A GUIDE TO THE UNIVERSITY SENATE
## Contents

A Guide to the University Senate ........................................................................................................ 1

What Is the University Senate? ............................................................................................................. 1
The Role of University Senator .............................................................................................................. 1
The Workings of the University Senate ................................................................................................. 2
The Committees and Commissions of the University Senate ................................................................. 3
The Caucuses of the University Senate .................................................................................................. 4
The Structure of the University Senate: Representation by School or Division ................................. 5
The Structure of University Senate Committees: Representation by Constituency .................. 6
University Senators 2018-2019 (as of March 20, 2019) .................................................................. 7
Elections to the University Senate ......................................................................................................... 13
University Senate Elections Code (Amended March 22, 2016) .................................................. 14
The By-Laws, Statutes, and Rules of the Columbia University Senate ............................................. 21
Guidelines on Confidentiality and Release of Information by Senate Committees ......................... 42
Other Aspects of University Governance and Ways to Become Involved ........................................ 47
Contact Us: University Senate Office and Staff ................................................................................. 48
A Guide to the University Senate

What Is the University Senate?

A University-wide policy-making body representing faculty, researchers, students, administration, administrative staff, librarians, and alumni, the University Senate makes policy on a range of issues that affect the entire University or more than one school. These include all general faculty and student affairs, most issues that fall under the responsibility of the central administration, and all areas under the jurisdiction of any Senate committee, including educational programs and priorities, the budget, academic freedom and tenure, the advancement of women and minorities through the academic ranks, the conduct of research, the libraries, information technology, campus planning, and rules governing demonstrations. Under Chapter II §24 of the University Statutes, acts of the Senate become final on passage, except in those cases where Trustee concurrence is required in matters involving a change in budgetary appropriations, acquisition or disposition of real property, and contractual obligations of the University.

The Trustees established the University Senate in 1969 after a University-wide referendum. It succeeded to the powers of the University Council, which was created in 1890 as a body of faculty, deans, and other administrators to regulate inter-faculty affairs and consider issues of University-wide concern.

The University Senate's 108 voting seats are apportioned across constituencies as follows:

- 63 faculty
- 24 students
- 9 senior administrators, including the President, who chairs the monthly plenary
- 6 officers of research
- 2 administrative staff
- 2 librarians
- 2 alumni

The Role of University Senator

University senators lead policy change at the highest level of the University through their committee service. Each senator serves on at least one committee, participating fully in its meetings and attending the monthly Senate plenary, where the full University Senate votes on policy proposals. Since much of the University Senate's vital work is carried out in committee session, senators are expected to attend each monthly meetings of their committee(s). Committee
eligibility is summarized in the Committee Structure (see page 6). Senators are elected to terms lasting two years or until their affiliation with Columbia ends, whichever comes first.

The University Senate affords its members a view across the University, enabling them to understand better its workings and facilitating collaboration with colleagues from other parts of Columbia. Being a University Senator is the opportunity to serve the greater Columbia community.

The Workings of the University Senate

Most Senate business is conducted through its 15 standing and three special committees. When a committee decides a specific course of action is required, it prepares a resolution and supporting report.

The resolution and report are passed to the Executive Committee, which sets the plenary agenda. The Executive Committee determines whether the resolution is correct as to form, and it is free to agree or disagree with the goals of the resolution or the methods proposed to attain them, and to state its position to the full Senate. The Executive Committee, if it has serious objections, may recommend tabling a measure to allow for consultation with other Senate committees, may seek to persuade the committee to amend its resolution, or to withdraw and reconsider it, and it may decide to introduce a substitute resolution.

From the Executive Committee, a resolution is presented to the Senate plenary to be voted upon. The vote of the Senate as a whole is decisive. A simple majority vote of current senators is required to approve a resolution unless the resolution involves a change to the University Statutes, in which case, a three-fifths majority is required.

The Senate plenary is open to all members of the Columbia Community and plenary minutes are public documents:

- Senate Plenary Minutes: November 16, 2018
- Senate Plenary Minutes: October 19, 2018
- Senate Plenary Minutes: September 28, 2018
- Senate Plenary Minutes: April 27, 2018
- Senate Plenary Minutes: March 30, 2018
The Committees and Commissions of the University Senate

There are 15 standing committees and three special committees of the University Senate:

- Executive Committee
- Alumni Relations
- Budget Review
- Campus Planning and Physical Development
- Education
- External Relations and Research Policy
- Faculty Affairs, Academic Freedom, and Tenure
- Honors and Prizes
- Housing Policy
- Information and Communications Technology
- Libraries and Digital Resources
- Research Officers
- Rules of University Conduct
- Senate Structure and Operations
- Student Affairs
- Commission on Diversity
- Commission on Elections
- Commission on the Status of Women

Committees meet eight times per year, with monthly meetings in fall and spring semesters, each meeting lasting 60 to 90 minutes. Meetings are scheduled in advance for the year, and members receive the agenda and materials one week before the meeting.

University Senate committees follow a policy on confidentiality intended to allow the freest discussion possible (see Guidelines on Confidentiality and Release of Information by Senate Committees). Committee deliberations are confidential and the committee chair alone can speak on behalf of the committee to the campus press or others groups.

Committee chairs, co-chairs, and vice chairs, elected for two-year terms, give direction and leadership to committees. The Senate Office supports committee chairs in preparing agendas, minutes and materials for meetings, undertaking research, including benchmarking and University-wide surveys, and assisting in preparation of the committee's annual report.

Several committees have duties largely independent of the full University Senate: Faculty Affairs, for example, is empowered to hear grievances related to faculty hiring and promotion, while Honors and Prizes works jointly with the Trustees to select honorary degree recipients. Certain committees regularly produce resolutions for action by the full Senate, while others serve primarily as venues for the exchange of information.
Five committees, linked to the corresponding committee of the Board of Trustees, send representatives to the quarterly meetings of the Board of Trustees:

- Budget Review and the Committee on Finance
- Campus Planning and Physical Development and the Committee on Physical Assets
- Education and the Committee on Academic Affairs
- External Relations and Research Policy and the Committee on Public Affairs
- Student Affairs and the Committee on Student Life

The University Senate representatives, who receive full documentation and have a voice but not a vote in the meetings of the Board of Trustees, report to the committees on actions taken and topics under discussion. In addition, the President consults with the Senate Executive Committee on the selection of the President, the Provost, appointments to the rank of University Professor, and the six Senate-Consulted Trustees. If a special need arises, there is provision for the Executive Committee to have a meeting with an appropriate group of Trustees.

With the exception of the senator-only Executive, Budget Review, and Student Affairs Committees, nonsenators can and do serve on committees, seats permitting and provided that committee membership remains majority senator. Nonsenators serving on committees have an equal voice and vote in committee discussions. Nonsenators serving on committee do not, however have a vote in the plenary.

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**The Caucuses of the University Senate**

Student, nontenured, and tenured faculty caucuses, each with a chair, exist to perform certain organizational tasks, including the nomination of members to the Executive Committee and other standing committees. Senators are automatically members of the caucus of the group they represent. Occasionally the caucuses also meet for discussion of common interests.
## The Structure of the University Senate: Representation by School or Division

### MEMBERSHIP OF THE UNIVERSITY SENATE

<table>
<thead>
<tr>
<th>Faculties / Affiliates</th>
<th>Administration</th>
<th>Administrative Staff</th>
<th>Faculty</th>
<th>Students</th>
<th>Research Officers</th>
<th>Libraries</th>
<th>Alumni</th>
<th>TOTAL</th>
<th>VOTING SEATS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ex Officio</td>
<td>Appointment</td>
<td>Morningide/ Lamont</td>
<td>Health Sciences</td>
<td>Tenured</td>
<td>Nontenured</td>
<td>Professional</td>
<td>Staff</td>
<td>Postdoc.</td>
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<tr>
<td>Union Theological Seminary</td>
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### FACULTY and STUDENT SEAT APPORTIONMENT

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<th>Administration</th>
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<th>Students</th>
<th>Research Officers</th>
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</table>

**Notes**

1. Student Engineering seats are allocated as follows: One graduate student and one undergraduate student
2. Union Theological has one student observer (non-voting)
## The Structure of University Senate Committees: Representation by Constituency

<table>
<thead>
<tr>
<th>SENATE COMMITTEE STRUCTURE AND MEMBERSHIP</th>
<th>Total membership</th>
<th>Faculty - tenured</th>
<th>Faculty - nontenured</th>
<th>Students</th>
<th>UTS student observer</th>
<th>Librarians</th>
<th>Administrative staff</th>
<th>Research officers</th>
<th>Administrator s</th>
<th>Alums</th>
<th>Executive chair / designee</th>
<th>Notes</th>
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<td>All shall be members of the Senate, with faculty and student seats filled by caucus nominations</td>
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<td>Alumni Relations Committee</td>
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<td>2</td>
<td>All shall be members of the Senate</td>
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<td>Campus Planning and Physical Development Committee</td>
<td>16</td>
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<td>3</td>
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<td>1</td>
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<td>Education Committee</td>
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<td>One student member shall be a graduate student</td>
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<td>External Relations and Research Policy Committee</td>
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<td>One member shall also be a member of the Rules Committee</td>
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<td>One student member shall be a graduate student</td>
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<tr>
<td>Libraries and Digital Resources Committee</td>
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<td>One student member shall be a graduate student</td>
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<td>Research Officers Committee</td>
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<td></td>
<td>Six elected senators and three other officers of research nominated by the research senators and approved by the Executive Committee</td>
<td></td>
</tr>
<tr>
<td>Rules Committee</td>
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<td>5</td>
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<td>1</td>
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<td></td>
<td>One member shall be a member of the Faculty Affairs Committee; One member shall be a member of the Student Affairs Committee</td>
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<tr>
<td>Structure and Operations Committee</td>
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<td>24</td>
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<td>With the exception of the UTS Student Observer (non-voting), all shall be members of the Senate. One member shall also be a member of the Rules Committee</td>
<td></td>
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<td>Commission on the Status of Women</td>
<td>11</td>
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<td>2</td>
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<td>Commission on Diversity*</td>
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<td>12 members + one non-voting student observer</td>
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<td>Elections Commission</td>
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<td></td>
<td>Appointed by Executive Committee; may or may not be senators</td>
<td></td>
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</table>

*Updated October 2016 to include one seat for non-instructional officers on the Commission on Diversity*
University Senators 2018-2019 (as of March 20, 2019)

108 voting seats and one non-voting UTS student observer seat. Terms end in May, two weeks before Commencement, unless otherwise noted.

<table>
<thead>
<tr>
<th>Seat</th>
<th>SCHOOL / DIVISION</th>
<th>DELEGATION</th>
<th>SENATOR</th>
<th>TERM ENDING (May)</th>
<th>Email</th>
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<tbody>
<tr>
<td>1</td>
<td>Adm.</td>
<td>President</td>
<td>Lee C. Bollinger</td>
<td>Ex Officio</td>
<td><a href="mailto:lcb50@columbia.edu">lcb50@columbia.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>Adm.</td>
<td>Provost</td>
<td>John H. Coatsworth</td>
<td>Ex Officio</td>
<td><a href="mailto:jhc2125@columbia.edu">jhc2125@columbia.edu</a></td>
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<tr>
<td>3</td>
<td>Adm.</td>
<td>Dean of the Graduate School of Arts and Sciences</td>
<td>Carlos J. Alonso</td>
<td>Ex Officio</td>
<td><a href="mailto:ca2201@columbia.edu">ca2201@columbia.edu</a></td>
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<tr>
<td>4</td>
<td>Adm.</td>
<td>Dean of Columbia College</td>
<td>James J. Valentini</td>
<td>Ex Officio</td>
<td><a href="mailto:jjv1@columbia.edu">jjv1@columbia.edu</a></td>
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<td>Executive Vice President for University Life</td>
<td>Suzanne Goldberg</td>
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<td>Dean of the School of General Studies</td>
<td>Lisa Rosen-Metsch</td>
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<td>Anne Taylor</td>
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<td>Maya Tolstoy</td>
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<td>83</td>
<td>P&amp;S</td>
<td>Ten.</td>
<td>Richard Smiley</td>
<td>2019</td>
<td><a href="mailto:rms7@cumc.columbia.edu">rms7@cumc.columbia.edu</a></td>
</tr>
<tr>
<td>84</td>
<td>P&amp;S</td>
<td>Ten.</td>
<td>Henry Spotnitz</td>
<td>2020</td>
<td><a href="mailto:hms2@cumc.columbia.edu">hms2@cumc.columbia.edu</a></td>
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<tr>
<td>85</td>
<td>P&amp;S</td>
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<td>Debra Wolgemuth</td>
<td>2020</td>
<td><a href="mailto:djw3@cumc.columbia.edu">djw3@cumc.columbia.edu</a></td>
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<td>86</td>
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<td>Howard Worman</td>
<td>2019</td>
<td><a href="mailto:hjw14@cumc.columbia.edu">hjw14@cumc.columbia.edu</a></td>
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<tr>
<td>87</td>
<td>SPS</td>
<td>Stu.</td>
<td>Alejandro Cortez</td>
<td>2019</td>
<td><a href="mailto:ac4475@columbia.edu">ac4475@columbia.edu</a></td>
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<tr>
<td>88</td>
<td>SPS</td>
<td>Nonten.</td>
<td>Shelley Saltzman</td>
<td>2019</td>
<td><a href="mailto:sas5@columbia.edu">sas5@columbia.edu</a></td>
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<tr>
<td>89</td>
<td>SPH</td>
<td>Stu.</td>
<td>Izabella Zant</td>
<td>2019</td>
<td><a href="mailto:inz2003@cumc.columbia.edu">inz2003@cumc.columbia.edu</a></td>
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<tr>
<td>90</td>
<td>SPH</td>
<td>Nonten.</td>
<td>Greg Freyer</td>
<td>2019</td>
<td><a href="mailto:gaf1@cumc.columbia.edu">gaf1@cumc.columbia.edu</a></td>
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<td>91</td>
<td>SPH</td>
<td>Ten.</td>
<td>Mary Gamble</td>
<td>2019</td>
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<td>92</td>
<td>SPH</td>
<td>Ten.</td>
<td>W. Ian Lipkin</td>
<td>2019</td>
<td><a href="mailto:wil2001@cumc.columbia.edu">wil2001@cumc.columbia.edu</a></td>
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<tr>
<td>93</td>
<td>Research Officers - Professional</td>
<td>Research Officers</td>
<td>Manuela Buonanno</td>
<td>2019</td>
<td><a href="mailto:mb3591@columbia.edu">mb3591@columbia.edu</a></td>
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<tr>
<td>94</td>
<td>Research Officers - Professional</td>
<td>Research Officers</td>
<td>Nancy J. Lolacono</td>
<td>2020</td>
<td><a href="mailto:njl2@cumc.columbia.edu">njl2@cumc.columbia.edu</a></td>
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<td>95</td>
<td>Research Officers - Professional</td>
<td>Research Officers</td>
<td>Daniel Savin</td>
<td>2019</td>
<td><a href="mailto:savin@astro.columbia.edu">savin@astro.columbia.edu</a></td>
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<td>96</td>
<td>Research Officers - Professional</td>
<td>Research Officers</td>
<td>Stefaan Van Liefferinge</td>
<td>2019</td>
<td><a href="mailto:sv143@columbia.edu">sv143@columbia.edu</a></td>
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<td>97</td>
<td>Research Officers - Staff</td>
<td>Research Officers</td>
<td>Angela D. Nelson</td>
<td>2020</td>
<td><a href="mailto:adn2006@columbia.edu">adn2006@columbia.edu</a></td>
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<td>98</td>
<td>Research Officers - Postdoctoral</td>
<td>Research Officers</td>
<td>Regina Martuscello</td>
<td>2019</td>
<td><a href="mailto:rm3419@columbia.edu">rm3419@columbia.edu</a></td>
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<td>99</td>
<td>SIPA</td>
<td>Stu.</td>
<td>Maria Fernanda Avila Ruiz</td>
<td>2019</td>
<td><a href="mailto:ma3709@columbia.edu">ma3709@columbia.edu</a></td>
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<tr>
<td>100</td>
<td>SIPA</td>
<td>Nonten.</td>
<td>Paola Valenti</td>
<td>2019</td>
<td><a href="mailto:pv2194@columbia.edu">pv2194@columbia.edu</a></td>
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<tr>
<td>101</td>
<td>SIPA</td>
<td>Ten.</td>
<td>Sharyn O’Halloran</td>
<td>2019</td>
<td><a href="mailto:so33@columbia.edu">so33@columbia.edu</a></td>
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<tr>
<td>102</td>
<td>SSW</td>
<td>Stu.</td>
<td>David T. Cheng</td>
<td>2019</td>
<td><a href="mailto:dtc2127@columbia.edu">dtc2127@columbia.edu</a></td>
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<td>103</td>
<td>SSW</td>
<td>Nonten.</td>
<td>Yamile M. Marti</td>
<td>2019</td>
<td><a href="mailto:ymm2101@columbia.edu">ymm2101@columbia.edu</a></td>
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<tr>
<td>Seat</td>
<td>SCHOOL / DIVISION</td>
<td>DELEGATION</td>
<td>SENATOR</td>
<td>TERM ENDING (May)</td>
<td>Email</td>
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<td>Ten.</td>
<td>Susan Witte</td>
<td>2020</td>
<td><a href="mailto:ssw12@columbia.edu">ssw12@columbia.edu</a></td>
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<td>105</td>
<td>TC</td>
<td>Stu.</td>
<td>Oren Ross</td>
<td>2020</td>
<td><a href="mailto:odr2103@tc.columbia.edu">odr2103@tc.columbia.edu</a></td>
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<td>106</td>
<td>TC</td>
<td>Ten.</td>
<td>Michelle Knight- Manuel</td>
<td>2020</td>
<td><a href="mailto:knight@tc.columbia.edu">knight@tc.columbia.edu</a></td>
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<tr>
<td>107</td>
<td>TC</td>
<td>Ten.</td>
<td>Douglas Ready</td>
<td>2019</td>
<td><a href="mailto:ready@tc.edu">ready@tc.edu</a></td>
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<td>108</td>
<td>UTS</td>
<td>Nonten.</td>
<td>Sarah Azaransky</td>
<td>2019</td>
<td><a href="mailto:sazaransky@uts.columbia.edu">sazaransky@uts.columbia.edu</a></td>
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<td>Obs.</td>
<td>UTS</td>
<td>Stu.</td>
<td>Eric Adamcik</td>
<td>2020</td>
<td><a href="mailto:ea2752@utsny.edu">ea2752@utsny.edu</a></td>
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</tbody>
</table>
Elections to the University Senate

Elections to the University Senate are organized by the Senate Office and elections commissioners in each school or division in early fall and spring. The Senate Office meets with local elections commissioners to provide advice and assistance on elections, and the Senate Elections Commission considers any concerns and formal challenges to elections results.

Below is a brief outline of the different election steps election and please contact us at senate@columbia.edu with any questions.

<table>
<thead>
<tr>
<th>Step</th>
<th>Stage</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Announcement</td>
<td>Announce elections to entire constituency.</td>
</tr>
<tr>
<td>2</td>
<td>Nomination period</td>
<td>A minimum 7-day nomination period and when the nomination period closes, the campaign period begins.</td>
</tr>
<tr>
<td>3</td>
<td>Campaign period</td>
<td>Please allow a reasonable campaigning period of up to 7 days - this may vary slightly based on your specific circumstances and needs - and when the campaign period closes, voting begins.</td>
</tr>
<tr>
<td>4</td>
<td>Voting period</td>
<td>Please allow a reasonable voting period, using preferential (instant-runoff) voting. The voting period may depend on the particular circumstances of your school. Possible voting platforms include Election Buddy.</td>
</tr>
<tr>
<td>5</td>
<td>Vote count and certification</td>
<td>Close voting and count votes. Preferential voting avoids the need for a run-off election. If you have not used preferential voting, a run-off election one week after the initial election will be necessary. Complete Election Certification form, specifying whether the winner will serve a one- or a two-year term, and email to Jessica Raimi at <a href="mailto:jr2568@columbia.edu">jr2568@columbia.edu</a>.</td>
</tr>
</tbody>
</table>
University Senate Elections Code (Amended March 22, 2016)

1. **ESTABLISHMENT.**

   (a) This code shall be known as the Elections Code.

   (b) The University Senate hereby creates an Elections Commission whose primary duty shall be to supervise the conduct of elections to the Senate and all other elective bodies whose power derives from the Senate. The Senate shall choose the members of the Elections Commission, nominations being made initially by the Executive Committee. The Elections Commission shall consist of five members who may or may not be members of the Senate and who shall be appointed as follows: one tenured faculty, one nontenured faculty, one student, one administration, and one from among the administrative, library and research staffs. The Elections Commission shall choose its own Chairperson. Its term of office shall begin at the first Senate plenary of the academic year and shall end at the first plenary of the following academic year except that it shall continue to exercise its functions until its successors shall have been chosen by a newly elected Senate.

2. **PURPOSE.** The purpose of this Elections Code is to provide a comprehensive set of rules and regulations to all parties concerning the conduct of Senate elections. For such elections, these rules and regulations take precedence over any rules, regulations, policies, or practices adopted or followed by the various divisional elections commissions established under Section 7 of this Code.

3. **ELECTION DATES.** The Elections Commission shall declare the dates of general elections for the Senate. Departures from these dates must be approved by the Elections Commission. The Elections Commission may from time to time delegate such responsibilities to the Senate staff.

4. **VACANCIES.** The Elections Commission shall declare a vacancy in the Senate if a member dies, resigns, or ceases to belong to the constituency from which he or she was elected, and shall direct that a by-election be held within a reasonable time. The Elections Commission may from time to time delegate such responsibility to the Senate staff.

5. **CONSTITUENCY MEMBERSHIP.** The Elections Commission shall determine, in case of dispute, into which constituency various categories of electors fall. Any individual who believes he or she has been incorrectly omitted from a constituency shall inform the appropriate administrative officer and, if the problem is not resolved, may appeal to the Elections Commission for adjudication, which shall act and redress, where appropriate as expeditiously as possible.
6. APPORTIONMENT. The Elections Commission shall advise the Senate on the apportionments of seats as provided in Chapter II of the University Statutes. The populations to be compared for this purpose shall be counted for officers of instruction as prescribed in 21(a)(1) and 21(a)(2) of the Statutes, and for students as prescribed in 21(b) of the Statutes. In the Graduate School of Arts and Sciences, only students enrolled for full residence units are counted for purposes of apportionments.

   The word “category” shall have the same definition as in Chapter II, Section 20 of the University Statutes.

   The word “Faculty” shall have the same definition as in Chapter III, Section 30 of the University Statutes.

   The word “constituency” shall be defined as the unit in which elections are conducted.

7. DIVISIONAL ELECTIONS COMMISSIONS.

   (a) The Elections Commission shall require the assistance of divisional elections commissions for each of the faculties of the corporation, for each of the affiliated institutions, and for the administrative, library and research staffs. A divisional elections commission is any unit that conducts an election for any constituency. Where such divisional elections commissions do not now exist, the Elections Commission shall work with the appropriate administrative officers, including the deans of the faculties and presidents of the affiliated institutions, to establish such commissions, having due regard to the advice of such divisional representative bodies as exist. Such divisional elections commissions may be appointed or elected. In case a divisional elections commission does not exist at the time of an election, the Elections Commission may make whatever ad hoc arrangements it deems necessary.

   (b) Insofar as Senate elections are concerned, all divisional elections commissions must abide by rules and regulations laid down by the Elections Commission. If divisional elections commissions have rules, regulations, or practices in addition to the Senate’s, they must be submitted to the Elections Commission for approval not less than three weeks prior to each election.

   (c) Divisional elections commissions shall adopt procedures for candidates to petition the divisional elections commission for redress of any alleged infraction of this Code and shall notify candidates of such procedures in accordance with Section 10(b) of this Code.
8. APPEAL. If, between the declaration of a vacancy and the counting of ballots, a member of a constituency, whether or not a candidate, feels himself or herself aggrieved by the rules or practices of a divisional elections commission, he or she may timely appeal to the Elections Commission for adjudication, which shall act and redress, where appropriate as expeditiously as possible.

9. GROUNDS FOR CONTEST. Once the ballots have been counted, any challenge to the credentials of a successful candidate on the grounds of substantial error in procedure shall be heard by the Elections Commission, which shall report its recommendations to the Senate. The decision of the Elections Commission shall be final unless overturned by the Senate. Any person whose victory has been certified shall have a vote in the Senate, unless and until the Senate refuses to accept his or her credentials, on all matters except a vote on his or her own credentials.

10. DUE PROCESS IN ELECTIONS COMPLAINTS. When the Elections Commission receives a complaint filed with it in connection with any Senate election, it shall

   (1) promptly distribute a copy of the complaint to each candidate in that election, the divisional elections commission, and any other person with a bona fide interest in the matter,
   (2) give any candidate who may be materially affected by a decision an opportunity to be heard before rendering a decision, and
   (3) put any decision in response to such a complaint in writing with copies given to each candidate in that election, the divisional elections commission, and any person with a bona fide interest in the matter.

If the Commission determines in good faith that a complaint is plainly baseless, the Commission may dismiss the complaint on written notice to the complainant without complying with the other aspects of this rule.

11. ELECTIONS PRACTICES. Each divisional elections commission shall observe the following practices in dealing with nominations:

   (a) Each member of a constituency as of the date of the prospective election has the right to make nominations in that constituency equal to the number of candidates to be elected. To be eligible for nomination in a constituency, one must belong to the constituency on the date of the election

   (b) The divisional elections commission must provide notice of all information pertinent to an election (including relevant deadlines) at least seven calendar days before the nomination deadline to all eligible members of any category and shall use the method most likely to give actual notice to those members. Such notice may not include references to any potential candidates.
(c) Any eligible member of a category, members of which are elected whether nominated pursuant to Section 11(a) of the Code or otherwise may become a candidate for election by submitting a signed statement of intent to run to the divisional elections commission by the nomination deadline.

(d) The divisional elections commission shall provide notice (as defined in paragraph (b) of this Section) of the names of the candidates and the election process (including all deadlines and a description of the quorum requirement) to all members of the constituency eligible to vote. This information may be provided on the election ballot. The divisional elections commissioner shall allow a reasonable time (not less than three calendar days) to elapse before the actual balloting period commences.

(e) All candidates shall be permitted to publicize their own candidacies and all persons may seek support for themselves or for others. Each divisional elections commission shall, however, issue stringent limits on campaign expenditures so that no prospective candidate shall suffer a financial handicap. Each divisional elections commission shall make available to the extent possible, a common form of publicity (e.g., bulletin board) enabling all candidates to announce their candidacies free of charge.

(f) Every candidate is accountable not only for violations of campaign rules and regulations that he or she might commit, but also for any such violations committed by people that the candidate has allowed to work on his or her campaign.

12. ELECTIONS MATERIALS. Each divisional elections commission may submit its preliminary election literature and its ballot to the Elections Commission for approval in advance of each election to ensure that they are consistent with the Elections Commission’s regulations. The Elections Commission may require any relevant material to be submitted in the event of a dispute about an election.

13. BALLOTING PRACTICES. Each divisional elections commission shall observe the following practices in dealing with balloting:

(a) All voting shall be secret, either in designated polling places, by (1) written ballot in meetings, (2) by mail ballot using the double envelope system, or (3) by electronic ballot. Should the divisional elections commission determine to conduct voting by electronic means, the system used shall provide for password-protected voting or other means reasonably calculated to ensure that all voting is carried out by the proper constituents of the relevant constituency and that each voter may cast only the proper number of votes. In all cases, a reasonable time shall be allowed for balloting.

(b) Where several senators are to be elected simultaneously from a single constituency, each voter shall be entitled to vote for as many candidates as there are senators to be elected. No constituency may subdivide itself into subconstituencies for the purpose of
elections, except as provided for in 21(a), (b), and (d) of the Statutes, without the express permission of the Elections Commission, which shall report its decision to the Senate. That decision may be appealed to the Senate by any representative body of the constituency (e.g., a committee on instruction, a student council, etc.) or by any senator.

(c) On the ballots and in all statements and announcements related to elections, divisional elections commissions shall supply only the following kinds of information about candidates: name, department, and position (e.g., faculty title or class year). Divisional elections commissions shall in no way distinguish incumbent candidates or any preferred list from any other candidate on ballots and all election-related statements. These restrictions do not apply to the statements of the candidates themselves, including written candidates’ statements that may accompany the ballot, which shall be consistent with the code.

(d) Election may require a majority vote or plurality, according to previously established practice or decision of the divisional elections commission, provided that in no case may a plurality of less than 33-1/3% be deemed to warrant election, using as a basis of calculation the total number of voters voting in an election; and if a plurality of 33-1/3% thus calculated is not attained, there shall be a run-off election for those seats which are unfilled. In the case of indirect elections, the 33-1/3% plurality applies to those voting.

(c) In place of the balloting method described in the previous paragraph, a constituency may substitute a system of preferential balloting, in which voters rank several candidates in order by preference. In preferential balloting, the one-third plurality requirement set forth in the previous paragraph is waived.

(f) In case a run-off election is needed, the divisional elections commission shall fix a date and shall declare eligible the highest-ranking candidates from the first election willing to continue to stand, up to twice the number of vacancies still to be filled, with the following exception: if two or more candidates in the first election tie for the last runner-up position eligible for the run-off (e.g., second place in a one-seat election), each can take part in the run-off, even though there will then be more than twice as many candidates as seats. In a run-off election the highest-ranking candidate(s) shall be elected. The run-off election must meet the same plurality requirements as other elections.

(g) Each candidate may have a poll-watcher present at polling places and at the counting of ballots for his or her constituency. Ballots shall be counted by the divisional elections commission and reported immediately to the Elections Commission.

(h) There shall be no electioneering within 100 feet of the polls.
14. ELECTRONIC COMMUNICATIONS. (a) All candidates shall be permitted to publicize their own candidacies and all persons may seek support for themselves or for others through means of electronic communications, on University systems and on third party systems over the internet. Each divisional elections commission may adopt rules governing the use of such communications and electronic media which shall be consistent with this Section, and shall notify candidates of such regulations in a timely manner prior to commencement of elections.

(b) The following are prohibited with regard to electronic communications conveying electioneering statements: vulgar, obscene or abusive language or images; unsupported accusations, defamation, or threats of any kind; offensive terms targeted at persons or groups of persons in a way intended to be disparaging; advertisements or language focused primarily on promoting commercial interests or services; spam, or communications containing subject matter wholly unrelated to elections.

(c) In governing the use of electronic communications for campaigning, divisional elections commissions may restrict or prohibit the use of certain or all means of electronic communications on third party systems for campaigning and publicity statements, as reasonably appropriate.

15. ELIGIBILITY. For the purpose of determining eligibility for voting and candidacy:

(a) A full-time officer of instruction shall be deemed a member of a Faculty for purposes of Senate elections if he or she either (1) has been assigned a seat on that Faculty by the Trustees; (2) has been awarded tenure of title on that Faculty by the Trustees, or (3) in the case of a non-tenured officer, holds an appointment during the academic year in the Faculty in which the election is held.

(b) An officer of instruction who provides part-time instruction in the Columbia Corporation shall be deemed a member of a Faculty if he or she either (1) has been assigned a seat on that Faculty by the Trustees; or (2) devotes a majority of his or her time to such instruction in that Faculty; if the time of such an officer of instruction is equally divided between two or more Faculties of the Corporation, he or she must choose one Faculty in which to vote or hold candidacy.

(c) A student who is simultaneously pursuing two degree programs or degree and certificate programs in separate Faculties shall be considered to be a member of each Faculty.

(d) Notwithstanding the provisions of this article, no person may be a candidate in more than one constituency simultaneously, nor may a member of the Senate represent more than one constituency.
(c) Notwithstanding the provisions of this article, no person may be a candidate in more than one constituency simultaneously or vote in multiple elections held during the same election period, nor may a member of the Senate represent more than one constituency.

16. RECALL. A recall petition, as provided in 21(h) of the Statutes, shall be submitted to the Elections Commission, which shall certify its validity, in consultation with the divisional elections commission, and shall direct that a recall election be held as expeditiously as reasonable.

17. ADDITIONAL RULES. The Elections Commission may make such further rules, consistent with this Code, as it deems necessary and appropriate for the conduct of elections, and shall report such further rules to the Senate, which may overrule or amend them.

18. NOTICE. Every candidate shall be informed that a copy of this Code and of the By-Laws, Statutes and Rules of the Columbia University Senate are available on the University Senate website.

19. AUTHORITY OF THE CHAIR IN TIME-SENSITIVE MATTERS. In the event a time-sensitive matter comes before the Elections Commission and it would not be practicable to timely convene the full membership of the Commission, the Chair of the Commission shall have the authority to decide the matter on behalf of the Commission. If the Chair makes such a decision, the Chair shall promptly inform the membership of the Commission, who may overrule the Chair. Additionally, the decision of the Chair in a time-sensitive matter shall be appealable to the full Commission so long as the matter has not become moot before the appeal can be heard.
The By-Laws, Statutes, and Rules of the Columbia University Senate

As of April 2, 2010

The By-Laws, Statutes, and Rules of

the

Columbia University Senate

Columbia University in the City of New York

OF THE EXECUTIVE COMMITTEE OF THE FACULTY

Relating to the Establishment of By-Laws of the University Senate
WHEREAS, the Trustees of Columbia University in the City of New York, by their Resolution of May 13, 1969, have authorized the Executive Committee of the Faculty "to promulgate such initial By-Laws of the University Senate as shall not contravene the Charter or Statutes of the University and which By-Laws may thereafter be amended as provided in Section 26 of the Statutes of the University;" and

WHEREAS, the substance of the By-Laws was overwhelmingly approved as part of the submission of the entire plan for the establishment of the University Senate in a poll of the University community in April of 1969 by a vote of about nine to one; and

WHEREAS, the University Senate is expected to hold its first meeting before the end of the current academic year;

NOW THEREFORE, the Executive Committee of the Faculty by RESOLUTION duly made, seconded and adopted by the unanimous vote of its members hereby promulgates the following.

BY-LAWS OF THE UNIVERSITY SENATE

Sec. 1: ORGANIZATION AND PROCEDURE.

(a) Rules. Subject to the provision of these By-Laws, the Senate shall establish its own rules of procedure.

(b) Presiding Officer. The President of the University shall be the presiding officer of the Senate. In his or her absence, or at his or her request, the Chairperson of the Executive Committee shall preside as Speaker pro tempore.

(c) Meetings. The Senate shall hold regular meetings at least once a month during the academic year, and may meet more frequently by decision of a majority of its members present and voting, at the call of the President of the University, at the call of the Executive Committee, or at the call of one-third of all its members. Meetings of the University Senate shall be open to members of the University community, campus press, radio and other campus news media, unless such meetings have been designated closed by the Executive Committee of the Senate and such designation has not been overruled by a majority of the members of the Senate present and voting thereon.

(d) Quorum. One-half of the membership of the Senate shall constitute a quorum for the conduct of the Senate’s business.

(e) Agenda. The Senate shall prepare its own agenda, and the Executive Committee of the Senate shall serve as the agenda committee. The Senate’s agenda shall include all matters referred to the Senate by its various standing and special committees, and all matters within its jurisdiction that may be referred to it by the President, the Trustees, or the Executive Committee itself. A majority of the members of the Senate may place an item on the agenda at any time.

(f) Introduction of Proposals. Any senator may introduce proposals, including measures and resolutions, from the floor of the Senate. Such proposals shall be referred to the appropriate committee to be dealt with in accordance with Senate rules.
(g) Floor Privileges. The Dean or Director of any Faculty, School, or Administrative Board, whether or not he or she is a senator, shall have the right to speak and participate in debate whenever any matter that is of special concern to his or her particular Faculty or School is before the Senate.

The student body in the following affiliated institution may elect one student observer: Union Theological Seminary. If any of the affiliated institutions elect such student observers, they shall be entitled to sit with the University Senate but shall not vote or otherwise participate in its deliberations, unless particular questions relevant to student interests in affiliated institutions are the subject of Senate action, in which case, with the approval of the Chairperson, they shall have a voice but not a vote.

When the Senate considers the report of any standing committee of the Senate, or of any committee, commission, or other group appointed by the Senate or by the Senate Executive Committee, members of that standing committee, and members of such committees, commissions, or groups, who are not members of the Senate may sit with the Senate and have a voice but not a vote in the deliberations of the Senate on that report.

(h) Committee Reports: Discharge of Committees. The majority of the members of any committee of the Senate may report on any matter before the committee. A majority of the members of the Senate present and voting may require a committee to report at the next regular meeting of the Senate, and one-third of the members of the Senate present and voting may require the committee to report no later than the second regular meeting of the Senate next following.

(i) Petitions for Senate Action. Any matter may be placed on the agenda of any appropriate committee of the Senate as determined by the Executive Committee by petition signed by 150 members of the University community who are entitled to vote for members of the Senate. Any Committee on Instruction may place a matter on the agenda of an appropriate committee of the Senate. Any matter so placed on the agenda of a standing committee shall be disposed of by the committee at the earliest time with due regard to other prior agenda items, and the disposition shall be reported to the full University Senate.

(j) Minutes of the Senate shall be widely disseminated, and shall be made available to the campus and other news media. The Minutes shall be posted on the Senate web site.

Sec. 2: FINALITY OF SENATE ACTION; CONCURRENCE BY TRUSTEES; AMENDMENT OF BY-LAWS.

(a) Action of the Senate shall become final on first passage unless Trustee concurrence is necessary pursuant to Section 25 of the Statutes of the University.

(b) Notwithstanding the provisions of sub-section (a), the President of the University may convene a special meeting of the Senate within 15 class days of any Senate action, and may request it to reconsider such action.

(c) The provisions of these By-Laws shall not be subject to amendment except by a three-fifths vote of all incumbent members of the Senate.
Sec. 3: COMMITTEES.

(a) Establishment. There shall be the following standing committees:

Executive Committee
Committee on Alumni Relations
Committee on Budget Review
Committee on Campus Planning and Physical Development of the University
Committee on Education
Committee on External Relations and Research Policy
Committee on Faculty Affairs, Academic Freedom and Tenure
Committee on Honors and Prizes
Committee on Housing Policy
Committee on Libraries and Digital Resources
Committee on Rules of University Conduct
Committee on Senate Structure and Operations
Committee on Student Affairs
Research Officers Committee
Committee on Information and Communications Technology

(b) Additional Committees. Such additional standing and special committees may be established from time to time as deemed necessary.

(c) Periodic Reorganization of the Senate. The regular organization of the Executive Committee and other standing committees of the Senate and elections of committee chairmen shall take place biennially, in odd calendar years, following the spring election.

Each outgoing Senate committee which considers that it has continuing business to be conducted in the summer interim may so advise the incoming Executive Committee and request it, under the Senate’s delegation of summer powers, to appoint interim committees as necessary to conduct this business until the new committees are constituted, and include in their membership such members of the outgoing committee as are available for service.

(d) Responsibility. Every committee of the Senate shall operate within the area of its jurisdiction as an arm of the Senate and, except where expressly indicated otherwise in these By-Laws, committees shall be responsible to the Senate and shall report recommendations for consideration and action by the Senate as a whole.

(e) Committee Membership. Except as otherwise expressly provided in this section, persons who are not members of the Senate may serve as members of Senate committees. At least a majority of
every committee shall, however, be senators. The membership of several committees, other than the Executive Committee, shall be elected as follows: each member of the Senate shall submit to the Executive Committee the first three choices for committee service in the order of his or her preference; the Executive Committee shall then nominate the membership of each committee so that, to the fullest extent possible, no member of the Senate is nominated to a committee that is not among his or her first three choices; after the Executive Committee has made its nomination, nominations from the floor shall be in order, and the Senate as a whole shall elect the members of each committee by majority vote.

(f) Committee Chairmen. Each committee, other than the Executive Committee, shall elect its chairperson from among its members. No person shall serve as chairperson of more than two standing committees, it being understood that serving as a co-chairperson constitutes serving as one chairperson.

(g) Absences. If a member has more than two consecutive unexcused absences from committee meetings scheduled at least one week in advance, the seat shall be deemed vacant. Each committee shall determine the grounds for absence from its meetings. When a member shall have accumulated two consecutive unexcused absences, the chairperson of the committee shall notify the member and the Executive Committee. The Executive Committee may recommend to the Senate that the member be continued on the committee, or it may nominate a new member. The Senate as a whole shall reappoint the member or elect a new member by a majority vote.

(h) The composition and jurisdiction of the several standing committees shall be as follows:

1) Executive Committee

The Executive Committee shall consist of 13 members apportioned as follows: 6 tenured faculty, 2 non-tenured faculty, 2 administrators, and 3 students. All shall be members of the Senate. The two administration representatives shall be the President and another officer of administration of his or her choice. Elected members of the Executive Committee shall be chosen as follows: each category in the Senate entitled to members on the Executive Committee as here provided shall nominate the requisite number and the membership of the Senate as a whole shall vote on each of the nominees; a nominee who receives a majority of the total number of affirmative votes cast shall become a member of the Executive Committee; if a nominee fails to achieve a majority, the category that nominated him or her shall nominate another person in his or her stead. Following the election of the Executive Committee, the Chairperson of the Committee shall be nominated and elected from among the tenured faculty members by the Senate as a whole.

The Executive Committee shall be the Senate’s agenda committee and its committee on committees. It may authorize standing committees without regular and recurring duties, if they request to be put on a stand-by basis, to meet once a semester and otherwise be on the call of the Senate or the Executive Committee or of a majority of the Committee concerned as the need for the activity of such committees may arise. The Executive Committee shall have the power to call the Senate into extraordinary session, and shall have such powers, functions and duties as the Senate may delegate to it during periods when the Senate is not in session.

The Executive Committee shall serve as a continuing liaison between the University Senate and the central administration. The Executive Committee may create subcommittees and may delegate any of its powers, functions, and duties. The Executive Committee shall participate pursuant to the Statutes of the University and the By-Laws of the Trustees, in the selection of University
Professors, the President of the University, the Provost or Provosts, and six Trustees. In performing these functions, the Executive Committee or the appropriate subcommittee thereof shall act in executive session and in a confidential manner and shall not be required to report its deliberations or actions to the Senate as a whole.

To the extent possible, officers of instruction may be allowed a reduction in their teaching loads and students may be granted appropriate credit for serving as members of the Executive Committee.

(2) **Committee on Education**

The Committee on Education shall consist of 19 members apportioned as follows: 8 tenured faculty, 3 non-tenured faculty, 4 students at least one of whom will be a graduate student, 2 administrators, 1 alumnus and 1 library staff. The Committee on Education shall review, and may from time to time recommend, plans and policies relating to the educational system of the University. The Committee shall receive ideas, recommendations, and plans for educational innovations from members of the faculty and others. The Committee shall inform itself of conditions in the several schools, faculties and departments, and propose measures needed to make the most effective use of the resources of the University for educational purposes.

The Committee shall examine new online/distance learning and multimedia learning applications to understand their broad academic implications and to recommend policy, procedures, and monitoring in consultation with the committees on Libraries and Digital Resources and on Information and Communications Technology. It will evaluate the extent to which these enterprises enhance the core mission of the University.

(3) **Committee on Budget Review**

The Committee on Budget Review shall consist of 12 members, all of whom shall be members of the Senate. The membership of the Committee shall consist of 5 tenured faculty representatives, 2 non-tenured faculty, 2 student representatives, 1 alumnus, 1 officer of research, and the Chairperson of the Executive Committee or his or her designee serving ex officio. The Budget Review Committee shall review the annual budget of the University after its adoption to assure its general conformity with short-range and long-range priorities of the University and expressions of policy by the Senate. The Chairperson of the Budget Review Committee or his or her designee may sit with the appropriate committee of the administration when it formulates its budget policy guidelines for the coming year and when categories of the budget are discussed or adopted. The Budget Review Committee shall report its activities to the Senate and shall bring to its attention any instance of non-compliance of the budget with the existing priorities or policies and any other allocations which, in the Committee’s opinion, are not in the best interests of the University.

(4) **Committee on Campus Planning and Physical Development of the University**

The Committee on Campus Planning and Physical Development of the University shall consist of 16 members apportioned as follows: 5 tenured faculty, 2 non-tenured faculty, 2 administrators, 3 students, 1 alumnus, 1 library staff, 1 officer of research, and 1 administrative staff.

The primary mandate of the Campus Planning and Physical Development Committee is to review
and comment upon the processes for planning, reviewing, assigning priorities and implementing the University’s physical development assess how they impact the academic mission of the University. This shall include plans and projects to change space available for specific schools and departments as well as space for the well-being of the University community. The Committee will report to the Senate, President and Trustees whether major projects have been properly reviewed and serve the best interests of the University. In addition, the Committee will work with the administration and appropriate committees of the Trustees in reviewing, with respect to the University’s academic goals, the long-term physical development plans of the University, for the campus and for off-campus properties, and the effects of those plans on the community. The Committee shall meet periodically with the appropriate vice president and his or her designates to discuss the status of planned and ongoing major capital improvements for the University. In addition, the Committee shall regularly receive reports from pertinent departments and committees charged with academically relevant aspects of physical development. The Committee may also advise the administration and the Trustees on faculty, student and staff concerns, priorities and particular projects related to campus planning and physical development. The Committee shall work closely with the Committees on Education, Budget Review, and Libraries and Digital Media so that developmental plans may bear close relationship to the fulfillment of educational policies and purposes. The Committee shall also work closely with the Committee on External Relations and Research Policy to minimize areas of conflict and maximize areas of cooperation with the community. On behalf of the Senate, the Committee shall also serve as a forum for reviewing reports of exceptional difficulties experienced with the academic physical plant, buildings, grounds and maintenance.

(5) Committee on Faculty Affairs, Academic Freedom and Tenure

The Committee on Faculty Affairs, Academic Freedom and Tenure shall consist of 17 members, of whom 13 shall be tenured faculty and 4 non-tenured faculty. One of its members shall also be a member of the Committee on Rules of University Conduct. It shall have jurisdiction of all matters relating to terms and conditions of academic employment including, but not limited to, tenure and academic freedom, academic advancement, sabbatical and other leaves, faculty conduct and discipline, retirement, faculty housing and other faculty perquisites. The Committee shall also review and, when appropriate, recommend revision of policies governing the appointment of persons to named chairs.

The Committee on Faculty Affairs, Academic Freedom and Tenure, or one of its subcommittees shall also sit as board of appeal on faculty grievances. When acting in such judicial capacity the Committee, or its subcommittee, shall function in a confidential manner and shall not be required to report its deliberations to the Senate as a whole. With the consent, or at the request of the petitioner, however, the Committee or its subcommittee may make public its recommendations and reasons therefore.

(6) Committee on Student Affairs

The Committee on Student Affairs shall consist of all 24 student Senators, as well as one non-Senator observer from Union Theological Seminary. One of its members shall also be a member of the Committee on Rules of University Conduct. Its jurisdiction shall cover matters of student life including, but not limited to, student organizations, student housing, extracurricular activities and student concerns in the community. The Committee’s jurisdiction, however, is restricted to matters of University-wide student concerns, and to concerns of students in more than one faculty
or school. Where student interests are closely related to the interests of other groups in the University, the Committee shall cooperate with other appropriate committees of the Senate.

(7) **Committee on External Relations and Research Policy**

The Committee on External Relations and Research Policy shall consist of 18 members apportioned as follows: 7 tenured faculty, 2 non-tenured faculty, 3 students, 2 administrators, 1 library staff, 1 alumnus, 2 officers of research. The Committee shall review and recommend policies for the University's external relations involving instruction, research, and public affairs, including community relations. The Committee's purview will include the University's research strategies and its relations with private and public sponsoring agencies, as well as the University's strategies for enhancing its local, national, and international reputation through its connections with other academic institutions, governmental agencies, the media, and the surrounding community. The Committee shall meet periodically with the Vice President for Public Affairs and his or her designates.

(8) **Committee on Rules of University Conduct**

The Committee on Rules of University Conduct shall consist of 16 members apportioned as follows: 4 tenured faculty, 2 non-tenured faculty, 5 students, 2 administrators, 1 library staff, 1 officer of research, and 1 administrative staff. One of its members shall also be a member of the Committee on Faculty Affairs, Academic Freedom and Tenure, and one shall also be a member of the Student Affairs Committee. It shall have jurisdiction to review and recommend revision of rules of University conduct, as well as the means of enforcing those rules. In matters pertaining to rules of conduct and tribunals for faculty, the Rules Committee shall consult with the Faculty Affairs Committee, and in matters pertaining to such rules and tribunals for students, it shall consult with the Student Affairs Committee. In matters pertaining to rules of conduct and tribunals for research officers, the Rules Committee shall consult with the Research Officers Committee. The Committee shall, to the extent appropriate, incorporate its proposals in the form of amendments to the University Statutes and shall submit the same to the University Senate as a whole, to become effective upon adoption by the Senate with the concurrence of the Trustees.

(9) **Committee on Alumni Relations**

The Committee on Alumni Relations shall consist of seven members apportioned as follows: 1 tenured faculty, 1 non-tenured faculty, 1 student, 1 administrator, 1 officer of research, and 2 alumni. The Committee shall encourage more effective communication with alumni. The Committee shall stimulate alumni loyalty and support for the University and shall serve as liaison between the University Senate and various alumni groups. The Committee shall work with the administration in the furtherance of these purposes.

(10) **Committee on Honors and Prizes**

The Committee on Honors and Prizes shall consist of 15 members apportioned as follows: 6 tenured faculty, 2 non-tenured faculty, 2 students, 2 administrators, 1 library staff, 1 officer of research and 1 alumnus. The Committee on Honors and Prizes shall recommend policies relating to the award of University prizes and honors to persons who are not members of the University.
The Committee shall consider and report to the Senate standards and policies (not inconsistent with such limitations as may legally bind the University under specific endowments or grants) for the award of honorary degrees, the University Medal for Excellence, the various categories of the Pulitzer Prize and other similar evidences of academic recognition. The Committee shall work with the President and the Trustees in the selection of recipients for honorary degrees and prizes. In deliberating on nominations for prizes and honors, the Committee may act in executive session and in confidential manner, and shall not be required to report its deliberations or actions to the Senate as a whole.

(11) Committee on Libraries and Digital Resources

The Committee on Libraries and Digital Resources shall consist of 17 members apportioned as follows: 6 tenured faculty, 2 non-tenured faculty, 3 students at least one of whom will be a graduate student, 2 administrators, 2 officers of the libraries, 1 officer of research, and 1 alumnus. The Committee shall review and recommend University policies relating to the University's libraries, information resources, and academic computing programs. The Committee shall attend to all aspects of the University's storage, accessing and retrieval of information whether in analog or in digital form, and to all aspects of information services that support the academic work of the University, in consultation with other Senate committees (e.g., the Education Committee and the Committee on Information and Communications Technology).

(12) Committee on Senate Structure and Operations

The Committee on Senate Structure and Operations shall consist of 13 members apportioned as follows: 6 tenured faculty, 1 non-tenured faculty, 2 students, 2 administrators, 1 officer of research, and 1 administrative staff. The Committee shall observe and review the operations and effectiveness of the University Senate and make recommendations for the improvement of the structure and operations of the Senate, through statutory amendment and otherwise. The Committee shall be the University Senate's committee on the Senate's rules and procedures.

(13) Research Officers Committee

The Research Officers Committee shall consist of 9 members, including all 6 elected senators representing Officers of Research, and 3 other Officers of Research, who shall be nominated by the 6 research senators with a view to achieving balance among the different ranks of officers in the constituency and among the campuses represented, and who shall be approved by the Executive Committee. The Research Officers Committee shall have jurisdiction to consider all matters relating to the terms and conditions of research officers’ academic employment, including, but not limited to, promotion, leaves of absence, retirement, academic freedom, academic advancement, benefits, housing, the conduct and discipline of research officers, and other perquisites of research officers.

(14) Committee on Housing Policy

The Committee on Housing Policy shall consist of 11 members apportioned as follows: 4 tenured faculty, 2 non-tenured faculty, 2 students, 2 administrators, and 1 research officer. The student members shall be from among those housed by the Columbia corporation. The Committee on Housing Policy shall review and recommend policies relating to housing provided to University
students, faculty and other employees, including those pertaining to rent or occupancy charges, the assignment of housing, and the condition and renovation of Institutional Real Estate and residence buildings and units.

15) **Committee on Information and Communications Technology**

The Committee on Information and Communications Technology will consist of 13 members including 5 faculty; 2 students, at least one of whom shall be a graduate student; 1 alumnus/a; 1 officer of the libraries; 1 research officer; 1 administrative staff member whose work involves technology management; and 2 administration members at least one of whom works in technology management. One of the faculty members shall be familiar with the University's computing facilities, and one student member shall be a graduate student and frequent user of the University's computer facilities.

The Committee shall review and recommend University policies relating to the University's technology systems and services and network infrastructure. The Committee shall attend to all aspects of the University's administrative computing, telecommunications services, computing facilities, and hardware and software systems that support the work of the University, in consultation with other Senate committees (e.g., the Education Committee and the Libraries and Digital Resources Committee).
§20. Membership The University Senate shall be a unicameral body whose membership shall be composed of representatives from the following categories:

a. Administration members

1. The President
2. The Provost (or if there is more than one provost, the provost designated by the President)
3. The dean of the faculty of the Graduate School of Arts and Sciences
4. The dean of Columbia College
5. Five members, who shall be appointed by the President, from among officers of administration who are part of the central administration and administrators of faculties

b. Faculty members

1. Forty-two officers of instruction having an appointment without stated term as professor or associate professor as defined in Sections 60 and 61, to be elected from and by such officers of instruction, subject to the provisions of Section 21
2. Sixteen officers of instruction having an appointment for a stated term as defined in Sections 60 and 61 to be elected from and by such officers of instruction, subject to the provisions of Section 21

c. Student members

Twenty-two students as defined in Section 381 to be elected from and by such students as provided in Section 21, one student from Barnard College to be elected from and by the students of Barnard College as provided in Section 21, and one student from Teachers College to be elected from and by the students of Teachers College as provided in Section 21

d. Affiliated institution members

1. Two representatives of the faculty of Barnard College
2. Subject to renegotiation of the existing affiliation agreement with Teachers College, two representatives of the faculty of Teachers College
3. Subject to renegotiation of the existing affiliation agreement with the Union Theological Seminary, one representative of the faculty of the Union Theological Seminary
e. Professional library staff members

Two members who shall be elected from and by those persons holding a full-time trustee or presidential appointment to the professional library service.

f. Research members

Six members who shall be elected from and by those persons designated as senior research scientist or senior research scholar, research scientist or research scholar, associate research scientist or associate research scholar, postdoctoral research scientist, postdoctoral research scholar, or postdoctoral research fellow, senior staff associate and staff associate, as defined in Section 62 of these Statutes, and who are not entitled to vote as officers of instruction.

g. Administrative staff members

Two members who shall be elected from and by those persons having an appointment from the President or the Secretary of the University, or who are in Grade VII or above of the University Personnel Classification System for officers of administration and supporting staff and who are not entitled to vote in any other category for members of the University Senate.

h. Alumni members

Two alumni members who shall be chosen by the Alumni Council of the Alumni Federation of the University.

§21. Elections, eligibility, recall, and term of office

a. Election of faculty members

1. The forty-two memberships for officers of instruction having an appointment without stated term as professor or associate professor as defined in Sections 60 or 61 shall be apportioned by the University Senate biennially among the Faculties of the Columbia Corporation in proportion to the number of such officers of instruction; provided, however, that each such faculty, other than the Faculties of Arts and Sciences and Health Sciences, which shall not be entitled to elect any members, shall be entitled to elect at least one member; and for the purposes of this paragraph (1), apportionment and election of members from the Faculties of the College, General Studies and the Graduate School of Arts and Sciences, treated as one group, shall be among the three disciplines of the Social Sciences, Humanities, and Pure Sciences, respectively, as specified in Section 153 of the Statutes.

2. The sixteen memberships for officers of instruction with stated term shall be apportioned by the University Senate biennially among the Faculties of the Columbia Corporation other than the Faculties of Arts and Sciences and Health Sciences. All such officers of instruction having an appointment as preceptor, associate, lecturer, instructor, and assistant professor, regardless of whether all such officers are full time...
or parttime, shall be entitled to vote. Officers of instruction having an appointment with a stated term above that of assistant professor also shall be entitled to vote in this category. For the purposes of this paragraph (2), apportionment and election of members from the Faculties of the College, General Studies and the Graduate School of Arts and Sciences, treated as one group, shall be among the three disciplines of the Social Sciences, Humanities, and Pure Sciences, respectively, as specified in Section 153 of the Statutes.

b. Election of student members

The twenty-four memberships for students shall be apportioned by the University Senate biennially as follows: twenty-two among the faculties of the Columbia Corporation; provided, however, that at least one student member shall be elected from each Faculty other than the Faculties of Arts and Sciences and Health Sciences; two additional student members shall be elected from the Faculty with the largest number of full-time students; one additional student member shall be elected from each of the Faculties with the next largest number of students, until the limit of twenty-two student seats for the Columbia Corporation is reached; one student member shall be elected from Barnard College; and one student member shall be elected from Teachers College. For the purposes of this subsection (b), the Faculty of the Graduate School of Arts and Sciences shall be treated as consisting of three separate faculties, comprised of the disciplines of the Social Sciences, Humanities, and Pure Sciences, respectively, as specified in Section 153 of the Statutes.

c. Election of members from professional library staff and administrative staff

Two members shall be elected from and by the professional library staff and administrative staff.

d. Election of members from officers of research

The six memberships for officers of research shall be apportioned by the University Senate biennially as follows: four among officers of research members designated as senior research scientist or senior research scholar, research scientist or research scholar, and associate research scientist or associate research scholar; one additional research officer member shall be elected from those persons designated as postdoctoral research scientist, postdoctoral research scholar, or postdoctoral research fellow; and one additional research officer member shall be elected from those persons designated senior staff associate or staff associate.

e. Representatives from affiliated institutions

Each of the affiliated institutions shall choose representatives from among their respective faculties to serve as members in such manner as each of them may determine.

f. Direct and indirect elections

All members elected under subsections (a), (b), and (c) shall be chosen by direct election, except that student members may be chosen by indirect election as hereinafter provided. If the indirect election method is chosen, then the student
member of the University Senate shall be elected by the elected student governing body of the faculty from which the student member of the University Senate is being chosen. Such choice shall be exercised only by a referendum of the students within such faculty and shall stand unless and until reversed by a succeeding referendum. If there is no elected student governing body of the faculty which is authorized to hold indirect elections, and if either a seat assigned to a student member has remained vacant for six months or longer, or elections have failed to fill such a seat, then a member may be elected from one or more departments within that faculty in rotation, as may be prescribed by the body designated of the University Senate, to administer University Senate elections.

g. **Time of election and term of office**

There shall be two regular election periods each year, one in the spring and one in the fall. The regular term of office for each member shall be as follows:

1. For each member elected in the spring elections, the term of office shall begin fourteen days before the day of Commencement next following his or her election and shall be for two years; provided that a member elected to a vacant seat shall assume office immediately; and provided further that if the spring elections are not completed by the date set for the beginning of his or her term, the member shall assume office immediately upon the completion of the elections.

2. For each member elected in the fall elections, the term of office shall commence immediately upon election and shall expire fourteen days before the day of the second Commencement next following his or her election.

3. For each appointed member, the term of office shall commence immediately upon appointment and shall expire fourteen days before the day of the second Commencement next following his or her appointment.

It shall be the responsibility of each member to advise the commission supervising elections of members to the University Senate, as early as possible, if he or she will be unable to serve his or her full term. When such commission is so advised, provision will be made to vote, at the next election, for a member to fill the anticipated vacancy. The term of such member shall be the same as that of all other members elected in the same election period, except that if the seat is occupied at the time of election, the term shall commence upon the effective date of resignation of the retiring member.

Except as provided in subsection (f), any vacancy occurring between election periods shall be filled in the same manner in which the original member was chosen, and the term of office for each member so elected shall commence immediately upon election and shall expire fourteen days before the day of the second Commencement next following the election. The Executive Committee of the University Senate may designate a day for the expiration of terms and beginnings of new terms different from the date set herein, if such a redesignation is necessary to allow for an orderly transition of the work of the University Senate from one session to the next. No person shall be disqualified from election because he or she will be a member of the category from which he or she is elected for less than two years. However, his or her membership shall terminate when he or she is no longer a member of the category from which he or she was elected.
h. Recall

Every elected member shall be subject to recall. Upon petition signed by one-fourth of the number of members of the category from which the member was elected, a recall election shall be held. A majority of votes cast for recall shall cause the recall of the member and his or her membership shall thereupon become vacant.

The provisions of subsection (f) shall also apply to recall elections.

§22. Duties It shall be the duty of the University Senate:

a. to report to the Trustees its opinion as to any exercise of power proposed by a faculty under Section 35;

b. to submit such proposals to the Trustees or to the president or to the several faculties as in its judgment may serve to increase the efficiency of University work;

c. to consider any question that may arise as to the conduct or efficiency of any officer of administration or instruction, and to report thereon to the Trustees through the president.

§23. General policies Subject to the reserve power of the Trustees and the provisions of Section 25, the University Senate shall be a policy-making body which may consider all matters of University-wide concern, all matters affecting more than one faculty or school, and all matters pertaining to the implementation and execution of agreements with the other educational institutions that are now or may hereafter become affiliated with the University. Without limitation by enumeration the University Senate shall

a. develop and review plans and policies to strengthen the educational system of the University;

b. work on the long-range master plan for the physical development of the University; recommend ways in which it can be improved; and keep the same under continuing review;

c. work for the advancement of academic freedom and the protection of faculty interests;

d. work for the promotion of student welfare and the enhancement of student life;

e. initiate and review policies to govern the University’s relations with outside agencies for research, instruction, and related purposes;

f. foster policies for cooperative and mutually beneficial relations with the neighboring community;

g. review by broad categories the annual budget of the University after its adoption and advise the Trustees as to its general conformity with the goals of the University;

h. consider and recommend policies relating to the awarding of University prizes and honors, and assist the Trustees in the selection of recipients of such prizes and honors;

i. promulgate a code of conduct for faculty, students, and staff and provide for its
j. initiate proposed changes in Chapter II of these Statutes which have been passed by a vote of at least three-fifths of all incumbent members of the University Senate.

§24. Powers The University Senate, subject to the reserve power of the Trustees and the provisions of Section 25, shall have power, and it shall be its duty:

a. *Academic correlation*: to secure the correlation of courses offered by the several faculties and administrative boards; to adjust all questions involving more than one faculty or administrative board;

b. *Degrees*: to prescribe, by concurrent action with the appropriate faculty or administrative board, the conditions upon which the following degrees shall be conferred and to recommend candidates for such degrees:

- Doctor of Philosophy (Ph.D.) — Faculty of the Graduate School of Arts and Sciences and Administrative Board of the Graduate School of Arts and Sciences
- Doctor of the Science of Law (J.S.D.) — Faculty of Law
- Doctor (J.D.) — Faculty of Law
- Doctor of Medical Science (Med.Sc.D.) — Faculty of Medicine
- Doctor of Medicine (M.D.) — Faculty of Medicine
- Doctor of Dental Surgery (D.D.S.) — Faculty of Dental and Oral Surgery
- Doctor of Physical Therapy (D.P.T.) — Faculty of Medicine
- Doctor of Nursing Practice (Dr.N.P.) — Faculty of Nursing
- Doctor of Nursing Science (D.N.Sc.) — Faculty of Nursing
- Doctor of Public Health (Dr. P.H.) — Faculty of Public Health
- Doctor of Education (Ed.D.) — Faculty of Teachers College
- Doctor of Engineering Science (Eng.Sc.D) — Faculty of Engineering and Applied Science
- Doctor of Social Welfare (D.S.W.) — Faculty of Social Work
- Doctor of Musical Arts (D.M.A.) — Faculty of the Arts
- Doctor of Library Science — Faculty of Library Service
- Master of Philosophy (M.Phil.) — Faculty of the Graduate School of Arts and Sciences and Administrative Board of the Graduate School of Arts and Sciences
- Master of Architecture (M. Arch.) — Faculty of Architecture, Planning and Preservation
- Master of Arts (M.A.) — Faculties of the Graduate School of Arts and Sciences, Teachers College, Journalism, Union Theological Seminary, and the Administrative Board of the Graduate School of Arts and Sciences
- Master of Science (M.S.) — Faculties of Medicine, Engineering and Applied Science, Teachers College, Architecture, Planning and Preservation, Journalism, Dental and Oral Surgery, Social Work, Business, Nursing, Public Health, and Continuing Education
- Master of Business Administration (M.B.A.) — Faculty of Business
International Affair (M.I.A.) — Faculty of International and Public Affairs
Master of Public Administration (M.P.A.) — Faculty of International and Public Affairs
Master of Laws (LL.M.) — Faculty of Law
Master of Public Health (M.P.H.) — Faculty of Public Health
Master of Fine Arts (M.F.A.) — Faculty of the Arts
Master of Comparative Law (M.C.L.) — Faculty of Law
Master of Education (Ed.M.) — Faculty of Teachers College
Master of Arts in Teaching (M.A.T.) — Faculty of Teachers College
Master of Public Health (M.P.H.) — Faculty of the Graduate School of Arts and Sciences
Bachelor of Arts (B.A.) — Faculties of Columbia College, Barnard College, General Studies, and Teachers College
Bachelor of Science (B.S.) — Faculties of General Studies and Engineering and Applied Science

c. **Certificates:** to prescribe the conditions upon which the following certificates, and such other certificates as the University Senate may from time to time approve, shall be awarded upon recommendation of the several faculties, administrative boards, or committees:

Certificate in Dentistry — Faculty of Dental and Oral Surgery
Certificate in Advanced Education in General Dentistry — Faculty of Dental and Oral Surgery
Certificate in Orthodontia — Faculty of Dental and Oral Surgery
Certificate in Peridontia — Faculty of Dental and Oral Surgery
Certificate in Pediatric Dentistry — Faculty of Dental and Oral Surgery
Certificate in Prosthodontics — Faculty of Dental and Oral Surgery
Certificate in Endodontics — Faculty of Dental and Oral Surgery
Certificate in Occupational Therapy — Faculty of Medicine
Certificate in Physical Therapy — Faculty of Medicine
Certificate in Psychoanalytic Training — Faculty of Medicine
Certificate in Maternity Nursing — Faculty of Nursing
Certificate in Critical Care — Faculty of Nursing
Certificate in Nurse Anesthesia — Faculty of Nursing
Certificate in Critical Care in Oncology — Faculty of Nursing
Certificate in Nurse Midwifery — Faculty of Nursing
Certificate in Primary Care (Adult) — Faculty of Nursing
Certificate in Primary Care (Family) — Faculty of Nursing
Certificate in Primary Care (Geriatric) — Faculty of Nursing
Certificate in Primary Care (Neonatal) —
Faculty of Nursing Certificate in Primary Care (Pediatric) — Faculty of Nursing
Certificate in Psychiatric/Mental Health Nursing — Faculty of Nursing Professional
Certificate in Social Work — Faculty of Social Work
Certificate of East Asian Institute — Administrative Committee, East Asian Institute
Certificate of Institute on Western Europe — Administrative Committee, Institute on Western Europe
Certificate of The Harriman Institute — Administrative Committee, The Harriman Institute
Certificate of Middle East Institute — Administrative Committee, Middle East Institute
Certificate of Institute of Latin American and Iberian Studies — Administrative Committee, Institute of Latin American and Iberian Studies
Certificate Program of East Central European Studies — Coordinating Committee, East Central European Studies
Certificate in Advanced International Reporting — Faculty of Journalism Certificate in Advanced Science Writing Program — Faculty of Journalism Certificate in Advanced Librarianship — Faculty of Library Service
Certificate in Library and Archives Conservation — Faculty of Library Service
Teachers College Professional Diploma — Faculty of Teachers College Certificate for Postdoctoral Respecialization in School Psychology — Faculty of Teachers College
Certificate in Advanced Social Welfare — Faculty of Social Work Certificate in Medieval and Renaissance Studies — Faculty of the Graduate School of Arts and Sciences
Certificate in Conservation Biology — Faculty of the Graduate School of Arts and Sciences
Certificate in Environmental Policy — Faculty of the Graduate School of Arts and Sciences

d. College courses: to prescribe, by concurrent action with the Faculties of Columbia College, Barnard College, and General Studies, severally, the extent to which courses offered by other faculties and leading to graduate or professional degrees or diplomas shall be included in the programs of studies under those faculties, and the conditions upon which such courses may be elected by candidates for a nonprofessional first degree;

e. Barnard College: to prescribe the manner in which the degree of bachelor of arts conferred upon graduates of Barnard College shall be maintained at all times as a degree of equal value with the degree of bachelor of arts conferred upon the graduates of Columbia College;

f. Other institutions: to adopt regulations, subject to approval by the Trustees, providing for the proper execution, as regards educational matters, of agreements that are now in existence or that may hereafter be made between the University and such other educational institutions as are now or may hereafter become affiliated with the University,
and to prescribe what degrees, diplomas, and certificates may be granted by said institutions and the conditions for granting the same;

g. *Summer Session:* to adopt regulations governing the relation of instruction in the Summer Session to the other work of the University;

h. *Fellowships and scholarships:* to determine the conditions upon which fellowships and university scholarships shall be awarded, to appoint all fellows and university scholars, and to make rules for their government, subject to such restrictions as may be prescribed by the Statutes or by the terms upon which the several fellowships and university scholarships are established;

i. *Academic Calendar:* to fix, annually in advance the Academic Calendar, the dates for entrance and final examinations, the date of Commencement, and the order of Commencement exercises;

j. *Research bureaus:* to encourage original research and to authorize the establishment of research bureaus to be conducted by a faculty or by one or more departments under such terms as the University Senate may prescribe;

k. *Libraries:* to advise in such matters pertaining to the administration of the libraries as may be laid before it by the provost or provosts or by the University librarian;

§25. Limitations of powers

a. Unless Trustee concurrence is required, acts of the University Senate under Sections 22 and 23 shall become final on passage. In all matters involving a change in budgetary appropriations; involving the acquisition or disposition of real property, affecting contractual obligations of the University, or as required by law, such concurrence shall be required. In all other matters, the action of the University Senate will be final unless the president shall advise the University Senate not later than its next regularly scheduled meeting that Trustee concurrence is necessary. Acts of the University Senate under Sections 22 and 23 shall be concurred in or not concurred in by the Trustees by the second stated meeting of the Trustees following the submission of the University Senate’s action to the Trustees, except when the Trustees shall advise the University Senate of their need for a longer specified period of time to consider such actions. Whenever the Trustees do not concur in an act of the University Senate under Sections 22 and 23, they shall return the measure to the University Senate with an explanation of the reason for their action.

b. No exercise of the powers conferred on the University Senate by Section 24 which involves a change in the educational policy of the University in respect to the requirements of admission or the conditions of graduation shall take effect until the same shall have been submitted to the Trustees at one meeting and another meeting of the Trustees shall have been held.

c. Notwithstanding the provisions of subsections (a) and (b), the president may convene a special meeting of the University Senate within fifteen class days of any University Senate action, and may request it to reconsider such action.

§26. Bylaws and committees The University Senate shall have the power to organize itself and to
make all such Bylaws and regulations for its own proceedings as shall not contravene the Charter of the University or these Statutes. Such Bylaws shall be amended only by a three-fifths vote of all incumbent members of the University Senate. Any such Bylaws and regulations may provide for such committees as may be necessary or desirable. Such committees shall include an Executive Committee. The Executive Committee of the Trustees shall work with the Executive Committee of the University Senate in the nomination of six Trustees as provided by the Bylaws of the Trustees. The Trustees shall work with the Executive Committee of the University Senate in the selection of a President of the University as provided in the Bylaws of the Trustees. The president shall work with the Executive Committee of the University Senate in the selection of the provost or provosts as provided in Section 50. The Executive Committee of the University Senate shall participate in the appointment of University Professors as provided in Section 61.

§27. Meetings The University Senate shall meet regularly as provided in its Bylaws. Special meetings shall be held on the call of the President and in accordance with its Bylaws. The president shall be the presiding officer of the University Senate. In the absence of the president, the chairman of the Executive Committee of the University Senate shall preside.

§28. Staff The University shall furnish, to the extent provided for in the University's budget, assistance to the University Senate as a whole and to its committees in connection with its official business, as may be authorized by the Executive Committee of the University Senate.
RULES OF PROCEDURE OF THE UNIVERSITY SENATE

The Columbia University Senate is governed by the current edition of Robert’s Rules of Order and, in addition, by those rules appearing below which have a particular application to this body.

RULE 1

MEETING TIME. Meetings of the Senate shall be convened at 1:15 P.M. and adjourned at 5:00 P.M. Prior to 5:00 P.M., the Chairman may entertain a motion for adjournment or for an extension of time. Unfinished business shall be held over until, and placed on the agenda for, the next regular or special meeting of the Senate.

RULE 2

WRITTEN RESOLUTIONS. Members making proposals or amendments on the floor shall immediately transmit them in writing to the President.

RULE 3

COMMUNICATION WITH NON-SENATORS. Only members of the Senate and those persons specified in Section 1 (g) of the By-Laws may address the Senate when it is in session. Other persons wishing to communicate with the entire body of the Senate may do so in writing, and the Secretariat shall distribute such written communication to all Senators provided that 125 copies are deposited with it at least 24 hours prior to any particular session. On extraordinary occasions, the Senate may, by a two-thirds vote taken at any session, schedule a convocation of the Senate to hear persons who wish to address it or whom the Senate wishes to invite to address it. At such convocation no business shall be transacted and no motion or vote shall be in order. Upon recommendation of the Executive Committee, the Senate may decide, by a two-thirds vote, to hear speakers not covered in the above provision.

RULE 4

RECORD VOTE. By a one-third vote of the members present and voting, a written and signed ballot may be taken on substantive questions. Tellers will make an immediate count of the votes, and after the result has been announced, the Secretariat will proceed to register the individual members' votes for release at the end of the meeting.

RULE 5

UNANIMOUS CONSENT. When the Committee on Education reports to the Senate concerning minor changes in degree requirements or degree-granting programs, it may ask that such resolutions be adopted by unanimous consent. Copies of these resolutions must have been circulated in advance to all members of the Senate and to the deans of all divisions of the University. If, at the conclusion of the reading of the relevant resolution or at any other time within 30 days following the sending out of such information, no objection has been made by any senator, the recommendations of the Committee on Education shall be regarded as having been formally adopted at the close of the second plenary meeting following the original report.

RULE 6

SUSPENSION OF THE RULES. A motion to suspend the rules, if there is objection, shall not pass except by a three-fifths vote of all incumbent members of the Senate.
Guidelines on Confidentiality and Release of Information by Senate Committees

Updated: April 29, 2011

Executive Summary

In general, the records of plenary meetings of the University Senate are public in order to involve the largest number of University Community members and further self-government and records of Senate committees are confidential in order to most fruitfully advance the work of these committees. It is intended that, in general, these committee records will remain confidential for 50 years. Additionally, a procedure is set forth in the event that a request is made for scholarly use of this material before this confidentiality period is over.

A. Introduction

1. The primary purpose of the Senate is to further self-government by the University community. Such self-government requires the involvement of the largest possible number of members of the University in discussion of problems before the University, and in the formation of a consensus. To surround deliberations of the Senate with secrecy would be to frustrate the intentions of the community in creating the Senate, and would exclude the rest of the University community from sharing in the making of decisions.

2. However, decisions and work within Senate committees are advanced more fruitfully without publicity at every stage. In initial discussions, before fixed positions are arrived at, the comments and the thoughts of the members of committees should not be inhibited by the fear of publication. That is, members of committees should be able to seek solutions without concern that everything said is subject to public scrutiny.

3. Additionally, information of a confidential nature may be presented to a committee by, for instance, the University Administration. For a list of examples, see section C.8. Such matters can be recognized and so designated by each committee. Reporting of the details of all such confidential material should be withheld unless the source of the information has deemed it acceptable to report. Individual committee members who do not agree with a committee majority with respect to confidentiality of an impending agenda item should feel free to absent themselves from its discussion.

4. Three Senate committees in particular, as per their mandates, are customarily required to maintain confidentiality in specific work they routinely consider. These are the Executive Committee, the Committee on Honors and Prizes, and the Committee on Faculty Affairs, Academic Freedom, and Tenure. The Executive Committee considers decisions involving the selection of trustees and other personnel for leading positions and the recruitment of administrators. The Committee on Honors and Prizes recommends names for the bestowal of honors. The Committee on Faculty Affairs, Academic Freedom, and Tenure hears grievances. This portion of the work of these three committee needs to be kept confidential, because (1) if, for example, in the search for a president the names are made public, embarrassment could ensue if the person whose name has leaked out is either not asked or turns it down; (2) in the case of competition in the awarding of honors, the ones not honored but who have been rumored to be the recipients of honors suffer
disappointment and public chagrin; and (3) confidentiality protects the reputations of all parties involved in the grievance process.

5. Within the limits outlined above, individual members of committees are free and encouraged to state their positions on current questions but not to release information on confidential matters as defined in the Senate By-Laws or by agreement of each committee.

B. Definitions

1. Committee: Any form of a committee established by the University Senate or by any of its committees. Such committees include Standing Committees, Commissions, Ad Hoc Committees and Sub-Committees.

2. Records: Committee minutes, internal reports, and other documents prepared for, or by, or submitted to, a committee.

C. Specific Recommendations

1. By default, committees operate in executive session, attended only by committee members and invited guests. Records from such meetings are confidential, following the guidelines laid out in Paragraphs A.2, A.3, and A.4.

2. Committees may vote to make their meetings open, entirely or in part, with non-members in attendance and non-confidential records, following the guidelines laid out in Paragraphs A.2, A.3, and A.4.

3. Each committee should make available after each meeting a public version of the agenda for that meeting, following the guidelines laid out in Paragraphs A.2, A.3, and A.4.

4. Each committee should make a public report on at least a yearly basis to the Senate to apprise the Senate and the University community of the issues the Committee has taken up during the past year. In making their reports, committees shall follow the guidelines laid out in Paragraphs A.2, A.3, and A.4.

5. If it is necessary for someone to speak on behalf of a committee as a whole, the chair should do this, unless someone else is specifically designated by the committee.

6. Recognizing the multi-decade career at the University of many Senate committee members, the only way to insure that members are uninhibited in their full participation in committee work is to provide that their deliberations will not become public until long after the issues have ceased to be of current interest. With this document the Senate adopts a [50] year confidentiality rule (the length of which matches that which currently exists in the University Archives for the records of the University Board of Trustees), subject to the need to comply with lawful legal process.

7. The Senate recognizes that
a. Some information the disclosure of which might expose the University to adverse legal consequences should not be made available;
b. Information from individual educational records of living students or living former students should not be available unless the student or former student grants access in writing. Information about deceased students is not available for a period of 25 years;
c. Information from individual employment records of living, current, or former faculty members, administrators, or other employees should not be available unless the person in question grants access in writing. Information about deceased faculty, administrators, or other employees is not available for a period of 25 years.

8. Information of a uniquely confidential nature is occasionally presented to committees of the University Senate with the understanding that this information is not to be disseminated to non-members of the committee. Such information may include, but is not limited to:
a. subject matter required to be kept confidential by the Board of Trustees, the Senate Bylaws, or University Statutes;
b. discussions regarding proposed, pending or current litigation, or intra-university conflict-resolution processes and external arbiters pertaining to matters that can be resolved outside of court;
c. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
d. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the University;
e. matters relating to negotiations of labor, vendor and other agreements;
f. matters of budgeting and finance;
g. matters of public safety of the University and its environs or personal safety of its affiliates where public disclosure would threaten either;
h. discussions surrounding potential candidates for honors and prizes awarded by the University.
i. or information regarding an ongoing law enforcement investigation where public disclosure would endanger the investigation or violate applicable state or federal law.

D. Procedural Considerations

The University promotes research through the use of the University's historical records. As a part of the University committed to the expansion of the world of ideas and knowledge, the Senate endeavors to meet the needs of scholarly inquiry. These needs must be balanced against the right of the University Senate committee members and those appearing before such committees to a
reasonable degree of privacy. With these considerations in mind, these policies are proposed to the University Senate to guide the administration of Senate committee records.

1. Committee records shall remain confidential for a period of 50 years to facilitate maximum cooperation with the Trustees and University administration, subject to the need to comply with lawful legal process.

2. Records are always available to the committee of origin, or in the case a committee has been discontinued, to the parent committee or to the committee assuming the functions of the discontinued committee.

3. Access will be given to individual items in a collection of records if they are at least 50 years old. If an item which is more than 50 years old is included among records less than 50 years old, access will be given to that item if it can be isolated from the collection.

4. Restrictions are not meant to hinder legitimate Senate use of records.

5. Requests may be made to view restricted records for purposes that are deemed to benefit the University as a whole, including those related to research. The Senate will respond to requests in the following manner:
   a. For senators requesting access to restricted records of committees on which they do not serve:
      i. The request must be submitted in writing to the committee in question. The request must discuss the rationale for the request.
      ii. The chair of the committee will, as a courtesy, forward the request to the chair of the Executive Committee and keep him or her informed throughout the process.
      iii. A decision must be reached by the committee and communicated within a reasonable time to the requestor. In the event that the decision is to deny access, it must be accompanied with a brief explanation.
      iv. In the event of a denial of access, or of restrictions upon and conditions to access, after two years the committee may consider requests for reconsideration by the requestor accompanied by a detailed and particularized justification for reconsideration.
   b. For non-Senators engaged in scholarly research requesting access to restricted records:
      i. The request must be submitted in writing to the Senate staff, to be referred to the chair or co-chairs (hereafter, collectively referred to as chair) of the Executive Committee. The request must explain the nature of the proposed use and demonstrate both the seriousness of the scholarly effort as well as the importance of the requested materials.
      ii. The request will be referred by the chair of the Executive Committee to the relevant Senate Committee or Committees.
      iii. The relevant committee or committees shall review and vote on the request.
iv. The request then will be considered by a Review Committee consisting of the Chair of the Executive Committee, the Chair of the relevant Senate committee or committees, and an attorney from the University's Office of the General Counsel. The Chair of the relevant committee or committees shall express the views of his or her committee. The decision to grant or deny access will be based on the merits of each case, weighing the needs of scholarship against the privacy rights of individuals and the legal interests of the Senate and the University.

v. In order to reach a decision, the Review Committee shall review the proposal, examine materials to which the requestor is requesting access, and discuss the case.

vi. A decision must be reached by the Review Committee and communicated within a reasonable time to the requestor. In the event that the decision is to deny access, it must be accompanied with a brief explanation.

vii. If the request is granted, restrictions may be placed upon access to and use of the requested materials. The requestor must respect these conditions.

viii. Decisions reached by the Review Committee shall be final, unless the requestor seeks reconsideration in accordance with paragraph ix below.

ix. In the event of a denial of access, or of restrictions upon and conditions to access, after two years the Review Committee may consider requests for reconsideration by the requestor accompanied by a detailed and particularized justification for reconsideration.

See: www.senate.columbia.edu/archives/reports_archive/10-11/confidentiality_guidelines_4-29-11.html
Other Aspects of University Governance and Ways to Become Involved

The University Senate, and the Student Affairs Committee in particular, works closely with a number of other University governance structures, some of which are listed below. To become involved in Columbia’s enterprise of shared governance, please contact us at senate@columbia.edu, and look out for the University-wide mailings with details of calls for nominations.

- The Advisory Committee on Socially Responsible Investing (ACSRI) advises the University Trustees on ethical and social issues that may arise in the management of investments in the University’s endowment. Following a University-wide call for applications in early spring, the Student Affairs Committee nominates four student members. Members of ACSRI serve two-year terms, meeting monthly from September to February and weekly from March to early-May.

- The Committee on Art Properties is charged with the stewardship of the University’s art collection. The primary function of the Office of Art Properties is to guide the development and use of the collection and to document, preserve, exhibit, and interpret its holdings. The Student Affairs Committee nominates one undergraduate student nonsenator to serve a one-year renewable term on the Committee whose members are appointed by the Provost and led by the Avery Librarian.

- The Interschool Governing Board (IGB) is charged with developing interschool relations, with a particular focus on bringing together undergraduate and graduate students. Working across all Columbia schools and affiliates, the Board recognizes and supports over forty student groups, involving more than 12,000 students. In addition to its dedicated student group activities, IGB reviews all campus media credential applications, convenes semesterly meetings of the leaders of all student councils and serves as primary sponsor of the graduate/professional school student event, Festifall.

- The Presidential Advisory Committee on Sexual Assault (PACSA) is charged with advising President Bollinger on issues related to the prevention of and response to gender-based misconduct, including sexual assault. The Student Affairs Committee nominates three student members - one student senator, one undergraduate student and one graduate student - following a University-wide call for nominations early in the fall semester. Members serve two-year terms.

- The University Judicial Board is the five-member, University-wide panel that hears charges of violations under the Rules of University Conduct and provides sanctions. The Tenured and Nontenured Faculty caucuses, Student Affairs Committee, and Noninstructional Officers (Research Officers, Librarians and Administrative Staff) each nominate five nonsenator members to the University Judicial Board. From these 15 nominees, the Executive Committee appoints five members, ten alternates, and the chair and vice chair of the University Judicial Board, with members serving three-year terms.
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