Appendix 1

THE CITY COLLEGE

REVISED GOVERNANCE PLAN

[Current text – Approved by Board of Trustees, June 28, 1999]

ARTICLE IX

Departmental Structure

Each Department and Program shall have a set of Bylaws, under which it will operate, which shall be ratified by a two-thirds vote of the members with Faculty rank of the Department. The Bylaws shall, minimally, include an Article on an executive committee in which, in each Department, the size shall be determined by the total number of Professors, Associate Professors, Lecturers, Instructors, and the full-time equivalent of part-time staff in comparable titles: five Faculty members for Departments with seventy-five or fewer; seven Faculty members for Departments with more than seventy-five but fewer than one-hundred; and nine Faculty members for Departments with one-hundred or more. The Chairman of the Department shall be a member of the Executive Committee, and he will also automatically serve as Chairman of the Executive Committee. He and the other members of the Executive Committee are to be elected at the same time, and for a term of three years. A majority of the Executive Committee shall consist of tenured persons in the Department. The Executive Committee shall serve as the Appointments Committee, the Personnel and Budget Committee (except as set forth below with respect to Faculty Tenure Procedures), and the Committee on Educational Policy of the Department.

The Executive Committee shall consider all matters related to appointments to the instructional staff, and reappointments thereto, without tenure; applications for sabbatical and other leaves; and the Departmental budget as submitted for approval by the Chairman. It shall transmit its recommendations to the appropriate Personnel and Budget Committee.

Faculty Tenure Procedures

Tenure of tenure-track faculty members shall be recommended by departmental tenure committees to the School or Divisional Personnel and Budget (“P&B”) Committee, which shall then make recommendations to the Review Committee (College-wide P&B Committee), which shall then make recommendations to the College President. In the case of departments that are not part of a school or division, tenure of tenure-track faculty members shall be recommended by departmental tenure committees to the Review Committee (College-wide P&B Committee), which shall then make recommendations to the College President.

There shall be established in each department a departmental tenure committee to consider reappointment with tenure (including reappointment with early tenure) of tenure-track faculty members. All tenured faculty members of the department shall be included as voting members of the departmental tenure committee.
members of the departmental tenure committee of a faculty member who is eligible for reappointment with tenure or who applies for early tenure, with the exception of faculty members on approved leaves of absence, unless such faculty members on approved leave notify the department chairperson of their intention to participate as voting members and attend relevant meetings of the departmental tenure committee. The department chairperson shall be the chairperson of each departmental tenure committee, except in the event that the department chairperson is not tenured and has been appointed department chairperson pursuant to a waiver granted by the Board of Section 9.1.b of the Board Bylaws, in which event the tenured faculty member who is most senior by reason of service as a tenured faculty member in the department shall be the chairperson of the departmental tenure committee. The positive votes of a majority of those eligible to vote shall be required for an affirmative recommendation for tenure.

The Bylaws of the Department shall also include a minimum requirement for stated meetings, and shall be consistent with the regulations of the Board of Trustees and The College. Department Bylaws, which shall exist as of the adoption of this document, shall be brought into conformity with this Governance plan.

To ensure student involvement on questions of appointments, reappointments and tenure, the voting Faculty members of each Department must select one of the following plans, by a vote of a majority of those eligible to vote at a regular meeting:

1. that there be elected annually, from among the Department majors and graduate students, two students of at least junior status, who shall sit, with voice and vote, on the Departmental Executive Committee and the Departmental Tenure Committee; or

2. that five students from among the Department majors and graduate students, who shall be of at least junior status, shall sit as a committee in their own right, advisory to the Executive Committee, on matters of appointment and reappointment, and advisory to the Departmental Tenure Committee on matters of tenure, and tenure, and who may transmit their votes to the appropriate Personnel and Budget Committee. They shall also communicate with the appropriate College or School committees on curriculum and teaching.

Under either “plan a” or “plan b” the nomination and election procedures shall be carried out during the month of April, under the aegis of the Vice Provost for Student Affairs. For students to be legally elected under “plan a” the following minimal participation is required:

a. in Departments with fewer than one-hundred majors and graduate students, no less than thirty majors and graduate students or fifty percent, whichever is smaller, must vote;

b. in Departments with more than one-hundred majors and graduate students, thirty percent must vote.

If this fails, then the Departments shall be under “plan b” provided that at least fifteen percent of the majors and graduate students in the Department have voted. If none of the previous conditions are met, the Vice Provost for Student Affairs will make recommendations to the
President as to the appropriate structure. At least each time, at the election of the Chairman, the Department shall consider its choice of either “plan a” or “plan b.”

A detailed study of the workings of the student input shall be made by the Office of Institutional Research, and reported to the President for his consideration by October, 1974. At that time the question of student involvement on the Executive Committee shall be considered by appropriate administration, Faculty, and student bodies.

A new Department may, at the discretion of the President, be exempted from the requirements herein for a maximum of five years after its establishment.

Programs, Centers, and Institutes shall, to the extent appropriate, conform to the guidelines for Department governance described herein.

This Article will take effect on June 1, immediately succeeding approval of this Governance Plan by the Board of Trustees.