recruitment. The Dean shall instruct each Department to develop a process for faculty recruitment. When faculty vacancies occur, the Dean shall define positions with faculty consultation, seek approval to hire a faculty member with those qualifications, and create a search Committee for purposes of recruitment and hiring recommendations. Department Chairs shall make faculty hiring recommendations to the Dean for final approval.

ARTICLE III

DUTIES AND RESPONSIBILITIES OF VOTING FACULTY

Title A: LEGISLATIVE POWERS

The *voting faculty* of the College of Community and Public Affairs shall have the power to legislate as necessary to meet its responsibilities to initiate, develop and implement the curriculum and educational policies of the College of Community and Public Affairs in accordance with the policies of the Board of Trustees.

The *voting members* of the College of Community and Public Affairs shall have the power to legislate as necessary to meet its responsibilities to initiate, develop and implement *all other* activities of the College in accordance with the policies of the Board of Trustees

Title B: RESPONSIBILITIES

The voting faculty is responsible, individually and collectively, for the initiation, development and implementation of the curriculum and educational policies of the College of Community and Public Affairs. These responsibilities, in accordance with the policies of the Board of Trustees, include:

- Maintenance of academic requirements, including requirements for admission subject to Binghamton University's obligation to SUNY
- Recommendations for granting degrees

- Development and implementation of the educational programs of the College
- Conduct of the institutional, research and service programs of Binghamton University

The voting members of the College of Community and Public Affairs may participate significantly in, individually and collectively, the initiation, development and implementation of all other activities of the College in accordance with the policies of the Board of Trustees, including:

- Activities related to the recruitment and retention of students
- Establishment and maintenance of strong relationships with the community
- Recommendations regarding the governing structure of the college

ARTICLE IV

ORGANIZATION AND PROCEDURES

Title A: ORGANIZATION

1. Organizational Structure. The College of Community and Public Affairs is organized into Departments with an Office of the Dean, Dean’s Council, a Community Advisory Board and a Student Advisory Board.

2. Component Descriptions.
 - a. Office of the Dean. The Office of the Dean is comprised of the Dean and the 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 annual and long-term budget plans. The Dean coordinates the administration of the College with input from the Dean’s Council, the Community Advisory Board and the Student Advisory Board. The Assistant Dean represents the Dean in her or his absence and meets directly with the Department Chairs to coordinate and administer daily activities of the School.

 - b. Dean’s Council. The Dean's Council is comprised of the Dean, Assistant Dean, and the Chairs of the Departments. The council will advise the Dean and facilitate the development and implementation of the programs of the College.

 - c. Community Advisory Board. The College was created, in part, to assert the importance of a close relationship between the University and the Greater Binghamton community. The Dean, in consultation with representatives of the College Departments, shall establish a Community Advisory Board.

- d. The purpose of the Board shall be to facilitate input from relevant local, state, and national communities to advise the Dean and faculty in identifying ways in which the College's instruction, research, service and fund raising goals can support community needs.

The Community Advisory Board shall contain fifteen members. Members shall serve three-year terms. The first class of Board members shall have five members elected for one (1) year, five for two (2) years and five for three (3) year terms to ensure continuity. The Dean shall chair a nominating Committee that includes the Dean's Council.

- e. Student Advisory Board. The Dean shall establish a Student Advisory Board. The purpose of the Student Advisory Board shall be to establish and maintain communication between students and administration. The Student Advisory Board may consider a wide range of matters pertinent to the development and support of students and make recommendations for action to the Dean.

The Student Advisory Board will have membership dependent upon the number of undergraduate and graduate programs in the College. Each undergraduate and graduate program will have two members appointed by its representative student organization. The term of office to the Student Advisory Board will be one year. Students will be selected by the end of the third week of classes in the fall semester. The Dean will convene the first Student Advisory Board meeting at which the board will develop governing procedures for the board for the year including procedures for agenda setting and meeting leadership.

Title B: PROCEDURES

1. Regular and Special Meetings. The Dean or her/his designee shall call a meeting of the voting faculty once a semester and, at her/his discretion, may call other meetings. The Dean shall call special meetings of the faculty if petitioned to do so in writing by at least 30% of the voting faculty in residence
2. Agenda The agenda for regular or special faculty meetings must be announced, and proposal for action be distributed to the faculty at least 48 hours in advance of the meeting. Waiver of the forty-eight hour rule requires the affirmative vote of at least 2/3 of the voting faculty in residence.
3. Quorum. A quorum for regular or special meetings requires a majority of the voting members of the College in residence. A voting member on leave and unavailable to vote shall be excluded from the calculation of quorum.
4. Voting and Decision Making. Decision making responsibilities of faculty and professional staff are defined in Article III.

Decisions shall be based on the choice of the majority of those voting provided that a quorum is present. Members who abstain shall be treated (for purposes of decision making) as not voting.

5. Faculty Secretary. A College administrative support staff member shall attend regular and special meetings and draft minutes. A member of the voting faculty shall be elected annually to review and revise minutes of faculty meetings for accuracy.
6. Faculty Minutes. Minutes of each faculty meeting shall be edited, amended from the floor at the next faculty meeting, and if approved signed by the Faculty Secretary and distributed to the faculty. The Dean or her/his designee *and* the Faculty Secretary will maintain permanent files of these minutes.
7. Meeting Procedure. Meetings will be conducted informally except those meetings of the Academic Ethics and Integrity Committee. A motion to move to formal procedures for any other committee may be made at any time by a voting member. Such a motion shall require a simple majority for passage. When faculty meetings are in formal procedures, such meetings shall conform to Robert's Rules of Order.

ARTICLE V

ORGANIZATION AND PROCEDURES FOR COLLEGE-WIDE COMMITTEES

Title A: GENERAL FUNCTION

The functions of standing Committees of the college are to investigate, advise, consult and make recommendations to the voting members of the college in those areas delineated below.

Title B: POWERS AND PROCEDURES OF STANDING COMMITTEES

1. Standing Committees. There shall be six standing Committees: Academic Ethics and Integrity, Grievance, Curriculum and Educational Policy, Research Advisory and Colloquium and Field Placement.
2. Membership. Each committee shall have a unique composition and each Department shall establish rules for selecting Committee members.
3. Terms of Office. The term of office of standing Committees shall be one year, unless otherwise specified, and shall begin on the first day of the academic obligation in the fall semester with the exception of the Academic Ethics and Integrity Committee which shall begin on the 1st day of the calendar year. If a Committee member can not serve for two or more months (excluding June, July and August) or three or more consecutive meetings during his/her term of office, the respective Committee Chair shall consult with the respective Department Chair on an alternate to serve in his/her absence. Elected members shall serve no longer than two consecutive terms on any Committee. Members appointed by the Dean shall serve at the Dean's pleasure.

4. Committee Chair. The Chair must be a member of the voting faculty and shall be elected by the members of each respective standing Committee. The outgoing Chair of each Committee or his/her designee is responsible for convening the first meeting of his/her respective Committee for the next year.
5. Reports. The Chair of each Committee shall submit an annual report of the Committee's activities to the Dean prior to the last day of obligation of each academic year (as established by the Provost). The Dean shall submit the annual reports to the voting faculty for their review before the end of the first week of classes in the fall semester following the academic year for which the report was submitted.

Title C: COMPOSITION AND FUNCTION OF STANDING COMMITTEES

1. Academic Ethics and Integrity.
 - a. Charge. The Committee has primary responsibility to ensure conformity with the CCPA Academic Ethics and Integrity policies and procedures as well as relevant University-wide policies and procedures. The Committee serves an administrative function in that it hears and deliberates cases and makes recommended decisions regarding academic grievances. In cases of academic dishonesty the committee serves as an administrative function in that it hears and deliberates cases and makes recommendations to the Assistant Dean for their resolution.

The duties of the Academic Ethics and Integrity Committee can be generally considered to fall into three categories. Specifically the Academic Ethics and Integrity Committee has responsibility to:

 - a) Promote ethics and integrity throughout the CCPA;
 - b) Hear and deliberate cases and makes recommended decisions regarding academic grievances; and
 - c) Hear and deliberate cases and make recommendations regarding academic dishonesty.
 - b. Composition.
 - i. A full-time faculty member from each academic Department selected by the respective Departmental faculty.
 - ii. A student from each Department recommended by the respective student organization.
 - iii. The chair must be one of the faculty representatives on the committee. A chair will be elected by the members of the committee in the first year. Thereafter, the chair shall rotate by department in alphabetical order effective on January 1 of each year.
2. Curriculum and Educational Policy Committee.
 - a. Charge.
 - a) Address College-wide curriculum and educational policy issues and will provide a forum for discussion of improvements and revisions to the curriculum that impact multiple Departments.

- b) Consider proposals for new programs, degrees, courses, major course revisions, and curricular changes.
- c) Facilitate coordinated actions in response to evaluations of school programs.

Each year the Committee shall meet with the Department Chair or Chair of Departmental Curriculum Committee to discuss future curricular and educational policy and plans for the respective Department to ensure consistency with the mission of the college and coordination across departments.

b. Composition.

- i. One faculty member from each academic Department selected by the respective Departmental faculty.
- ii. A representative appointed by the Dean.
- iii. A chair will be elected by the committee.

3. Research Advisory and Colloquium Committee.

a. Charge. Current action; need to provide a forum for discussion of College-wide research opportunities and encourage and facilitate research in the School. Facilitate invitation of speakers on topics crossing Departmental interests.

b. Composition.

- i. One faculty member from each Department selected by the respective Departmental faculty.
- ii. Director of the Center for Applied Community Research and Development.
- iii. Two community representatives appointed by the Dean.
- iv. A representative appointed by the Dean.
- v. The chair must be one of the faculty representatives on the committee. A chair will be elected by the members of the committee in the first year. Thereafter, the chair shall rotate by department in alphabetical order effective on January 1 of each year.

4. Field Placement Committee

a. Charge. In order to assure collaboration among the Departments and coordination of their placement activities, the Field Placement Committee will discuss placement policy, recruitment of placement sites and field supervisors, and faculty oversight of students. The Committee will attempt to reduce competition among the Departments for placement sites and duplication of efforts in placing and supervising students. When appropriate, the Committee will draft College-wide field placement policy for faculty approval. The Committee will consider issues of liability and proper conduct for students.

b. Composition.

- i. A member from each academic unit selected by the respective Departmental faculty, when a Department has a Field Placement Coordinator. It is expected this individual will serve as the Departmental representative.
- ii. A representative appointed by the Dean.

- iii. A community member from an organization which has CCPA students serving as interns, appointed by the Dean with advice of department chairs.
- iv. A student currently in a field placement. The student position will rotate among Departments annually.
- v. The chair must be one of the faculty representatives on the committee. A chair will be elected by the members of the committee in the first year. Thereafter, the chair shall rotate by department in alphabetical order effective on January 1 of each year.

Title D: COMPOSITION AND FUNCTIONS OF DEPARTMENTAL STANDING COMMITTEES

Each Department will establish Committees to handle admissions, curricular issues, academic standards, and other areas as appropriate to the faculty and student needs within the Department. The Chair of each Department will provide their Departmental faculty and the Dean's Office an annual list of the Departmental 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.

Title E: AD HOC COMMITTEES

The Dean or voting faculty may create ad hoc Committees and shall prescribe their functions in the acts creating them within the limitations of the policies of the Board of Trustees and these by-laws. The Chair of such Committees shall present an annual report by the last day of obligation of each academic year (as established by the Provost), or if the ad hoc Committee is dissolved within the academic year, a final report shall be presented to the Dean not later than 30 working days following its dissolution.

ARTICLE VI

ETHICS AND INTEGRITY POLICIES AND PROCEDURES

I. Preamble

As a professional school within Binghamton University, the College of Community and Public Affairs (CCPA) is committed to upholding the highest professional standards of ethics and integrity. Such standards are the core of any community-based or public-affairs profession. As we prepare students for professional practice, we must, in effect, attest to their moral character. We consider it our collective responsibility to articulate our basic values and to engage in activities to ensure that our students, faculty, staff and administrators demonstrate ethics and integrity.

Clearly defined expectations, professionalism, mutual respect, and integrity among faculty, staff, administrators, and students are essential norms which contribute to an effective professional learning environment.

The relationship between and among administrators, faculty, students, staff and members of the community are of central importance in establishing and cultivating these norms. The College's formal policies and procedures serve to reinforce them. Professionalism, ethics and integrity are an integral part of our institutional culture. A laissez faire approach to academic dishonesty impairs the academic environment for faculty and students alike. Administrators, faculty, staff and students the College of Community and Public Affairs are expected to adhere to this policy and exemplify the principles outlined in this document in all of their activities, including teaching, research, service, and internal/external relations.

The CCPA Academic Ethics and Integrity Committee (hereafter referred to as the Academic E&I Committee or simply the Committee) shall have primary responsibility for implementing the policies and procedures described below. This document is intended to guide decision making and practice, and to articulate standards which can be used to gauge whether people have engaged in unethical conduct. We acknowledge that no statement of ethical standards can anticipate all situations that have ethical implications. The policies and codes establish values, principles and standards. People must use their judgment in applying these values to specific situations.

The core ethical principles which govern the decisions of the Academic E&I Committee include:

1. ***Mutual Respect.*** We recognize and honor the rights and dignity of all individuals and groups.
1. ***Honesty.*** We are guided in all activities for high regard for the truth.
2. ***Integrity.*** We behave in a trustworthy manner to promote ethical practice and maintain the confidence placed in us by the public.
3. ***Accountability.*** We are responsible, as individuals and as professionals, to our students, colleagues, institution, community, and society.
4. ***Professional Competence.*** We demonstrate and develop professional knowledge and skills in ourselves, our constituents, and our institution.

II. The CCPA Academic Ethics and Integrity (E&I) Committee

A. Composition

1. The Academic E&I Committee shall consist of one full-time faculty representative from each academic department within the College, and one student from each degree program within the College. The faculty representatives shall be selected by their respective departments. The student representatives shall be selected by each respective student associations.
2. Each January an Academic E&I Committee shall be appointed by the process described above to serve for the following calendar year. In cases of Department-approved absence, which shall include, but not be limited to sabbatical or graduation, the department may select a replacement member for the remainder of the vacant term.

3. The Chair of the Academic E&I Committee must be one of the faculty representatives on the committee. In the first year, the chair shall be selected by lot. Thereafter, the chair shall rotate by department in alphabetical order effective on January 1 of each year.
4. Generally, the Academic E&I Committee will not meet during the summer but will do so if necessary. If Committee action affects a student's ability to graduate and waiting until the fall would constitute an undue burden, the student may submit a written request to the CCPA Dean's Office asking the Committee to conduct business during the summer. If some or all members of the committee are unable to convene, replacements for individual members of the committee or the entire committee will be designated by the Dean on an ad hoc basis for the purpose of a specific case.

B. Quorum

1. The total size of the Academic E&I Committee shall increase as the number of officially recognized departments and academic programs in the CCPA expands. For purposes of planning and carrying out activities related to promoting ethics and integrity within the CCPA, the committee shall meet as a whole. For general committee business, a quorum shall consist of a simple majority of committee members with the proviso that at least one of these is a student and at least two are faculty members.
2. For purposes of conducting hearings related to academic grievances and academic honesty, the committee shall include all faculty members of the Committee and the one student representative from the relevant academic program, that is, the department in which the course was offered.

C. Conflict of Interest

1. Any member of the Committee who brings a charge (under the academic grievance or academic dishonesty provisions of this policy) is automatically disqualified for that hearing and shall recuse him/herself. Each member of the Committee has a responsibility to recuse him/herself if there is an actual conflict of interest regarding the case or either party.
2. A party in a dispute can petition the Committee to have a member of the Committee recuse him/herself for cause. The disputant must specify the nature of the recusal request. The Committee member may then recuse him/herself or offer a rebuttal to the request. If a Committee member does not recuse him/herself, the Committee will vote, by secret ballot, on whether to honor the recusal request. Assertions of prejudice must be substantive and cannot simply be on the basis of a Committee member being in the same academic department as a party in the case.
3. In the case where a Committee member is disqualified, the department shall select a replacement for the purposes of that hearing. In situations not anticipated and addressed by this policy, the Academic E&I Committee shall make every effort to proceed in a manner that is equitable to all parties involved.

D. Duties

1. The Committee has primary responsibility to ensure conformity with the CCPA Academic Ethics and Integrity policies and procedures as well as relevant University-wide policies and procedures. The Committee serves as an administrative function in that it hears and deliberates cases, and makes recommendations to the Assistant Dean for their resolution.
2. The duties of the Academic E&I Committee can be generally considered to fall into three categories. Specifically the Academic E&I Committee has responsibility to:
 - (a) Assist in promoting ethics and integrity throughout the CCPA;
 - (b) Hear and deliberate cases regarding academic grievances; and
 - (c) Hear and deliberate cases regarding academic dishonesty.
3. The policies, procedures and committee responsibilities in each of these three areas are described below.

III. Promoting Ethics and Integrity throughout the CCPA

- A. The Committee will be proactive in promoting ethics and integrity within the CCPA. The Committee may organize and provide these services on its own or in coordination with other groups in the community and at Binghamton University. The Committee's activities in this regard may include, but are not limited to the following:
 1. Raising awareness and stimulating discussion among students, faculty, staff and administrators about the importance of honesty and integrity;
 2. Organizing workshops, orientation sessions, and training sessions for students on what constitutes academic dishonesty and how to avoid it;
 3. Serving as a repository of information related to academic honesty;
 4. Holding training sessions at the beginning of every semester for students, faculty, staff and administrators;
 5. Hosting workshops for adjunct faculty and teaching assistants or doctoral students with teaching responsibilities;
 6. Developing lists of web resources related to codes of ethics, professional standards, and integrity;
 7. Assessing the relative merits of developing an honor code for the College;
 8. Developing an ethics and integrity handbook for administrators, faculty, students, others; and
 9. Building a sense of professional identity for the CCPA grounded in ethics and integrity.

IV. Academic Grievances

A. Definition and Scope of Academic Grievances

1. A grievance may be filed when a student alleges that another party's actions or inactions have caused and/or resulted in academic harm, and he or she seeks redress for the alleged harm. All parties involved in grievance are held to the strictest standards of confidentiality throughout the process and after its conclusion.
 - (a) Note: Throughout this section, the term *petitioner* or *grievant* refers to the student who alleges academic harm and files a grievance. The term *respondent* refers to the faculty member(s), staff, or student(s) accused of causing academic harm to the petitioner.
2. The Scope of Academic Grievances may include:
 - (a) The calculation of a grade on single items within a course or on the whole course;
 - (b) Decisions regarding departmental or college funding of students;
 - (c) Unfair or unequal treatment regarding program requirements, grading, course, or other academic contact;
 - (d) Disputes over intellectual property;
 - (e) Any other academic matter in the program or with individual members of the department.
3. Items not the subject to this grievance procedure:
 - (a) Personal conduct outside the academic process including, but not limited to, personal disputes between or among members of the department or college; or
 - (b) Unpleasant or uncivil behavior within the academic components of the department, in- and outside of the classroom, unless the behavior results in some form of academic harm.

B. Procedures for Academic Grievances

1. Informal Procedures for Academic Grievances
 - (a) Each department in the CCPA is required to establish and implement procedures for informal resolution of academic grievances in keeping with the CCPA minimum requirements outlined below. In the absence of a specific departmental process for informal resolution of academic grievances, the following shall apply:
 - (b) Whenever a student believes that a grievable offense has occurred, he/she must seek resolution informally with the other(s) involved in the dispute beginning no later than 30 days after the incident occurred or grades are posted.
 - (c) Both parties are expected to make a "good faith" effort to resolve the dispute informally. In general, a good faith effort involves the parties meeting to try to resolve the issue.

Should one or the other party or parties to the dispute not make such good faith effort as determined by the Academic E&I Committee, the lack of good faith effort may be considered as aggravating or mitigating in any subsequent formal process.

- (d) Either party may request facilitation/mediation through the department chair or the University Ombudsman, although either party may reject such offers of mediation without prejudice in any subsequent informal or formal process.
- (e) The informal process ends when both parties reach a mutually acceptable solution to the dispute, or when either or both parties determine they cannot reach an acceptable resolution. In no case shall the informal process extend beyond the end of the academic semester following the semester in which the offense occurred.
- (f) Resolutions to informal process must be filed in writing with the Department Chair's Office.
- (g) When any part or the entire grievance leading to failure of informal process involves allegations of academic dishonesty or unethical or unprofessional conduct, they shall be dealt with under the procedures outlined in the CCPA Academic Honesty policies and procedures (see Section V below).

2. Formal Procedure for Academic Grievances

- (a) In the event of failure in informal procedure, the formal process of grievance management begins.
- (b) The petitioner must initiate the formal College procedure within five (5) business days of the end of the informal departmental procedure by filing a written statement of charges with the CCPA Dean's Office.
- (c) The statement of charges shall be typewritten and shall clearly state the name of the petitioner, the name of the person(s) who allegedly caused the harm, and a 1-2 paragraph explanation of the basis for the grievance. Supporting materials (copies of syllabi, assignments, e-mail correspondence, etc.) relevant to the charges may be attached to the statement of charges.
- (d) Within five (5) business days of receipt of the written statement of charges, the CCPA Dean's Office shall confirm with the department chair the failure of departmental informal procedures or completion of departmental formal procedures.
- (e) Also within five (5) business days of receipt of the written statement of charges and confirmation of failure of departmental procedures, the CCPA Dean's Office shall notify (in writing or via e-mail) the Chair of the Academic E&I Committee that a grievance has been filed and shall provide the Chair with a copy of the statement of charges.

3. The Role of the Chair of the Academic E&I Committee in Scheduling a Hearing

- (a) Within five (5) business days of notification that a grievance has been filed, the Chair of the Academic E&I Committee will notify all committee members and all involved parties in writing that a formal grievance has been filed and will provide the parties with a copy of the charges.

- (b) The respondent will have five (5) business days after receiving the notice of grievance to file a written response to the charges with the Committee Chair and to submit materials supporting his/her position.
- (c) The Committee may meet prior to any formal hearing to clarify issues, review documents and determine whether the issue falls within the scope of academic grievances as defined in the CCPA policy. Where the issue is deemed to be not within the jurisdiction of the Committee, it shall be dismissed without prejudice.
- (d) Subsequent to that meeting and the determination of Committee jurisdiction, should that be decided in the affirmative, the Committee shall schedule a hearing according to the following procedures:
 - (1) A hearing shall be scheduled within 15 business days of the Committee Chair's receipt of the statement of charges.
 - (2) The hearing shall be at a time and location reasonably convenient to all parties. The Dean's secretary shall coordinate the scheduling of the meeting.
 - (3) Notice of the hearing shall be provided in writing via certified mail to all parties and to the department chair or other appropriate party, and written acceptances or demurrer shall be required of all parties no more than five (5) days before the date of the hearing.
- (e) Identification of witnesses for both parties must be made, in writing to the Chair of the Committee, within three working days of receipt of the written notification of the hearing.
- (f) If the action in question occurred fewer than 30 business days before the end of the relevant semester and with the approval of both parties the hearing shall be scheduled during the first thirty (30) days of the following semester, but may be scheduled over the summer if the outcome of the hearing could impede the student's standing or progress toward graduation.
- (g) No fewer than five (5) business days before the scheduled hearing, the CCPA Dean's Office shall make available to the Committee and all parties to the dispute copies of the complaint, the response and any other documents relevant to the case.
- (h) If one of the parties does not appear at the scheduled hearing, the Committee shall endeavor to determine a time for a second hearing reasonably convenient for all parties, employing a second 30 day period. If both parties fail to appear at the scheduled hearing, the case shall be dismissed.
- (i) If either party does not appear at the rescheduled hearing, the Committee may make a directed judgment favoring the attending party and the case will be considered closed, or the Committee may hear from the party in attendance and make a decision based on the merits of the case before them. If both parties fail to appear at the rescheduled hearing, the case shall be dismissed.
- (j) The Committee shall have the discretion to allow for a third attempt at rescheduling in cases of emergency.

4. The Academic Grievance Hearing

- (a) The hearing shall be closed and all matters discussed kept confidential by all parties. *Ex parte* discussions shall be limited to discussions about policies and procedures, and shall not identify any of the parties to the case.
- (b) Only the parties involved and their advisors have the right to attend the hearing before the committee. A party may bring an advisor, but that person may not participate directly in the hearing. If a party brings an advisor who is a lawyer or has a legal background, the hearing is suspended and the chair will consult with the university counsel as to how to proceed. If a named party does not appear at the hearing, then the hearing is conducted with the party absent. All persons attending the hearing are governed by confidentiality requirements.
- (c) Each party shall be given a limited time to present any additional material at the hearing, with the Committee Chair allocating the length of time, save that all parties shall receive the same length of time individually, save that the Committee may elect, at its sole discretion, to have collective presentations made by each side of the dispute, should more than one participant be on any one side;
- (d) All parties to the grievance shall be present at the hearing to listen to the presentations made, view the documents presented by, and ask questions of all other parties;
- (e) Members of the Committee shall have the right to question both the documents and the presentations at the hearing, both during and after any presentations, in an order and manner determined solely by the Committee;
- (f) Upon completion of the hearing, determined at the sole discretion of the Committee, the parties to the dispute will retire and the Committee shall determine an appropriate time for its decision, save that in no case may it be later than five (5) business days after the conclusion of the hearing;
- (g) In any case, if an informal, mutually agreed upon resolution between all parties is concluded, the formal process shall cease immediately, save that the Committee must be informed of the resolution.

5. The Decision of the Academic E&I Committee

- (a) All committee decisions shall be arrived at by simple majority vote.
- (b) The majority decision shall be in writing, signed by all members of the Committee, and shall provide the basis for the decision.
- (c) Should any Committee member disagree with the decision or with its reasoning, he or she will have the right to file a minority report or concurring report which shall be attached to the decision and distributed as part of that decision.
- (d) The decision shall be distributed to all parties of the case and to the department chair or other appropriate member, within five (5) business days of that decision via certified mail. In no case shall any party to the dispute be informed of the decision by any other means.
- (e) Any penalties recommended by the Committee shall be referred to the appropriate department, College, or University body.

6. Academic E&I Committee Actions Regarding Academic Grievances

- (a) The Committee may recommend reprimand or in extreme cases refer the whole matter to the appropriate University body.
- (b) The Committee may recommend action by the department chair or the CCPA Dean to correct fault found and presented in the decision.

7. Appeal of Academic E&I Committee Decisions

- (a) The decision of the Academic E&I Committee may be appealed by either party to the Assistant Dean of the CCPA. The appeal must be submitted in writing within five (5) business days of receipt of the Academic E&I Committee decision. The written appeal will ordinarily be based on allegations of abrogation of due process. The appeal also may be based upon a claim of new and pertinent information which was not known at the time of the hearing to the party who wishes to have it presented, and which was therefore not available to the Committee at the time of its deliberations.
- (b) The Assistant Dean shall review the written records, including the decision of the Academic E&I Committee.
- (c) The Assistant Dean will convey a decision via certified mail to all parties. It shall be the responsibility of the Assistant Dean of the CCPA to inform all parties, at the same time as the decision is conveyed, of the possibility of a final appeal to the Dean within ten (10) business days of the issuance of the Assistant Dean's decision.
- (d) If a written appeal is made to the Dean, the Assistant Dean will provide the Dean with all documents, including the Committee's report, the Assistant Dean's decision, and the written claim of abrogation of due process and/or new information. The Dean will, within twenty (20) business days, make a final decision on the matter. There will be no further recourse after the Dean's decision.
- (e) For cases involving a graduate student, the decision of the Academic E&I Committee may be appealed *either* to the Assistant Dean of the CCPA pursuant to the timeline and terms described above *or* to the Associate Dean of the Graduate School pursuant to the Graduate School's grievance procedures which are specified in the Student Handbook (<http://gradschool.binghamton.edu/cs/handbookgrievance.asp>). In either case, the decision of the dean (either the Dean of the CCPA or the Dean of the Graduate School) shall be final.

8. Records of Grievances

- (a) All documentation relating to the grievance shall be kept in a separate and confidential file in the Dean's office for at least six (6) years. The Dean will have access to this file.

V. Academic Honesty

A. Definitions and Scope of Academic Dishonesty

1. Honesty and integrity should be the bedrock of academic and professional life. The CCPA takes violations of the Academic Honesty Code very seriously. The Academic Honesty Code for Binghamton University can be reviewed online at <http://bulletin.binghamton.edu/integrity.htm>. Instances of academic dishonesty may include, but are not limited to: plagiarism, cheating on examinations, multiple submissions, unauthorized collaboration, fabrication and misrepresentation, forgery, sabotage, or bribery.
2. Violations of the Code vary in severity, so the appropriate punishments vary. Some violations (Category I) may be handled by the instructor and student(s) involved. However, violations requiring more severe penalties (Category II) are appropriately dealt with by the Academic Ethics and Integrity Committee.

B. Prevention of Academic Dishonesty

1. The faculty understands the pressures of school and urges students to seek consultation if they feel they are unable to complete assignments properly in a timely fashion. Faculty recognize that most students do not intend to plagiarize, but do so because of concerns that their work will not “make the grade” or because they are not aware of the standards governing their conduct. In cases involving minor violations of the Code which the faculty member has reason to believe were unintentional, the faculty member has some discretion to pursue a range of options at mediating an academic honesty case before it is channeled formally. All faculty teaching in the College of Community and Public Affairs are expected to engage in efforts to prevent, educate about, and identify instances of plagiarism or academic honesty. Faculty are encouraged to use Turnitin.

C. Responding to Suspected Violations of the Academic Honesty Code

1. In deciding how to respond to an particular violation of the Code, faculty are expected to keep in mind that they have a responsibility to their colleagues, the students, the institution and the profession to treat these matters seriously and to follow University and College policies and procedures. Academic honesty is a college-wide responsibility and, as a general rule, violations of the Code should not be treated as isolated incidents. When a faculty member has a complaint of academic honesty to report, the following procedures are to be followed.

D. Initiation of Informal Action

1. **Contacting the Student:** When academic dishonesty is suspected, a faculty member may confront the student with his/her suspicions, as soon as possible after the dishonesty is discovered.

Although confronting the student is generally the first step, it is not required before bringing a case to the Committee. Examples of situations in which it may not be appropriate to confront the student include: when the student has already left on break prior to the discovery of the dishonesty, when the student already has been warned for a prior incident of academic dishonesty, or when the student already has a record with the Committee, the College Dean's Office, or the Provost's Office.

2. **Informal Sanctions:** If, after confronting the student or investigating the matter, the instructor remains convinced by the preponderance of evidence that a violation has occurred, the instructor should then contact both the Dean's Office and the Provost's Office to see if there is a record of a previous violation by the student. If there is no previous violation and the infraction is minor and deemed by the faculty member to be unintentional, the faculty member may decide that formal action through the Committee is not warranted and he/she may choose to assign a failing grade for the assignment. In rare cases, these informal sanctions may be appropriate, however it is the policy of the CCPA that some formal action is necessary in most cases to preserve the integrity of the academic institution. Documenting even minor violations of the Code through the Category I procedures described below allows the student to continue his/her studies without severe penalty, yet ensures that an accurate record is maintained in case the student commits a subsequent offense.

E. Formal Action Regarding Academic Honesty

1. Either faculty members or students may submit charges of academic dishonesty against students. The initiator of the complaint should consult the Binghamton University Student Academic Honesty Code to determine whether the student has committed a Category I or Category II violation. Upon receipt of a signed charge by a student or faculty member, the Chair of the Academic E&I Committee shall convene the whole committee within 10 days.
2. Students who feel they have been unjustly accused of academic dishonesty by a faculty member or a student, or who feel that they have been unjustly penalized for alleged academic dishonesty by a faculty member, may request that the case be heard by the Committee. The Committee shall determine whether there is sufficient merit to warrant an Academic Honesty hearing.

F. Category I Violations

1. The Admission of Dishonesty form, which can only be used in the case of a Category I violation, is like a plea bargain arrangement, whereby the student admits guilt in return for the promise that the case will not be brought before the Committee. Once signed by the student and faculty member, the Admission of Dishonesty form is given to the Chair of the Academic Ethics and Integrity Committee, to be maintained in a confidential file in the Dean's Office and the Provost's Office.

2. Generally, the Admission of Dishonesty form should be used only with first time offenders. It may be appropriate for a freshman or returning graduate student in his/her first semester, but not for a senior or graduate student nearing degree completion. Similarly, it may be appropriate for small amounts of plagiarized material (or when a student cites his/her sources but does not identify information as a direct quote), but not when large quantities or central ideas are presented without giving credit to the authors.
3. Faculty who are considering using the Academic Dishonesty form should check with the Chair of the Academic Ethics and Integrity Committee, who will determine if the Dean's Office and/or Provost's Office have a prior record of academic dishonesty by the student. Because an Admission of Dishonesty is kept on file for six years following a student's departure from the university or until a student graduates, this process helps to inform other faculty members and the Committee if another incident occurs involving the same student. A student with an admission form already on file will be charged with a Category II offense and will be brought before Committee at a hearing.
4. If the student declines to sign the Admission of Dishonesty form, the Academic E&I Committee will hold a hearing pursuant to the procedures described below for Category II violations.

G. Category II Violations

Note: This process also applies for Category I violations where the student declines to sign an Admission of Dishonesty form.

1. If the instructor discovers a Category II violation, the instructor should first communicate with the student regarding the nature of the charge and the evidence on which the instructor has relied in reaching a conclusion that a violation has occurred. If, after communicating with the student, the instructor remains convinced that a violation has occurred, he or she should submit a detailed written charge with support evidence to the Academic Ethics and Integrity Committee (the material may be submitted to the CCPA Dean's Office and will be forwarded to the Chair of the Committee within five (5) business days). The instructor should also contact the Chair of the Academic Ethics and Integrity Committee who will check with the Dean's Office and the Provost's Office to determine if there is a record of a previous violation by the student.
2. Notification of the Parties
 - (a) The Committee Chair or his/her designee shall notify all parties of the charges under consideration not less than 14 days prior to the scheduled hearing. This notification shall be in writing and shall become a part of the record. The notice should be delivered by certified mail.
 - (b) The Dean's Secretary shall schedule a hearing at a time and location reasonably convenient to all parties.
 - (c) This notification of hearing shall inform all parties of the following, with sufficient particularity and in sufficient time to ensure opportunity to prepare for the hearing.

All parties will be informed of the following:

- (1) The specific charges brought against him/her (allegation, time, place, and brief circumstances of occurrence and parties involved).
- (2) The time and place to appear before the Committee for a hearing.
- (3) His/her right to review documents before a hearing is available or during the hearing.
- (4) Only the parties involved and their advisors have the right to attend the hearing before the committee. A party may bring an advisor, but that person may not participate directly in the hearing. If a party brings an advisor who is a lawyer or has a legal background, the hearing is suspended and the chair will consult with the university counsel as to how to proceed. If a named party does not appear at the hearing, then the hearing is conducted with the party absent. All persons attending the hearing are governed by confidentiality requirements.
- (5) His/her right to be present at any portion of the meeting when evidence is heard with respect to the case.
- (6) His/her right to cross-examine witnesses.
- (7) His/her right to bring witnesses and/or present evidence in own defense.
- (8) His/her right to challenge the impartiality of any member of the Committee per Section II.C. (Conflict of Interest) above
- (9) His/her right, after the Committee has met and made its recommendation to the Assistant Dean to appeal the decision.
- (10) The student's right to plead guilty, in a signed statement, and accept the appropriate penalty.
- (11) The student's right to waive the hearing, in a signed statement to the Committee Chair, and to accept the decision of the Committee.
- (12) The procedures and policy of the Academic Honesty Committee as outlined in the present document.

3. The Hearing.

- (a) The hearing shall be closed and all matters discussed kept confidential by all parties. *Ex parte* discussions shall be limited to discussions about policies and procedures, and shall not identify any of the parties to the case.
- (b) Any or all parties to the case may be accompanied by one other person, to act as counsel or advisor, who shall also be limited by confidentiality requirements and who may not participate in the hearing itself.
- (c) If the named party is not present at the hearing, then the hearing is conducted with the party absent.
- (d) As soon as the student appears before the Committee, the chairperson shall review the named party's rights and privileges and acquaint him/her with the purpose of the meeting, namely, to assess the evidence in light of the full context in which the alleged dishonesty occurred, in order to render a fair and equitable recommendation.

- (e) Each party shall be given a limited time opportunity to present any additional material at the hearing, with the Committee Chair allocating the length of time, save that all parties shall receive the same length of time individually, save that the Committee may elect, at its sole discretion, to have collective presentations made by each side of the dispute, should more than one participant be on any one side.
 - (f) All parties to the academic honesty case shall be present at the hearing to listen to the presentations made, view the documents presented by, and ask questions of all other parties.
 - (g) Members of the Committee shall have the right to question both the documents and the presentations at the hearing, both during and after any presentations, in an order and manner determined solely by the Committee.
4. The Decision of the Committee.
- (a) Upon completion of the hearing, determined at the sole discretion of the Committee, the parties to the dispute will retire, tape recording will cease, and the Committee shall assess the evidence and formulate its recommendation to the Assistant Dean. During this part of the hearing, no one other than Committee members shall be present and no new evidence may be introduced.
 - (b) The decision will be based on an open vote by all members hearing the charge. The recommendation shall be based on a vote of the majority of the members. Those members of the Committee who do not concur with the majority decision have the right to append a minority report to the recommendations.
 - (c) The Committee may recommend to the Assistant Dean any of the following:
 - (1) No action be taken against the student or students involved.
 - (2) A letter of reprimand will be sent to the student, a copy of which will be kept in the Committee's confidential file.
 - (3) The student be placed on disciplinary probation and in the event he/she is found guilty of any other acts of academic dishonesty, a more stringent penalty could result. The record of this would be kept in the Committee's confidential files and used only in the event other charges are brought against the student.
 - (4) Suspension, with denial of registration at the University at Binghamton for a specified period of time. A record of this shall be kept in the Committee's confidential file.
 - (5) Expulsion, with no opportunity to return to the CCPA. A record of this shall be kept permanently in the Committee's confidential file.
 - (6) Additional actions such as follow-up interviews with the Committee.
 - (d) The Committee shall forward its written recommendation to the Assistant Dean of the CCPA designee within five business days of the conclusion of the hearings.
5. The CCPA Assistant Dean's Review
- (a) The Assistant Dean carefully reviews the Committee's recommendations and makes a determination. He/she will notify all parties and the Committee members in writing of the disposition and rationale for each case within 10 working days after receiving the Committee's written recommendation.

The named party is apprised of the appeal process. If the Assistant Dean is a party in the case, the Dean will appoint another individual to decide the case.

6. Appeal Procedure

- (a) A student may file an appeal of ruling with the Dean within five (5) working days of receipt of hearing outcome from the Assistant Dean.
- (b) Grounds for appeal may include, but are not limited to, procedural error, new evidence, additional information, action unsupported by evidence, or review of sanction.
- (c) An appeal review may be conducted on the basis of the hearing record, unless there is substantial new information; in that case, conduct is at the discretion of the Dean.
- (d) The Dean will notify the student within 10 working days of receipt of the request, whether the appeal is denied or accepted. If the appeal is accepted, the Dean will also notify the student regarding the course of events to follow, whether there will be modification of the original disposition, an appeal hearing, or a new hearing.

H. Records of Academic Dishonesty

- 1. The Academic Ethics and Integrity Committee shall keep a confidential file in the Dean's office to maintain records of case proceedings. A student's record in the Committee's confidential file shall be destroyed upon the student's graduation or five years after the case is heard, whichever is earlier, except that, in the case of expulsion, no records shall be destroyed. No notation of any disciplinary action of this Committee shall be placed on the student's transcript unless mandated by University policy. Information concerning disciplinary records shall be released to a third party only if a written release signed by the student is produced.
- 2. All reports of findings of guilt (either by admission or by adjudication) will be submitted by the Chair of the Academic E&I Committee through the CCPA Dean to the Provost's Office for archival purposes. Whenever feasible, supporting documentation should be submitted electronically via email.

VI. Failure to Meet Deadlines

- A. Timelines specific in the procedures for Academic Grievances and Academic Honesty cases are designed to ensure that these matters do not get drawn out indefinitely, and to provide the parties to a case with the opportunity to respond while their memories are fresh and materials are still available.
- B. In general, failure of any party to meet a specified deadline may result in default and dismissal of the case or a judgment of the merits of the case by the Committee on the basis of information presented.
- C. The Committee has the authority/discretion to extend deadlines with documentation of good cause shown.

VII. Distribution of the Policy

- A. A copy of this document will be provided to all incoming students, faculty, staff and administrators. An electronic version will be posted on the CCPA website for access.

- B. Full-time and adjunct faculty teaching for the CCPA departments shall include the following statement in their syllabi: “As a professional school within Binghamton University, the College of Community and Public Affairs (CCPA) is committed to upholding the highest professional standards of ethics and integrity. Students are expected to comply with the Academic Honesty Code for Binghamton University (<http://bulletin.binghamton.edu/integrity.htm>). Violations of the Code will be taken seriously. Students should refer to the CCPA Academic Ethics and Integrity policy [*we need to provide the url that would take them to the full text on this policy on the CCPA website*].”

VIII. Severability

If any provision of these policies and procedures is held to be illegal, unenforceable, or inconsistent with University rules, that provision shall be automatically severed and removed from these policies, and the remainder of the policies and procedures shall remain in force.

ARTICLE VII

GRIEVANCE PROCEDURES

If any member of the College of Community and Public Affairs faculty and staff perceives that they are a victim of a grievable offense, they are encouraged to pursue existing University resources. A current list of links, resources, and processes will be maintained on the CCPA website.

ARTICLE VIII

PROMOTION AND TENURE

The policies detailed below support the standards and values of the College of Community and Public Affairs. These college-level guidelines augment those contained in the Binghamton University Faculty Bylaws and the Procedures for Personnel Cases and Timetable generated by the Provost’s office. The policies and procedures outlined below supplement and are superseded by policies of Binghamton University and the State University of New York.

I. The Initiating Personnel Committee (IPC) for CCPA Personnel Reviews

A. Overview

Every mandated personnel review of a faculty member shall be considered by a CCPA IPC. A five member IPC composed of tenured faculty members is constituted for each mandated case that is up for review. For promotion and tenure cases, the IPC is assembled in the semester before a formal review; for contract renewal cases, the IPC is assembled at the beginning of the semester of the formal review.

B. Composition of the CCPA Initiating Personnel Committee (IPC)

1. Eligibility to Serve on a CCPA IPC

All tenured faculty within CCPA departments are eligible to serve on a Junior IPC; only tenured professors above the rank of Associate Professor are eligible to serve on a Senior IPC

2. Balance of Departmental Representation

The CCPA IPC shall include at least one representative from each department within the college, with a majority from the candidate's home department whenever possible.

C. Appointment of IPC Members

The Chair of the candidate's home department will work with senior faculty in his/her department to identify appropriate members of an IPC. In selecting from among eligible faculty to serve on an IPC, preference shall be given to those with strong scholarly records and familiarity with the area(s) of expertise of the candidate.

In consultation with the faculty member up for review, the Chair of the candidate's department will recommend to the Dean appropriate IPC members from the home department and the other departments in the College. When it is necessary to select IPC members from outside CCPA departments, as may be the case for Senior IPCs for which there may be an insufficient number of tenured professors above the rank of Associate Professor, the Chair of the candidate's home department will recommend to the Dean of CCPA appropriate faculty based on consultation with the faculty member up for review. The primary consideration in selecting IPC members from departments outside the candidate's department shall be their scholarly record of excellence in an area or areas closely related to the candidate's area(s) of expertise. The Dean shall forward the names of faculty outside CCPA to the Provost for appointment to the candidate's IPC.

Department Chairs generally cannot serve on the IPC for someone in their department who is up for review.

However when there are insufficient numbers of eligible faculty from a department to comprise a majority of an IPC, the Chair will serve a nonvoting consultative role to the IPC; in these cases, the Department Chair shall be in *addition* to the five voting members of the IPC.

D. Selection of IPC Officers

When an IPC is assembled, the candidate(s) and members of the IPC shall be notified in writing (email notification is acceptable) by the CCPA Dean of appointment to the committee. The CCPA Dean's Secretary shall schedule the first meeting of each IPC for the purpose of having the IPC appoint a member of the committee to act as Chair and a member to act as faculty Secretary for the candidate's case. These positions may be held by the same person or two different people, but should generally be from the candidate's home department.

1. IPC Secretary

The IPC Secretary shall keep such records as the Committee shall designate and shall prepare the committee's final written report.

2. IPC Chair

The IPC Chair is responsible for scheduling subsequent meetings, communicating with external reviewers (in tenure and promotion reviews), and ensuring that deadlines are met for completion of tasks. The IPC Chair shall preside, with vote, at committee meetings except in cases where the chair of the candidate's department is selected to serve as IPC Chair in which case that person shall serve without vote. The IPC Chair serves as a liaison between the IPC and the candidate. Duties include advising the candidate on processes and procedures involved in the preparation and organization of materials for their folder, the timeline for review, and their options for response to reports submitted at different stages in the review process.

II. Guidelines for Review and Recommendations

A. Overview

CCPA is a departmentalized college composed of units that are closely aligned with a similar commitment to community engagement, critique and application of professional practice, and well-grounded research. Interdisciplinarity and different disciplines maintain particular expectations. In respect to the variety of standards, the Chair, the IPC and the Dean shall refer to the definitions and demonstration criteria of scholarship, teaching, and service as determined by the candidate's department, CCPA and Binghamton University, unless these conflict with University standards. All reviewers are expected to evaluate the quality, significance, and process of scholarship, teaching and service based on the evidence presented. Departmental criteria and an explanation of the unique mission of CCPA shall be provided to all external reviewers.

B. Integration of research, teaching and service:

Nationally recognized colleges and universities acknowledge increasingly that faculty research should not be evaluated in isolation. As a College committed to applied research, faculty's scholarship, teaching and service are expected to be often (although not always) interwoven. Teaching and rigorous scholarship are essential. Service and research should be shared and integrated into one's teaching; service activities and innovative teaching practices should generate research questions, publication and presentation. In all cases, University Personnel Committee guidelines must be followed.

1. Scholarship

Scholarship is assessed by considering a number of different sources of evidence. Primary among them are publications in inter/national, peer-reviewed journals, authoring/editing scholarly books, chapters, monographs, and publications, in addition to paper presentations, panel/symposium participation, invitations to speak, etc. at inter/national conferences and/or grant activity, and/or reports that inform practice.

Candidates are expected to demonstrate on-going participation in an active research program. Evidence of the quality and significance of scholarship include publication in scholarly books and highly regarded journals, application of innovative conceptual/methodological approaches, and extension of the knowledge base in the candidate's field or specialty.

2. Teaching

High quality teaching is expected of candidates for contract renewal and tenure and promotion in CCPA. Teaching is broadly defined, going beyond actual classroom instruction, to include field supervision, advising, supervision of student projects/research, and other activities. Faculty are expected to demonstrate a commitment to continual improvement of teaching. Evidence to support the quality, significance, and process of teaching could include peer observations, student surveys, mid- and end- of course student evaluations, self assessments, as well as other forms of assessment documentation. Evidence of student learning outcomes should be gathered and systematically evaluated when available.

3. Service

As a College committed to community partnerships and/or engagement, it is expected that faculty will engage in service to the community, as well as to the university. Each department defines community engagement broadly. While it is expected that faculty may engage in community service in the Southern Tier, they may also engage in service in other parts of the state, country and world. In addition to a broad definition of the location for service, faculty engage in a breadth of service activities.

Appropriate service could include serving on boards, volunteer activities, initiation and/or participation in activist activities, consulting with community organizations, program development and/or evaluation, direct service, community-based research efforts, and other activities.

Evidence to support quality, significance, and processes for service might include letters from groups relevant to the candidate's scholarly focus, demonstrated impact on populations of interest, and the value of service activities as measured by changes at an individual, organizational, or community level.

Service may take many forms and may support a faculty member's scholarship and be integrated into research and teaching. In documenting a record of service, CCPA faculty should be able to articulate the relevance of their service contribution to their scholarly focus.

III. The Process

A. Overview

The process for review consists of a series of semi-independent and yet cumulative reviews of the candidate's record.

B. Submission of Candidate's Materials

The candidate is required to submit his/her materials to the Department Chair and to CCPA Dean's Secretary, who shall make the materials available to the members of the IPC. Materials must be submitted according to dates set in the Provost's Guidelines. The following should be included:

- a vita (following the IPC Vita Guidelines)
- syllabi and evaluations for all courses (SOOTs and/or department-developed course evaluations are strongly recommended as part of course evaluation)
- copies of all publications, summaries of service activities
- statements on teaching philosophy and practice
- research agenda describing background and trajectory
- a description of the ways in which practice contributes to teaching and research endeavors
- other supporting materials

The candidate's statements should explicitly address how their research, teaching and service activities support the mission of the department, the College of Community and Public Affairs, and Binghamton University, and should provide evidence of the quality and significance of their professional activities.

The candidate is encouraged to consult with a mentor and/or current IPC Chair and should review the **“Procedures for Personnel Cases”** (http://provost.binghamton.edu/documents/procedures_personnel_cases2006.doc) distributed each fall by the Provost’s Office, **the Faculty By-Laws** (<http://facultysenate.binghamton.edu/MAIN/bylaws.htm>), and the criteria established by each Department for more information on the types of materials to submit.

C. Student Input

In the semester before a formal review, the departmental student association shall be notified of all faculty under consideration for contract renewal, promotion, and/or tenure. The student group shall solicit input from students and alumni who are familiar with the faculty member and shall prepare a report summarizing student input. This process may be assisted and supported by the CCPA Dean’s Secretary, and may be conducted through an electronic survey process. The summary report of student input shall be provided to the faculty member who shall have five days to prepare a written response. The student report and, if applicable, the faculty member’s response, shall be forwarded to the department chair and the chair of the IPC, and shall be appended to the IPC report.

D. External Reviews (applies only for Tenure and Promotion reviews; does not apply to contract renewal)

1. Selection of External Reviewers

In the semester before a formal review, the candidate is asked to submit the names of four or more individuals who could function as external reviewers; generally, the IPC will select one person from the candidate’s list of external reviewers. The remaining external reviewers shall be selected from a list prepared by the IPC. Neutrality of these reviewers will be assured. The reviewers may not be co-authors or dissertation chairs. The IPC Chair will request external review letters from a sufficient number of individuals to ensure that at least four external reviews are received by the IPC.

In selecting external reviewers, the IPC shall identify individuals who are “noted scholars or professional practitioners” from “comparable institutions,” usually based on Carnegie rankings and similar commitment to applied community-based research. IPC Chairs should be cognizant of the fact that a greater number of external reviews from individuals with scholarly prestige will provide the most support for a candidate’s file.

2. The Packet for External Review

In the semester before a candidate’s formal review for tenure and promotion, the candidate submits a packet of materials to the IPC Chair that will be shared with external reviewers. At a minimum, this packet must include a CV and 3-4 samples of their scholarly work.

CCPA faculty are strongly encouraged to prepare a much more extensive and comprehensive packet for external reviewers including the following: a CV, a statement of philosophy on the intersection of the research, teaching and service activities, an explanation of the background and intended trajectory of their research, and copies of all scholarly work.

E. Department Chair Review & Report

The candidate's materials (and in promotion and tenure cases, external reviewer letters) are part of the review by the Department Chair. The Chair prepares a report with his/her recommendation.

The Department Chair's report is sent to the candidate first, who has five business days to respond, if desired. It is then forwarded along with the candidate's materials and response (if there is one) to the Chair of the IPC who shall ensure that all members of the IPC receive a copy. At any stage in the review process, a candidate's response(s) to a report(s) becomes part of the case record.

F. Initiating Personnel Committee (IPC) Review & Report

The IPC reviews the candidate's materials, student association report, the Chair's report, and, where applicable, external reviews. The IPC then discusses the case, votes on it, and prepares a report. In promotion and tenure cases, separate votes are taken on promotion & tenure. IPC votes are taken by secret ballot. If a qualified faculty member does not attend any meeting of the IPC or SPC, does not review records and does not vote, in transmitting the vote, that action shall be recorded by the chair as a non-participatory abstention. The results of the vote shall become a part of the Committee's report and recommendation.

The IPC Secretary shall prepare a written report including the recommendation of the committee, the final vote, and all supporting documentation. The IPC report is drafted by the IPC Secretary and reviewed by the members of the committee. In Promotion and Tenure cases, where the report may be considerably more detailed than those prepared for contract renewal, the IPC may decide to have separate members of the committee draft sections of the report; in such cases, the IPC Secretary is responsible for compiling the sections into a single cohesive document. When the report reflects the assessment of the IPC, a hard copy and an electronic copy are provided by the IPC Chair to the CCPA Dean's Secretary, who will arrange for all members of the IPC to sign the document.

The IPC report is sent by the CCPA Dean's Secretary to the candidate first, who has 5 business days to respond, if desired. The IPC report, the candidate's materials and response (if there is one) are then forwarded to the CCPA Dean and to the UPC.

G. CCPA Dean Review

The CCPA Dean reviews the candidate's materials, the Chair's Report, and the IPC Report, and where applicable, external reviewer letters, and then prepares a report including recommendations.

H. Reviews Beyond CCPA

Following the Dean's Review, the candidate's materials progress through appropriate University channels – including reviews by the All-University Personnel Committee (UPC), the Provost, the President, and in the case of tenure, the Chancellor – according to University policies in place at the time of the candidate's review.

ARTICLE IX

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.

Adopted by the faculty and professional staff on December 6, 2006. Final sections approved by a majority faculty vote on April 25, 2007. Revised per Provost's comments, March 15, 2007; January 29, 2008. Revised September 12, 2007; April 22, 2008, per President's comments.