MINUTES OF THE MEETING OF THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

HELD

SEPTEMBER 28, 1970

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80 STREET - BOROUGH OF MANHATTAN

The Chairman called the meeting to order at 5:30 p.m.

There were present:

Frederick Burkhardt, Chairman
David I. Ashe
Herbert Berman
Maria Josefa Canino
Porter R. Chandler
Fileno DeNovellis
Jean-Louis d’Heilly
Norman Henkin
Minneola P. Ingersoll
Robert Ross Johnson
Francis Keppel
James Oscar Lee
John A. Morsell
Louis Nunez
Jack I. Poses
Luis Quero Chiesa
Barbara A. Thacher
Eve Weiss
Nils Y. Wessell
Arleigh B. Williamson

N. Michael Carfora, Secretary of the Board
Arthur H. Kahn, General Counsel

Chancellor Albert H. Bowker
President Leonard Lief
Dean Julius Manson
President Robert E. Marshak
Actg. Pres. David Newton
Dean George Peck
President Mina Rees
President Donald H. Riddle
President Herbert Schueler
President Richard D. Trent
President Jacqueline G. Wexler
President Milton G. Bassin
President William M. Birenbaum

President James A. Colston
Actg. Pres. Edgar D. Draper
President Nasry Michelen
President Theodore Powell
President Kurt R. Schmeller
President Joseph Shenker
Dr. Robert S. Hirschfield
Mr. Richard Lewis
Deputy Chancellor Seymour C. Hyman
Vice-Chancellor Julius C.C. Edelstein
Vice-Chancellor Timothy S. Healy
Vice-Chancellor T. Edward Hollander
Vice-Chancellor Bernard Mintz
Board of Higher Education

NO. A. INTRODUCTIONS: The Chairman introduced Mrs. Thacher, Mrs. Weiss, Mr. DeNovellis, Mr. Morsell and Mr. Wessell, newly appointed members of the Board and President Marshak and Acting President Newton.

NO. B. HONOR: The Chairman reported that President Mina Rees has received the following Honorary Degrees: Sc.D. from the University of Michigan and the LL.D. from Miami University, Ohio.

NO. C. COMMITTEE ASSIGNMENTS: The Chairman reported that he has appointed the following presidential search committees:

COMMITTEE TO SEEK A PRESIDENT FOR QUEENS COLLEGE

Honorable Herbert Berman, Chairman
Honorable John A. Morsell
Honorable Luis Queo Chiesa
Honorable Eve Weiss
Honorable Frederick Burkhardt, ex officio

COMMITTEE TO SEEK A PRESIDENT FOR YORK COLLEGE

Honorable Robert Ross Johnson, Chairman
Honorable Maria Josefa Canino
Honorable Norman E. Henkin
Honorable Minneola P. Ingersoll
Honorable Frederick Burkhardt, ex officio

COMMITTEE TO SEEK A PRESIDENT FOR THE BERNARD M. BARUCH COLLEGE

Honorable Jack I. Poses, Chairman
Honorable David I. Ashe
Honorable Jean-Louis d'Heilly
Honorable Nils Y. Wessel
Honorable Francis Keppel, ex officio

COMMITTEE TO SEEK A PRESIDENT FOR BOROUGH OF MANHATTAN COMMUNITY COLLEGE

Honorable Louis Nunez, Chairman
Honorable Porter R. Chandler
Honorable James Oscar Lee
Honorable Arleigh B. Williamson
Honorable Francis Keppel, ex officio
NO. 1. NEW BOARD MEMBERS: The Chairman’s report was noted of the appointment of the following new Board members by the Mayor:

- Honorable Barbara A. Thacher (for a term expiring June 30, 1979)
- Honorable Eve Weiss (for a term expiring June 30, 1979)
- Honorable Fileno DeNovellis (for a term expiring June 30, 1971)
- Honorable John A. Morsell (for a term expiring June 30, 1976)
- Honorable Nils Wesell (for a term expiring June 30, 1974)

NO. 2. APPROVAL OF MINUTES: RESOLVED, That the minutes of the following meetings (regular Board meetings, special Board meetings, and Executive Committee meetings) be approved:

- April 28, 1969
- May 4, 1969
- May 5, 1969
- May 9, 1969
- May 10, 1969
- May 26, 1969
- June 2, 1969
- June 10, 1969
- June 16, 1969
- June 18, 1969
- June 23, 1969
- July 2, 1969
- July 9, 1969
- July 22, 1969
- August 12, 1969
- September 4, 1969
- September 16, 1969
- September 29, 1969
- October 2, 1969
- October 14, 1969
- October 27, 1969
- November 10, 1969
- November 12, 1969
- November 24, 1969
- December 22, 1969

NO. 2A. COMMITTEE ON LAW: (a) At this point Mr. DeMelas, representing the United Federation of College Teachers and Dr. Hirschfield, representing the University Faculty Senate presented their views on the proposed bylaw amendments. It was requested that the proposals be submitted in writing to the Committee on Law for study.

Upon motion duly made, seconded and carried, the following amendments to the bylaws were adopted: (See pages 175-199)

(b) Mr. Ashe, on behalf of the Committee on Law, served notice of proposed bylaw amendments to Sections 9.2, 8.13, 11.34 and Articles XV and XVI.

In accordance with established procedure, the proposed bylaw amendments will be circulated to the members of the Board ten days before the next regularly scheduled meeting of the Board.

NO. 3. JOINT COMMITTEE ON THE PROFESSIONAL OBLIGATIONS OF THE FACULTY: Laid over to the next regularly scheduled meeting of the Board.

Upon motions duly made, seconded and carried, the following actions which were laid over at the Executive Committee meeting held 7/27/70, were adopted or action was taken as noted: (Calendar Nos. 4 through 6)

NO. 4. AD HOC COMMITTEE FOR GUIDELINES ON GOVERNANCE: Laid over. It was agreed to hold a special meeting of the Board to consider the report.

NO. 5. AWARD OF DEGREES - YORK COLLEGE. RESOLVED, That degrees be conferred by York College upon students who have completed full courses of study and who have cleared their accounts with the College, except in cases where the name shall be stricken from the list for cause, beginning as of September 1, 1970 with the College’s first candidates and continuing thereafter at the appropriate times. (Lists of candidates will be on file in the President’s Office.)
NO. 6. AMENDMENT OF THE BYLAWS: RESOLVED, That Article X - The University Staff and the Division of Teacher Education be amended to read as follows:

ARTICLE X - THE UNIVERSITY STAFF
[ AND THE DIVISION OF TEACHER EDUCATION]

Section 10.1 THE UNIVERSITY STAFF. There is hereby established as an educational unit under the Board of Higher Education that portion of The City University of New York which is administered centrally by the Chancellor, either directly or through a Deputy Chancellor, Vice-Chancellor or University Dean directly responsible to him. Such educational unit shall be known as the "University Staff" and shall consist of the Central Office staff and the staff of such other programs as are not otherwise provided for and which are not part of any of the existing senior or community colleges under the jurisdiction of the Board of Higher Education. Persons holding positions on the University Staff shall, for the purposes of public reference, be deemed to hold positions in The City University of New York.

Section 10.2 UNIVERSITY STAFF REVIEW COMMITTEE. a. There shall be a University Staff Review Committee consisting of the Deputy Chancellor and the Vice-Chancellors. The chairman of the committee shall be the Deputy Chancellor.

b. This committee shall receive recommendations from the respective department supervisors relating to the University Staff as provided in Section 10.1 as to appointments, reappointments, reappointments with tenure, promotions and compensation. It shall recommend action thereon to the Chancellor. The Chancellor shall consider such recommendations in making his own recommendations to the Board.

[ Section 10.3 THE DIVISION OF TEACHER EDUCATION. The Division of Teacher Education shall be an educational unit under the jurisdiction of the Board of Higher Education. It shall consist of a university dean and such other instructional and administrative personnel as may be appointed to the office of the university dean of teacher education.

Section 10.4 RESPONSIBILITIES OF THE DIVISION OF TEACHER EDUCATION. The Division of Teacher Education shall, under the supervision of the Chancellor, exercise the following responsibilities:

a. coordinate and exercise advisory supervision of the programs of teacher education both graduate and undergraduate, offered in the colleges and at the Graduate Center;

b. aid in the development of special facilities for teacher education;

c. administer centrally coordinated, instructional, research and developmental programs and such other services as may be established as a unified central facility;

d. prepare the tentative annual budget of the Division of Teacher Education, including new graduate teacher education programs;

e. discharge such other duties as may be assigned to it by resolution of the Board or by the Chancellor;

f. establish in one or more centers such auxiliary and instructional services as may be necessary for the improvement of teacher education.

Section 10.5 UNIVERSITY DEAN OF TEACHER EDUCATION. The University Dean of Teacher Education shall be advisor to the Chancellor in all matters pertaining to teacher education and his executive agent in administering the affairs of the Division of Teacher Education.

a. He shall confer regularly with the Committee on Coordination of Teacher Education concerning all matters of basic policy and procedure affecting the development of programs in teacher education conducted by the colleges.
b. He shall transmit to the Chancellor the findings, resolutions and reports of the Committee on Coordination of Teacher Education, together with its recommendations for action.

c. He shall report regularly to the Chancellor and to the Board concerning the progress made by the colleges and the Division in the development of programs in teacher education.

d. He shall appoint, with the concurrence of the President of the University Graduate Division and the appropriate College President, the Executive Officer of doctoral programs in Education.

e. He shall have such additional duties with respect to teacher education as may be specified by the Chancellor and approved by resolution of the Board as are appropriate to the discharge of his educational and administrative functions.

Section 10.6 COMMITTEE ON COORDINATION OF TEACHER EDUCATION. The Committee on Coordination of Teacher Education shall consist of the University Dean, who shall be chairman of the committee, a member of the staff of the Division designated by the Chancellor and one member from each college having a Teacher Education Program to be appointed by the respective presidents after consultation with the University Dean. The representatives of the colleges may be deans of teacher education in their respective colleges, heads of education departments, or other such persons as have major responsibility for teacher education programs.

Section 10.7 OTHER PERSONNEL. Persons appointed to the Division of Teacher Education shall have such duties with respect to the Division as may be prescribed by the University Dean of Teacher Education, subject to review by the Chancellor.

Section 10.8 APPOINTMENTS, REAPPOINTMENTS AND PROMOTIONS. For processing appointments, reappointments and promotions to positions on the instructional staff in the central office of the Division of Teacher Education, there shall be a Committee on Appointments and Personnel, consisting of the following members:

The University Dean of Teacher Education
The University Associate Dean of Teacher Education
Director, Center for Advanced Study in Education
Director, Office of Institutional Research and Program Evaluation
Director, Office of Program Development and Administration

Recommendations made by this committee shall be forwarded by the University Dean of Teacher Education to the Chancellor for consideration and action. The Chancellor, if he approves such recommendations, shall submit them to the Board for action.

NOTE: This amendment shall take effect immediately. Matter in brackets to be deleted.

EXPLANATION: The Chancellor proposes a revision of the bylaws to adjust the structure of the University central office with respect to the Teacher Education Division. The elimination of the bylaw provisions for the Division of Teacher Education is primarily an acknowledgement that this portion of the University's structure needs to be modernized. Originally set up to deal with a separately funded and a separately accountable operation in support of teacher education, the Division should be reorganized to perform its present functions.

The original functions included receipt of State funds, their allocation to the colleges, the hiring of faculty for the campuses and other major operational activities. This justified a business office, an institutional research and statistical function and a direct relationship to the Board and later to the Chancellor. The sizable influence of this operation made the Division a factor in the then much smaller Administrative Council.

These operational functions were terminated in July, 1966 when the State funding pattern was changed to an overall 50-50 basis and the direct support of teacher education ended.
The separate business office and personnel office of the Teacher Education Division should be combined with the existing offices servicing the Chancellor's staff for economy and efficiency. The University should consolidate the research units that have grown in many divisions and departments. These dispersed institutional research units have grown expensive but have not been focussed on major University problems. The Teacher Education Division is not the proper location for a University institutional research activity. Finally, the University must strive constantly to reduce the growth of overhead staffs. Any centralization creates them, and while decentralization can hardly eliminate them altogether, it does inhibit their proliferation. We should eliminate the overhead dedicated to the vestigial function of "coordinate and exercise advisory supervision" of all college teacher education programs.

The proposed change does not diminish the function of the Deanship of Teacher Education. The proposal does shift the Dean's role away from operative controls to the much more effective role of auditor and innovator. No segment of the college faculties is more in need of thorough overhaul. In this task much of the Dean's skill and time would be well spent.

In addition to the various special projects and grants which must, by their nature, be under a central control, the Dean also has the opportunity to face a problem central to the City University's well-being. That is the University's relation to the City's high schools and elementary schools. Open admissions could be devoured by its remedial component; necessary but in its present form untenable for any great length of time. What must change before the University is overwhelmed is the immediate substructure of the University, its feeder high schools. Since the University has influence over the majority of the teachers and administrators going into these high schools, the responsibility for some of the necessary changes rests squarely upon CUNY. The Dean must undertake the long diplomatic task of dealing with the Board of Education. It is difficult to imagine a task which the City University faces which has a higher priority.

The Chancellor believes that the University Dean for Teacher Education could function more effectively if he occupied a more appropriate relationship to the campuses and to the Chancellor and Vice-Chancellors. This bylaw revision would be a step in that direction and would provide a structure similar to that for the University Dean for Community Colleges and the University Dean for Academic Development.

Notice of amendment was given at the meeting of the Board held June 22, 1970, Calendar No. 10A.

**NO. 7. CONSTRUCTION OF A COMBINED ADMINISTRATIVE OFFICE AND FACULTY RESIDENCE:** RESOLVED, That the Board approve the construction of a combined administrative office and faculty residence structure for use of The City University of New York; and be it further

RESOLVED, That the Board authorize the Chancellor to pursue with appropriate public agencies the implementation of the aforesaid project; and be it further

RESOLVED, That Table 12-2 of the 1968 Master Plan of the Board of Higher Education of The City University of New York be modified to add under the listing OTHER FACILITIES the following project:

<table>
<thead>
<tr>
<th>Title</th>
<th>Approximate Gross Area</th>
<th>Tentative Construction Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined office and faculty residence for The City University of New York</td>
<td>106,000 sq. ft.</td>
<td>$5,300,000</td>
</tr>
</tbody>
</table>

EXPLANATION: The 1968 City University Master Plan included a project entitled "Ancillary Facilities" with a tentative space requirement of 100,000 sq. ft. The basis for this inclusion was a recognition of the very apparent overutilization of central office facilities at 535 East 80th Street and the rented offices at 430 East 80th Street. The acquisition of two relatively small structures in the midtown area has been proposed and will provide some short term relief to the overcrowding. The need to supplement these facilities has and will become more
imperative as the central office staff of the University continues to grow. Consideration of various alternatives has resulted in a decision to construct additional office space in close proximity to the present headquarters buildings.

The need to provide housing for faculty has been recognized by the University for some time and indeed the Board has adopted a resolution endorsing, in principle, the construction of self-supporting faculty and staff housing and further included its endorsement thereof in its 1967 Revision of the 1964 CUNY Master Plan. Responding to this in its 1967 Progress Report on the 1964 Regents Statewide Plan for the Expansion and Development of Higher Education, the Board of Regents stated, "With regard to housing for faculty and staff (for the City University) it will be possible to give serious consideration to the plans as more detailed information is provided, including proposals as to the method of financing of such construction."

The plan to combine office space and housing in a single structure is based on a recognition of (1) the need to conform to local zoning requirements limiting the amount of office space that may be constructed on a given lot, (2) the relatively high land values in Manhattan which would demand maximum site utilization and (3) the fact that the area in the vicinity of the present headquarters building is of a high quality residential nature and would undoubtedly attract strong faculty interest from several CUNY institutions.

Dr. Lee and Mr. d'Heilly asked to be recorded as "Not voting."

NO. 8. AMENDMENT OF MINUTES: RESOLVED, That Calendar No. 28(b) of the minutes of the Executive Committee meeting held July 27, 1970, be amended to read as follows:

RESOLVED, That President Kenny be relieved of his duties as President of York College and Professor of Philosophy as of September 1, 1970; and be it further

RESOLVED, That President Kenny be granted a terminal leave of absence from November 1, 1970 through February 28, 1971 with pay and retirement credit.

EXPLANATION: President Kenny will be on paid annual leave, to which he is entitled, during the months of September and October, 1970. The terminal leave is based on 74 days of accumulated sick leave.

NOTE: Matter in bold type new.

Upon motions duly made, seconded and carried, the following resolutions, approved by the Committee on Campus Planning and Development, were adopted or action was taken as noted:

NO. 9. ACQUISITION OF PROPERTY: RESOLVED, That the Board approve the acquisition of the federal surplus site and building located at 30 West 44th Street; and be it further

RESOLVED, That the Board authorize the Chancellor to communicate with the General Services Administration to secure the acquisition of the noted property; and be it further

RESOLVED, That the Board approve the acquisition of the former Wendel Willkie Foundation Building, 20 West 40th Street, at a price to be negotiated; and be it further

RESOLVED, That the City University Construction Fund be requested to authorize the expenditure by the Dormitory Authority of funds required for the acquisition of the latter building together with miscellaneous expenditures as may be needed to acquire each facility and to develop preliminary plans for their renovation; and be it further
RESOLVED, That the following item is hereby approved and shall be made a part of the Note Project (City University Note Issue) by appropriate inclusion in a future Supplemental Note Agreement supplementing the Note Agreement by and among the Dormitory Authority of the State of New York, the City University Construction Fund and the Board of Higher Education in the City of New York, dated as of June 12, 1967. The Chairman of the Board of Higher Education in the City of New York is hereby authorized and directed to execute a Supplemental Note Agreement including such item and to cause the seal of such Board to be affixed thereto. The Secretary of such Board is hereby authorized and directed to affix his signature thereto in attestation of such seal; and be it further

RESOLVED, That notwithstanding any other provision of this resolution prior to the execution of any such Supplemental Note Agreement, changes, insertions and omissions may be made to the description of such item as hereinbefore set forth as may be approved by the Chairman of the Board of Higher Education in the City of New York, and the execution by said Chairman of any such Supplemental Note Agreement containing such item with such changes, insertions and omissions shall be conclusive evidence of such approval; and be it further

RESOLVED, That such item is as follows:

Note Facility:

Description: Acquisition, renovation and furnishing of additional central office facilities for the City University.

Locations: 30 West 44th Street, New York, N.Y. and 20 West 40th Street, New York, N.Y.

Estimated Occupancy Dates: Various

Estimated Cost: $1,500,000 (acquisition and preliminary planning only)

and be it further

RESOLVED, That the item hereinabove set forth is included in the Master Plan of the City University, as approved by the Board of Regents and incorporated into the Regents Plan or general revision thereof for the expansion and development of higher education in the State and as thereafter approved by the Governor, and that with respect to such item the appropriate reference thereto is as follows:

Included under Other Facilities as item 8 Ancillary Facilities on page 170 of the 1968 Master Plan of The City University of New York as approved in the 1968 Progress Report on the Regents Statewide Plan (page 78)

and be it further

RESOLVED, The City University Construction Fund and the Dormitory Authority are hereby requested to approve such item as hereinabove set forth and to take appropriate action to authorize the inclusion thereof in a future Supplemental Note Agreement; and be it further

RESOLVED, That this resolution shall take effect immediately.

EXPLANATION: The present and projected space needs for central office activities of the City University have made it imperative that additional facilities be acquired. This resolution proposed the acquisition of two units of space in the midtown area which will provide a measure of relief to the situation.
The first building located at 30 West 44th Street has a 50 foot street frontage and is 100 feet in depth. It contains a gross floor area of 40,699 square feet in 12 stories. The building was constructed in 1902 and was most recently occupied by the Army for office purposes. The building has been declared surplus by the federal government and a determination as to its disposition is now being considered by the Office of Surplus Property Utilization of the Department of Health, Education and Welfare. It is recognized that although the building would have no acquisition cost, substantial renovation work will be required prior to its use by the University.

The Willkie Foundation Building, 20 West 40th Street, offered for sale at $1.4 million contains on a 54 foot by 100 foot site a 9 story office building with a gross floor area of 46,880 square feet. Although the building was built in 1890 it has been well maintained and could be used by the University with relatively little improvement. It is presently utilized by a number of tenants on a month-to-month basis and it would appear that it could be put to University use almost immediately after its acquisition.

**NO. 10. FORMAT OF RESOLUTION BY GOVERNING BOARD FOR ON-SITE SURPLUS REAL PROPERTY:** WHEREAS, Certain real property owned by the United States, located in the County of New York, State of New York, has been declared surplus and is subject to assignment for disposal for educational or public health purposes by the Secretary of Health, Education, and Welfare, under the provisions of Section 203(k)(l) of the Federal Property and Administrative Services Act of 1949 (63 Stat. 3771, as amended, and rules and regulations promulgated pursuant thereto, more particularly described as follows:

Site and Building located at 30 West 44th Street, New York, New York. The site is located on the southerly side of West 44th Street and has a frontage of 50' 2" and a depth of 100' 5" containing an area of approximately 0.12 acres. It is improved with a 12 story and full basement office type building containing an approximate gross area of 40,699 square feet.

WHEREAS, The Board of Higher Education of the City of New York, needs and can utilize said property for Educational purposes as set forth in its application and in accordance with the requirements of said Act and the rules and regulations promulgated thereunder:

Now, Therefore, Be It Resolved, that said Board of Higher Education of the City of New York shall make application to the Secretary of Health, Education, and Welfare, for and secure the transfer to it of the above-mentioned property for said use upon and subject to such exceptions, reservations, terms, convenants, agreements, conditions, and restrictions as the Secretary of Health, Education, and Welfare, or his authorized representative, may require in connection with the disposal of said property under said Act and the rules and regulations issued pursuant thereto; and

Be It Further Resolved that the Board of Higher Education of the City of New York is willing and is in a position to assume immediate care and maintenance of the property, and that Albert H. Bowker, Chancellor of The City University of New York be and he is hereby authorized, for and on behalf of the Board of Higher Education, to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution, including the preparing, making, and filing of plans, applications, reports, and other documents, the execution, acceptance, delivery, and recordation of agreements, deeds, and other instruments pertaining to the transfer of said property, and the payment of any and all sums necessary on account of the purchase price thereof or fees or costs incurred in connection with the transfer of said property for surveys, title searches, appraisals, recordation of instruments, or escrow costs.

**EXPLANATION:** The foregoing form of resolution is required by the Department of Health, Education and Welfare and the General Services Administration in connection with the application for acquisition of the indicated surplus federal property.
NO. 11. MODIFICATION OF MASTER PLAN: RESOLVED, That Table 12-2 of the 1968 Master Plan of the Board of Higher Education for The City University of New York (which table lists planned physical facilities) be modified to delete the item listed under COMMUNITY COLLEGES as Item 7: "Community College VII, Mid-Brooklyn" and list in lieu thereof under SENIOR COLLEGES, a new Item 10: "College XVII, Mid-Brooklyn, Initial Facilities, Estimated Cost: $10,000,000."

EXPLANATION: On January 27, 1969 (Cal. No. 3), the Board approved the establishment of an experimental four-year college of professional studies offering both career and transfer associate degrees and the baccalaureate degree, to be located in the Bedford Stuyvesant area of Brooklyn, said college to be established in place of a previously approved but not started new Community College VII, and further directed that the City University Master Plan be amended accordingly. This action was endorsed by action of the Regents on March 20, 1970 and further approved by the Governor on July 30, 1970.

The present resolution is to further amend the City University Master Plan to make provision for acquisition of suitable facilities with which the college can begin operations.

NO. 12. MASTER PLAN AMENDMENT FOR LIBRARY SPACE: RESOLVED, That with respect to the space allocations for libraries included in each of the senior college campus master plans, the Board approve, as a minimum basis for further planning, the following provision of net assignable square feet to be included in library facilities on each campus in 1975:

<table>
<thead>
<tr>
<th>College</th>
<th>1975</th>
<th>1989</th>
<th>Previously Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTED*</td>
<td>No. of Seats</td>
<td>Collection Size Vols.</td>
</tr>
<tr>
<td>City</td>
<td>15,305</td>
<td>3,177</td>
<td>1,570,471</td>
</tr>
<tr>
<td>Brooklyn</td>
<td>13,458</td>
<td>2,739</td>
<td>1,163,642</td>
</tr>
<tr>
<td>Lehman</td>
<td>9,046</td>
<td>1,876</td>
<td>603,889</td>
</tr>
<tr>
<td>Hunter</td>
<td>9,008</td>
<td>1,811</td>
<td>753,080</td>
</tr>
<tr>
<td>Baruch</td>
<td>7,050</td>
<td>1,431</td>
<td>450,148</td>
</tr>
<tr>
<td>Richmond</td>
<td>6,400</td>
<td>1,353</td>
<td>440,592</td>
</tr>
<tr>
<td>York</td>
<td>6,253</td>
<td>1,123</td>
<td>342,622</td>
</tr>
<tr>
<td>Queens</td>
<td>18,170</td>
<td>3,712</td>
<td>1,214,839</td>
</tr>
</tbody>
</table>

* Full time equivalent day session student  
** Net assignable square feet

and be it further

RESOLVED, That each of the Senior College Campus Master Plans heretofore approved by the Board as amendments to the 1968 CUNY Master Plan (City, Brooklyn, Lehman and Hunter) be appropriately amended to reflect the foregoing; and be it further

RESOLVED, That the Regents and the Governor be requested to concur in the foregoing statement of policy with respect to the development of physical facilities for the City University Senior Colleges' Libraries and approve the indicated master plan amendment.

EXPLANATION: One of the most difficult and important decisions of the University in establishing guidelines for space allocation for the senior college campuses has been the determination of the size of library facilities. The library has been traditionally the "life source" of the college campus and its importance may not be minimized. However, in planning for future buildings in the City University we note two important facts. The first is that in a University noted for its lack of adequate physical facilities, its library accommodations are one of its most deficient elements. This is clearly demonstrated by comparison with criteria used in space planning for public and private college libraries outside the CUNY system. The second inescapable fact is that when the costs to construct and operate library facilities which would meet these generally accepted space allocation criteria are realistically considered along with other college facility needs and the University's potential funding ability, the implementation of a library development of such great magnitude cannot be supported as a 1975 facility requirement. It is
therefore the position of the University that the master plans incorporate only a first phase of library construction based on the specific criteria herein presented with the possibility that with the experience gained in the utilization of these facilities, or because of future developments in the storage, retrieval and use of library materials, or because of other factors, the guidelines will be amended at some future time to provide a basis for alteration or additional new construction. The architect/planners and project architects will be directed to incorporate this potential into their planning.

The guidelines have been developed with consideration of the three essential space elements: stack space (open or closed), seating (or study) space and support space. The guidelines which resulted in the noted campus space allocations are as follows:

1. STACK SPACE

Stack space will be designed to accommodate:

(A) the number of volumes the library had as of June 1969 plus
(B) the additional number it can expect to acquire by 1989 and
(C) an anticipated retirement or loss of volumes.

Item B minus C will be estimated as 2.5 volumes per year per projected 1975 FTED student.

With the quantity of volumes established, the required square footage is determined as follows:

\[
\begin{align*}
\text{First 150,000 volumes} &= 0.10 \text{ NASF per volume} \\
\text{Second 150,000 volumes} &= 0.09 \text{ NASF per volume} \\
\text{Next 150,000 volumes} &= 0.08 \text{ NASF per volume} \\
\text{All additional volumes} &= 0.07 \text{ NASF per volume}
\end{align*}
\]

Therefore the formula will be:

\[
\text{Total Volumes} = (1969 \text{ volumes}) + (1975 \text{ FTED}) \times 2.5 \times \frac{\text{volumes}}{\text{FTED year}} \times 20 \text{ years}
\]

The space scheduled to accommodate volumes may be used for additional seating during the years prior to the acquisitions that will eventually fully use the stack space.

2. SEATING SPACE

Seating (or study) space will be designed to accommodate approximately 20 percent of the projected 1975 FTED. The following formulae will be used to establish seating (or study) space:

- Lower Division Undergraduates - 15% of FTED at 25 NASF, or 3.75 NASF per FTED
- Upper Division Undergraduates - 20% of FTED at 25 NASF, or 5.00 NASF per FTED
- Masters Candidates - 25% of FTED at 25 NASF, or 6.25 NASF per FTED
- Doctoral Candidates - 30% of FTED at 25 NASF, or 7.50 NASF per FTED
- Faculty Members - 20% of FTED at 25 NASF, or 5.00 NASF per FTED
3. Support Space

Support space, including office and work space for all librarians and technical personnel, will be accommodated in space equal to twenty-five percent of the space generated for stacks and seating. At this phase the accommodation of a standard NASF per technical library personnel will not be determined; it will be incorporated in Detailed Facilities Programming for each college.

4. TOTAL AREA

Finally, the total area (stack space + seating space + support space) will be increased or decreased depending upon the size of the institution:

- College of up to 6,000 FTED - add 5 percent
- 6 - 7,000 FTED - add 3 percent
- 7- 9,000 FTED - use above developed NASF
- 9- 11,000 FTED - subtract 1 percent
- 11- 13,000 FTED - subtract 2 percent
- 13- 15,000 FTED - subtract 3 percent
- 15- 17,000 FTED - subtract 4 percent
- over 17,000 FTED - subtract 5 percent

NO. 13. RESOLUTION TO BROADEN AUTHORITY OF DEPUTY CHANCELLOR:

RESOLVED, That the Board delegate to the Deputy Chancellor the authority to request approvals from the Budget Director for service or consultants contracts, as well as borings, survey and other minor contracts in connection with the Building Program, with maximum individual fees no greater than $20,000, chargeable to the appropriate Capital Project.

EXPLANATION: On February 24, 1969, Calendar Nos. 5 and C12 the Board established the right of the Deputy Chancellor to request Budget Director approval of consultant fees up to $5,000 for projects under HN-203 (Senior Colleges) and HN-206 (Community Colleges). On January 26, 1970, Calendar No. 18 this fee limit was raised to $10,000. The procedures thereby set up were accepted by the Director of the Budget and have proven to be a very satisfactory and expeditious method of obtaining professional assistance to the Colleges and the University when needed.

It is now proposed that this procedure not be limited to HN-203 and HN-206 above but be extended to all Capital Projects in the Higher Education Budget to enable such services to be more appropriately charged to the various projects which they may directly serve. Furthermore, to provide greater flexibility it is proposed that the limit on maximum individual fees be raised to $20,000. It will be useful as well to also include not only service contracts but borings, survey and other minor contracts in connection with the Building Program.
NO. 14. EXTRA WORK ORDERS-HUNTER COLLEGE: RESOLVED, That the Board approve extra work in the amount of $75,026.06 for Contract No. 209066 with Phoenix Construction Corporation for replacement of windows and related work at Hunter College in Manhattan, such amount being $57,892.56 in excess of the allowable 5% ($17,133.50) of the original contract amount of $342,670, chargeable to Capital Project HN-181; and be it further

RESOLVED, That the Board of Estimate be requested to approve the extra work in the amount of $57,892.56 which is in excess of the allowable 5% of the contract amount, without public letting.

EXPLANATION: The contract for replacement of windows and related work, alluded to above, is the first phase of the total project which is for replacing windows and repaving the stonework on all the faces of Hunter College's main building. A budget was authorized to provide only for the first phase of the work involving only $342,670 of an estimated cost of $3,780,255. In the course of construction, 17 change orders were found to be necessary. These are tabulated below with their explanations. In general it was found that actual job conditions varied from what was expected based on external observation and reference to the original plans. The nature of the work and the condition of the building at 695 Park Avenue is such that it required seventeen change orders.

<table>
<thead>
<tr>
<th>Change Order No.</th>
<th>Reason</th>
<th>Credit</th>
<th>Extra</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,6 &amp; Part of 14</td>
<td>After work commenced it was discovered that grills and ductwork which were to be replaced were in good condition and did not have to be removed and recalked.</td>
<td>$1,875.00</td>
<td></td>
</tr>
<tr>
<td>2,3 &amp; 4</td>
<td>Anchorage of stonework adjacent to those which were to be reset, under the contract, were found to be loose, broken and rusted.</td>
<td>$5,550.00</td>
<td></td>
</tr>
<tr>
<td>5 &amp; 10</td>
<td>Air conditioning units had been added by the college after the contract was awarded causing additional alterations and re installations.</td>
<td>1,525.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>The window subcontractor advised redesign of new windows for better water tightness and maintenance. After consultation, this was agreed to by the Board and the Architect and heavier sections were used.</td>
<td>5,830.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Special insulating glass was ordered for computer rooms.</td>
<td>994.46</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>After window details had been approved and manufacture begun it was discovered that, due to window sill heights, the operation of openable lights had to be changed. This necessitated new assembly and rewelding of finished material.</td>
<td>9,459.45</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Lines of false windows which were supposed to have enough space behind them to allow for relocation of replacements to match the other windows, turned out to have concrete and brick masonry behind them requiring chopping away and rebuilding.</td>
<td>21,224.00</td>
<td></td>
</tr>
</tbody>
</table>
158 Board of Higher Education

<table>
<thead>
<tr>
<th>Change Order No.</th>
<th>Reason</th>
<th>Credit</th>
<th>Extra</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Windows shown on original details to be bolted in place were found to be welded and had to be burned out.</td>
<td>10,086.23</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>On the original details, steel lintels at heads of windows were shown to have a concrete facing. When the old windows were removed, these were found to be missing and their place had to be taken by new aluminum angles to form a water tight attachment for the new windows.</td>
<td>19,019.82</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>The College requested that existing wood window stools in the 11th floor library which had disintegrated be replaced with matching plastic laminate.</td>
<td>760.00</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Due to job difficulties and student unrest, the rented Sidewalk Bridge had to be maintained ten months beyond contract time.</td>
<td>1,500.00</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Additional electrical work was advised to make it easier for connection of motorized window operators in the next phase.</td>
<td>653.10</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Additional aluminum members are required for mounting of 15 lightproof shades due to redesign of the windows.</td>
<td>300.00</td>
<td></td>
</tr>
</tbody>
</table>

**Totals**  
New Additional Cost  
$1,875.00  
$ 7,690.06

**NO. 15. RENOVATION OF MILES SHOE BUILDING-JOHN JAY COLLEGE:** RESOLVED, That the Board approve preliminary plans, outline specifications and preliminary estimate of cost for the renovation of the former Miles Shoe Building as prepared by Emanuel Turano, Architect, to accommodate the John Jay College of Criminal Justice; and be it further

RESOLVED, That the City University Construction Fund be and is hereby requested to approve said documents and to authorize the Dormitory Authority to proceed with the production of the working drawings.

EXPLANATION: On July 27, 1970, Calendar No. 4, the Board approved schematic plans and estimates of cost as of June 1970 for subject project as follows:

**Construction Stage I**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Escalation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td>Third and Fourth Floor</td>
<td>(7/1/70-7/1/71)</td>
<td>$3,489,000</td>
</tr>
<tr>
<td>Phase II</td>
<td>Second Floor</td>
<td>$93,600</td>
<td></td>
</tr>
</tbody>
</table>

(Bids to be taken for all work of this stage with work in Phase II not to proceed until February 1, 1971)
Minutes of Proceedings, September 28, 1970

Escalation

<table>
<thead>
<tr>
<th>Phase I</th>
<th>Escalation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Cost as of 6/70)</td>
<td>(7/1/70-2/1/71)</td>
<td>$106,000</td>
</tr>
<tr>
<td>$1,647,400</td>
<td>$1,780,400</td>
<td></td>
</tr>
<tr>
<td>(68,750 S.F. @ $24.15/S.F.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Construction Stage I

(Bids to be taken in October 1971 after occupant vacates first floor of building)

First Floor Renovation

<table>
<thead>
<tr>
<th>Phase II</th>
<th>Escalation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Cost as of 6/70)</td>
<td>(7/1/70-10/1/71)</td>
<td>$250,000</td>
</tr>
<tr>
<td>$1,809,900</td>
<td>$2,059,900</td>
<td></td>
</tr>
<tr>
<td>(68,750 S.F. @ $26.30/S.F.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Although there is some 18,500 square feet of area in the basement it was not included in the calculation since only a minimum of construction work is to be done in the basement. Primarily the basement is to be used for major mechanical installations only.

The architects preliminary estimate of cost, as of November 1970, for the above noted construction stages is as follows:

Construction Stage I

Phase I Third and Fourth Floor Renovation

$3,394,202

(137,500 S.F. @ $24.68/S.F.)

Phase II Second Floor Renovation

(a) $1,803,780

(68,750 S.F. @ $25.99/S.F.)

(b) Escalation (11/1/70 to 2/1/71) = $50,000

(c) Total = $1,803,780 + $50,000 = $1,853,780

Construction Stage II

First Floor Renovation

(a) $1,738,960

(68,750 S.F. @ $24.25/S.F.)

(b) Escalation (11/1/70 to 10/1/71 @ .92) = $176,000

(c) Total $1,738,960

$176,000

$1,914,960
A summary comparison of schematic and preliminary estimates is therefore as follows:

<table>
<thead>
<tr>
<th></th>
<th>Schematic</th>
<th>Preliminary</th>
<th>Differential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage I, Phase I</td>
<td>$3,489,000</td>
<td>$3,394,200</td>
<td>- $94,800</td>
</tr>
<tr>
<td>Stage I, Phase II</td>
<td>$1,780,450</td>
<td>$1,853,780</td>
<td>+ $73,380</td>
</tr>
<tr>
<td>Stage II</td>
<td>$2,059,800</td>
<td>$1,914,960</td>
<td>-$144,940</td>
</tr>
<tr>
<td>Total</td>
<td>$7,329,300</td>
<td>$7,162,940</td>
<td>- $166,360</td>
</tr>
</tbody>
</table>

Since the preliminary estimates are within the schematic estimates no revision to the total project estimated cost is required at this time.

The plans and specifications have been examined by the respective staffs of the College, the Office of Campus Planning and Development and the Dormitory Authority and are satisfactory and deemed to be suitable as the basis for proceeding with final plans and specifications for the project.

NO. 16. RENTAL OF SPACE - YORK COLLEGE: RESOLVED, That the Board authorize, subject to approval of the terms and conditions of a lease by the Committee on Campus Planning and Development, the rental of approximately 60,000 square feet of space for York College; and be it further

RESOLVED, That the Department of Real Estate be requested to negotiate for the rental of the aforesaid space.

EXPLANATION: With the completion of the renovation of the former Montgomery Ward Building (132,000 gross square feet), the Jamaica Jewish Center (45,000 gross square feet) and the new Science Building (65,000 gross square feet), the college will have a total of 242,000 gross square feet of space providing a net useable area of 170,000 square feet of space which is less than the 200,000 net square foot requirement projected by space consultants (Taylor Lieberfeld and Heldman Study, August 23, 1968) for a projected student body of 2,000.

With the student body already approaching that number and with a recognition that the enrollment will continue to grow, it is apparent that additional space will be required prior to completion of permanent campus facilities.

The space is needed particularly to provide some student dining and bookstore facilities (which are totally lacking in the three noted facilities) as well as for general classroom and office needs.
Minutes of Proceedings, September 28, 1970

Upon motions duly made, seconded and carried, the following resolutions were adopted or action was taken as noted: (Calendar Nos. 17 through 58)

THE CITY UNIVERSITY
(Calendar Nos. 17 through 23)

NO. 17. ORAL REPORT OF THE CHANCELLOR: The Chancellor presented the following report:

I might say for the benefit of the new members of the Board that there are two Chancellor’s Reports. One is, believe it or not, a large compilation of routine items which are not on the agenda, and the other is the remarks that I make at this time. This is now called the Oral Report.

There are two or three things to talk about. Let me run through those that are not so important. We have had a lot of correspondence from graduate students who have protested about the fee raises that we put through in the spring. A couple asked to speak to the Board tonight but have not shown up. We probably will be hearing from them in the future.

The two-week vacation period before the election is more or less under way. We have been giving some attention in the Administrative Council as to how to treat the two-week period. As most of you know, this does not represent an extra vacation. We started earlier and have the same number of class days this year as we had last year. The Administrative Council discussed this and have decided to handle the two-week period before election as if it were Christmas vacation. Libraries will be open. Most facilities will be closed. My own judgment is that nothing is very likely to happen which will embarrass the institution. Nothing seems to be happening at all. We had a session this past weekend with former Mayor Wagner and Mr. Zaretoki. Mr. Edelstein spoke to nobody. There is considerable apathy. The students wanted it, and we went along with it. I really don’t think the kinds of questions that are likely to come up are going to be serious. We are a public institution and have all kinds of regulations about when facilities can be used for meetings.

We are appointing a panel to hear the case of some students at Kingsborough Community College, which is the first test of our new disciplinary procedure. It is an interesting case. I would like, when we get to the Hunter College report, to have the President talk briefly about the progress on governance, which is another interesting thing. The big big problem which we have this month deals with the City College construction projects, and when we get to City College, I’d like to speak some more on that.

The status of the personnel actions before the Board tonight is not very good. We have in the Chancellor’s Report, which is the summary of routine actions, a 3 1/2-page errata, and I am prepared to ask the Board to pass the Report subject to the 3 1/2-pages of errata. Problems of this nature are not unusual at the September meeting and have been complicated this year because the union contract changed the titles of some personnel as of September 1.

The set of waivers is not in the view of the central staff, satisfactory. There are about 53, and I would like to recommend to the Board that waivers on personnel matters not be approved tonight but be referred to the CUNY Committee with power to act. Last year there were 165 waivers although about 55 of them dealt with waivers of the Ph.D. for the rank of instructor, which is no longer required. The CUNY Committee will be meeting in ten days, and then confer with the Presidents and make definite recommendations at that time.

I have a summary on the enrollment we had in the various colleges under Open Admissions. Our total enrollment in all categories this fall is 196,000 students, about 24,000 more than last year. The total full-time day undergraduate enrollment is 102,000, an increase of about 9,000 in freshmen and about 5,500 in returning students, in the senior colleges. For the University as a whole this is an increase over Fall 1969 of about 24,000 students. From many points of view the size of the increase is not as important as is the comparison of the increase with our estimates of what it would be. The SEEK Program is running 6,000 this fall compared to 4,000 last fall, which is about what we had expected. The College Discovery Program is running about 2,600 this fall compared to 2,200 last year. While the SEEK freshmen increased by a very substantial percentage, the total enrollment didn’t go up quite as much. The total freshman class, you can see in Table IV, is up about 16,000 over last year, which is about what we had originally anticipated. We predicted, as you know, a freshman class of 35,000. We got about 35,395, as Table V indicates. We now have about 5,600 freshmen over the amount for which we are budgeted, and so we have to go to the City Fathers for money on the basis of 5,000 or 6,000 additional students. As you know, we have been solving this problem by using our budget in the first semester at an accelerated rate.

The major problems are space as well as budget — how to get through the rest of the year. I would like to ask Deputy Chancellor Hyman and Vice-Chancellor Hollander to speak to these problems.
The Chancellor completed his report by speaking again about graduate fees:

The problem is that up until 1966 the full cost of Teacher Education was paid by the State of New York and that included a free master's degree. In 1966 the formula for support of the City University was changed in the senior colleges to a fifty-fifty basis. This, of course, meant the end of the free master's degree in Teacher Education. There are no free master's degrees in other specializations. The degrees were financed at this time entirely by tuition fees.

Now the graduate students are all charged the same tuition. It happened very rapidly in Teacher Education. We maintained free tuition for one year, put in a small fee the second year, and then brought it up to the other graduate fees. We have taken a lot of criticism about this. It is really hard to argue that if we are going to have tuition, it should not be the same for every one. The City has never made any commitment to support graduate work in the colleges.

At this point Deputy Chancellor Hyman presented the following report:

The problem of space does appear to be a most serious threat to the wellbeing of the University. Last year the University expanded its space by one million square feet. This expansion of one million square feet was in two parts, 550,000 square feet in terms of new building facilities that had been under construction and is coming into use now, and we rented 450,000 square feet of space. These are enormous numbers and represent a terrific achievement by the staff of City University and the staff of the colleges and represents a tremendous contribution by the Department of Real Estate, the City Government, etc. This puts our rental bill up to the annual rate of 8.7 million dollars a year. As a result of this effort, we are almost holding our own in our space problem.

The space distribution is not uniform amongst our colleges. For next year we anticipate the acquisition of 1,300,000 square feet of new construction space. In addition, we anticipate the need to rent approximately one million square feet. That will increase our rental bill by another $8,000,000 a year. The problem will be to find a million square feet of rental space of the right kinds and in the right places. We have to find ways to acquire the space we need.

At this point Vice-Chancellor Hollander presented the following report:

When we submitted our budget request for 1970-71 we did so on the assumption that we would have an entering class of 35,000 freshmen. The Mayor's staff felt we would only get 32,500. The Governor's staff came up with 30,000 students. The Mayor was delighted with the Governor's projection and accepted it forthwith. As we predicted, we have 35,000 freshmen. We now need an additional $11,000,000. I believe we will get some additional money. The Governor has committed himself to give us the extra five and a half million dollars, and we must now get five and a half million dollars from the Mayor. The Governor's money is contingent on the Mayor's. He has committed himself to a contingency appropriation if the Mayor gives us the money.

NO. 18. OPERATING BUDGET MODIFICATIONS: The Chancellor's report was noted of the operating budget modifications (a) pending in the Budget Office and (b) approved by the Mayor.

NO. 19. CONTRACT WITH THE MANPOWER AND CAREER DEVELOPMENT AGENCY: RESOLVED, That the Chancellor or his designee be empowered to sign, with the approval of the Board's legal Counsel as to form, a contract with the Manpower and Career Development Agency of the City of New York for approximately $6,500,000 for the operation of the educational and training components of eleven (11) Regional Opportunity Centers for 1970-71. Approximately 6,000 unemployed adults will be served in these centers.

EXPLANATION: Since February, 1969 the City University, through its community colleges as authorized by the Board of Higher Education resolutions of 12/23/68, Cal. No. C10 and 6/23/69, Cal. No. C16, has been providing basic education through high school equivalency preparation to about 3,500 adult trainees enrolled in the Regional Opportunity Center Program. On May 1, 1970, the City University expanded its role, as authorized by the Board of Higher Education resolution of 5/29/70, Cal. No. C11, by assuming responsibility for the conduct of vocational training classes in basic office practice, keypunch operation, air conditioning and heating service and building rehabilitation and construction.

The entire cost of the program is provided by the Manpower and Career Development Agency.

NO. 20. APPOINTMENT WITH WAIVER OF THE BYLAWS: Referred to the Committee on The City University with power to act.
NO. 21. GUIDELINES FOR TRAVEL EXPENDITURES: RESOLVED, That the Board resolution of October 23, 1967, Calendar No. 14, be rescinded and the following substituted:

RESOLVED, That consistent with the Mayor's Executive Order No. 19, dated July 9, 1970, and at the recommendation of the Administrative Council:

(1) Expenditures incurred for lodging and meals shall be limited to a maximum of $32.00 per day for persons while traveling out-of-town on official business. The maximum allowance for a hotel room is $20.00 per day per person and for meals $12.00 per person for a 24-hour period. Meals consumed while aboard a train or otherwise enroute are to be considered as part of the transportation cost.

(2) Claims for the reimbursement of all traveling expenses shall be submitted on the regularly authorized form and must be itemized and stated in chronological order. The expenses as incurred must be supported by receipted bills for every expense for which a receipt can be obtained.

(3) In all cases travel shall be authorized by the President and/or his appointed designee.

(4) Federal tax exempt certificates shall be used for all transportation where applicable.

(5) This resolution shall be effective September 28, 1970.

EXPLANATION: The purpose of this resolution is to increase the per diem allowance for out-of-town travel from $22.00 a day to $32.00 per day consistent with the Mayor's Executive Order No. 19, dated July 9, 1970.

At this point the Board heard Miss Barbara Boylan (Hunter College) and Mr. Joel Sieder (Baruch College) re the proposed Guidelines for Financing Student Activities.

NO. 22. FINANCING STUDENT ACTIVITIES: Referred to the Committee on The City University for study and report to the Board.


NOTE: A complete set of the revisions is on file with these minutes in the Office of the Secretary of the Board.
NO. 24. APPOINTMENT OF VICE PRESIDENT: RESOLVED, That Dr. Abraham Schwartz, Professor in the Department of Mathematics, be appointed Vice President of The City College, for the period 9/1/70-8/31/71, with compensation at the rate of $6,000 per annum for his services as Vice President in addition to his academic salary, subject to financial ability.

NO. 25. APPOINTMENT OF PROFESSOR WITH TENURE AND DESIGNATION AS DEAN OF THE COLLEGE OF LIBERAL ARTS AND SCIENCE: RESOLVED, That Dr. Oscar L. Chavarria-Aguilar be appointed Professor in the Department of Romance Languages, with tenure, effective February 1, 1971, at the salary rate of $29,800 per annum, subject to financial ability; and be it further

RESOLVED, That Dr. Chavarria-Aguilar be designated Dean of the College of Liberal Arts and Science for the period 2/1/71-6/30/71, with compensation at the rate of $4,000 per annum for his services as Dean in addition to his academic salary, subject to financial ability.

NO. 26. DESIGNATION OF DEANS: RESOLVED, That the following members of the instructional staff be designated deans with compensation, as indicated for the period September 1, 1970 through June 30, 1971, subject to financial ability:

<table>
<thead>
<tr>
<th>Dept., Title &amp; Name</th>
<th>Designation</th>
<th>Compensation*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Baskerville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alan Fielin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Karmel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classical Languages &amp; Hebrew</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John M. Lowe</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dean of the School of General Studies</td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td>Assoc. Dean, Coll. of Lib. Arts &amp; Science</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td>Asst. Dean, School of Engineering</td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td>Asst. Dean, School of General Studies</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

*In addition to annual academic salary.

NO. 27. DESIGNATION AS PRESIDENT EMERITUS: WHEREAS, President Buell G. Gallagher, who was granted a terminal leave of absence from September 1, 1969 through January 31, 1970, by action of the Board of Higher Education at its meeting of September 29, 1969, and a special leave of absence without pay, effective February 1, 1970, by action of the Board at its meeting on March 23, 1970, is retiring as of August 11, 1970 after completing seventeen years of distinguished service to The City College as its President; and

WHEREAS, He worked tirelessly to enhance academic, intellectual and spiritual values, winning his way into the hearts of all branches of the college community in his seventeen years as President of The City College; and

WHEREAS, President Gallagher devoted himself to meeting the challenge of an expanding college within an expanding University while maintaining and enhancing the stature and reputation of the oldest and largest college in the City University system; and

WHEREAS, He presided over the most dramatic physical expansion in the college’s history, incorporating the South Campus, establishing the Student Center thereon, doubling the college’s physical area, initiating construction of a new library, a new technology building, a building to house administrative offices, and encouraging the development of a Master Plan for the expansion of the college to meet the challenge of future needs; and
WHEREAS, President Gallagher encouraged the revision of campus governance to increase faculty and student participation, assisted in the implementation of the graduate program and encouraged the modernization of curricula while taking care not to impose his views on others, encouraging discussion and spirited debate; and

WHEREAS, He achieved recognition in the broader community of city, state and nation as a champion of civil liberties and equal opportunity for citizens of all races and origins; and

WHEREAS, President Gallagher acquired the enduring affection, admiration and deep respect of students, faculty, administrators and alumni over seventeen stimulating and productive years as President of The City College;

NOW, THEREFORE, BE IT

RESOLVED, That in recognition of his career of exceptional service to The City College of The City University of New York, Dr. Buell G. Gallagher be named Emeritus, Professor of Education and President of The City College, effective August 12, 1970.

NO. 28. SALE OF UNUSED PLATINUM-WARE - CHEMISTRY DEPARTMENT: RESOLVED, That the Chemistry Department of The City College be authorized to sell by established City procedures a quantity of unused platinum-ware which has accumulated over the years and is of no usefulness and that the proceeds of said sale be accounted for to the Business Manager.

NO. 29. PROMOTION WITH WAIVER OF THE BYLAWS: Referred to the Committee on The City University with power to act.

NO. 30. PURCHASE OF 1,000,000 BYTES OF LARGE CORE STORAGE IBM 2361 MODEL 1: RESOLVED, That the City University purchase 1,000,000 bytes of large core storage IBM 2361 Model 1 or equivalent for The City College IBM 360/50 computer facility at an estimated cost of approximately $275,000 from HN-191, the University capital budget for Digital Computing equipment for the senior colleges; and be it further

RESOLVED, That the Mayor be requested to approve and authorize the expenditure of $275,000 for the equipment.

EXPLANATION: This large core storage is to be used to improve the capability of the installation to support remote users and to permit more flexible allocation of resources within the center. This purchase has been recommended by the college and has the concurrence of Deputy Chancellor Hyman.

At this point President Marshak reported briefly on the construction problems at The City College.

NO. 30A. FAIR EMPLOYMENT PRACTICES: Upon motion duly made, seconded, and carried, the following resolution was adopted:

WHEREAS, The Board of Higher Education is embarking on a major program of construction in order to provide necessary higher education facilities at the City University; and

WHEREAS, Such a program presents an almost unparalleled opportunity to enhance the employment of minority workers in the construction industry and the involvement of minority contractors in building projects; and

WHEREAS, The City University has been requested and urged by representative groups and organizations concerned with promoting anti-discriminatory employment practices in construction, particularly public construction, and to see to it that qualified Blacks and Puerto Ricans be given job opportunities in such construction; and
WHEREAS, Relatively few Blacks and Puerto Ricans are presently being employed in such construction, including the City University campus construction projects being undertaken by the Dormitory Authority; and

WHEREAS, The immediate focus of concern is the Science Building now under construction on The City College campus; therefore be it

RESOLVED, That the Board of Higher Education finds the demands for nondiscrimination in jobs in construction projects to be morally and socially just and reasonable and extremely urgent; and be it further

RESOLVED, That the Board of Higher Education pledges all-out support of opening job opportunities to neighbors of our colleges . . . . . The City College, York College and other colleges where construction projects are under way; and be it further

RESOLVED, That the Board of Higher Education urges that the State of New York and its agencies, including the State Dormitory Authority, which constructs facilities for the senior colleges of the City University, and the City of New York, which constructs community college facilities, develop affirmative action to guarantee fair employment of skilled minority workers, to train minority workers and to encourage bidding by minority contractors; and be it further

RESOLVED, That a Board of Higher Education committee (including representatives from interested groups and organizations) be formed to develop guidelines consistent with law. In its deliberations, this committee would consider, among others, the factors:

a. The current extent of minority group participation in the trade, with particular reference to the proportion of minority group members in the geographic area covered by the New York City Building Trades Council.

b. The availability of resident minority group persons for employment in such trade.

c. The need for training programs in the area and/or the need to assure demand for those in or from existing training programs.

d. The impact of the program upon the existing labor force.

e. The availability of training funds.

HUNTER COLLEGE
(Calendar Nos. 31 through 35)

NO. 31. APPOINTMENT OF VICE PRESIDENT: RESOLVED, That Douglas Maynard be appointed Vice President for the period 9/1/70-6/30/71, with compensation at the rate of $6,000 per annum in addition to his academic salary, subject to financial ability.

EXPLANATION: Experience with the academic administration of the College has shown the need for a chief academic officer. This appointment is proposed after consultation with a faculty-student committee. Dr. Maynard has tenure as Professor of History. He will carry the internal title of Vice President and Provost. senator's

NO. 32. DESIGNATION OF ASSISTANT DEAN OF STUDENTS: RESOLVED, That Anne-Marie Wiemer, Instructor, be designated Assistant Dean of Students for the period 9/1/70-6/30/71, with compensation at the rate of $2,000 per annum in addition to her academic salary, subject to financial ability.
Minutes of Proceedings, September 28, 1970

NO. 33. APPOINTMENTS WITH WAIVER OF THE BYLAWS: Referred to the Committee on The City University with power to act.

NO. 34. LEAVE OF ABSENCE WITH WAIVER OF THE BYLAWS: Referred to the Committee on The City University with power to act.

NO. 35. PURCHASE OF CONDOMINIUM: RESOLVED, That the Board approve the purchase of Apartment 31A in the St. Tropez Condominium, 340 East 64th Street, New York, New York as a residence for the President of Hunter College at a cost not to exceed $95,000; and be it further RESOLVED, That the City University Construction Fund be requested to take appropriate steps to authorize the Dormitory Authority of the State of New York to purchase the noted condominium apartment; and be it further RESOLVED, That the most recent Supplemental Note Agreement be appropriately amended to provide the additional funds required for the purchase.

EXPLANATION: In keeping with the Board's policy of acquiring a residence facility for each of the senior college presidents, the acquisition of the noted facility for the President of Hunter College is recommended.

At this point President Wexler reported briefly on the report of the Task Force on Governance.

BROOKLYN COLLEGE
(Calendar Nos. 36 and 37)

NO. 36. DESIGNATION AS ASSOCIATE DEAN: RESOLVED, That Clyde R. Dillard, Professor of Chemistry, be designated as Associate Dean of the College, effective September 1, 1970 for the academic year 1970-71, with compensation of $3,000 per annum in addition to his academic salary, subject to financial ability.

NOTE: Professor Dillard is replacing Professor Murray Horowitz who has resigned as Associate Dean of the College.

NO. 37. APPOINTMENTS WITH WAIVER OF THE BYLAWS: Referred to the Committee on The City University with power to act.

QUEENS COLLEGE
(Calendar Nos. 38 through 41)

NO. 38. DESIGNATION OF ASSOCIATE DEAN OF THE FACULTY: RESOLVED, That Albert M. Levenson, Associate Professor of Economics, be designated as Associate Dean of the Faculty for the period 9/1/70-6/30/71, with compensation at the rate of $3,000 per annum in addition to his annual academic salary, subject to financial ability.

NO. 39. APPOINTMENT OF FULL PROFESSOR: RESOLVED, That Taro Takahashi be appointed Professor in the Department of Earth & Environmental Sciences for the period 2/1/71-8/31/71, at the annual salary rate of $29,800, subject to financial ability and schedule conditions. Professor Takahashi will serve as Distinguished Professor of Physical Sciences.

NO. 40. ACADEMIC SENATE ELECTION: RESOLVED, That the following portion of Section III C. of the Queens College Governance Report (approved by the Board on April 29, 1970, Cal. No. 36) be waived to permit the College to conduct elections for the Academic Senate in October of 1970, and to hold the first meeting as soon thereafter as possible, with the understanding that the election for the 1971-72 academic year will take place during the last three weeks of classes of the Spring semester as required:
Elections shall take place during the last three (3) weeks of classes of the Spring semester. The first meeting of the new Academic Senate shall take place no later than June 1 at which time it succeeds the preceding Academic Senate.

EXPLANATION: There was not sufficient time to hold elections for the Academic Senate between the date of the approval of the Governance Report by the Board and the end of the Spring semester. The waiver is requested in order that a governing body may be established as early in the semester as possible so that matters having to do with curriculum, granting of degrees and educational affairs customarily cared for by a college faculty can be properly considered.

NO. 41. APPOINTMENTS WITH WAIVER OF THE BYLAWS: Referred to the Committee on The City University with power to act.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
(Calendar Nos. 42 through 44)

NO. 42. CHANGE OF NAME OF DIVISIONS: (a) RESOLVED, That the name of the Division of Humanities be changed to the Division of Arts and Languages.

EXPLANATION: The change of title is requested because the discipline of History was removed from the Division and it is believed that the new title reflects more accurately the nature of the Division.

(b) RESOLVED, That the name of the Division of Social Sciences be changed to the Division of Behavioral Sciences.

EXPLANATION: The change of title is requested since several of the Social Sciences are now located in the new Division.

NO. 43. ESTABLISHMENT OF A NEW DIVISION: RESOLVED, That a new division be established from existing disciplines in the Divisions of Humanities and Social Sciences to be called the Division of Government, History, and Economics.

EXPLANATION: The former divisions had become too large and unwieldy for administrative purposes. The combination of these disciplines in the new Division is a frequent one in other colleges and seems particularly appropriate here.

NO. 44. APPOINTMENT WITH WAIVER OF THE BYLAWS: Referred to the Committee on The City University with power to act.

RICHMOND COLLEGE
(Calendar No. 45)

NO. 45. APPOINTMENT AS PROFESSOR AND DESIGNATION AS DEAN: RESOLVED, That Joachim Bruhn, be appointed Professor for the period 9/1/70-8/31/71, at the salary rate of $26,650 per annum, subject to financial ability; and be it further

RESOLVED, That Dr. Bruhn be designated Dean of Studies for the period 9/1/70-6/30/71, with compensation at the rate of $4,000 per annum in addition to his academic salary, subject to financial ability.

YORK COLLEGE
(Calendar No. 46)

NO. 46. DESIGNATION OF ASSISTANT DEANS: (a) RESOLVED, That Emilia Doyaga, Associate Professor of Spanish, be designated Assistant Dean for the Division of the Humanities, for the period 8/1/70-6/30/71, with compensation at the rate of $2,000 per annum in addition to her academic salary, subject to financial ability.
(b) RESOLVED, That Daniel Stern, Assistant Professor of Psychology in the Division of Counseling and Student Development, be designated Assistant Dean in the Division of Counseling and Student Development for the period 8/1/70-6/30/71, with compensation at the rate of $2,000 per annum in addition to his academic salary, subject to financial ability.

THE BERNARD M. BARUCH COLLEGE
(Calendar No. 47)

NO. 47. APPOINTMENTS WITH WAIVER OF THE BYLAWS: Referred to the Committee on The City University with power to act.

UNIVERSITY GRADUATE DIVISION
(Calendar Nos. 48 through 52)

NO. 48. APPOINTMENT AS PROFESSORS: (a) RESOLVED, That Seymour J. Lindenbaum be appointed Professor of Physics (CUNY; City College) for the period 9/1/70-8/31/71, at the salary rate of $24,150 per annum, subject to financial ability.

(b) RESOLVED, That Jerome Schulman be appointed Professor of Microbiology (CUNY; Mount Sinai) for the period 7/1/70-6/30/71, at the salary rate of $27,900 per annum, subject to financial ability.

NO. 49. APPOINTMENT WITH WAIVER OF THE BYLAWS: Referred to the Committee on The City University with power to act.

NO. 50. USE OF FUNDS FOR INITIATION OF FOOD SERVICE AT THE GRADUATE CENTER: RESOLVED, That the University Graduate Division be authorized to use $20,000 of non-tax levy funds as a reserve to supplement, if necessary, the operational deficit and management fee of the food concessions at the Graduate Center for the fiscal year 1970-71.

EXPLANATION: All of the food concessionaires have indicated that it is difficult to project the volume of the food service operation required by the Graduate Center, and have requested a guarantee of the projected income during the initial operation of the service.

NO. 51. CHANGES IN BYLAWS OF THE UNIVERSITY GRADUATE DIVISION: RESOLVED, That changes in the bylaws of the University Graduate Division, providing for graduate student participation in the governance of the Division, be approved.

NOTE: A complete set of bylaw changes is on file with these minutes in the Office of the Secretary of the Board.

EXPLANATION: In response to the Board resolution of May 5, 1969, in which the Board resolved that it would view with favor a new set of bylaws for those units wishing to propose a new governance structure, the President of the Graduate Division in May, 1969 appointed a committee composed of three faculty members (members of the Graduate Faculty Council Committee on Structure), three students (members of the President's Student Advisory Committee), and three administrators. The committee submitted its proposed bylaws to the faculty and students of the Division. After providing opportunity for discussion by the students and faculty in each program and by the faculty in an open meeting of the Graduate Faculty Council, the committee incorporated some of the changes suggested as a result of these discussions into the proposed bylaws which were submitted for a vote to the entire doctoral faculty and to all students enrolled in the Graduate Division, during the last week of May and the first week of June.

The Board's resolution of May 5, 1969, required that the proposed bylaws should receive the affirmative vote of 75% of those voting. The action now pending before the Board proposes to reduce this percentage to a majority, provided 30% of the eligible voters cast a ballot.
In the Graduate Division the faculty vote satisfies the newly proposed requirement while the student vote satisfies the requirement set in the resolution of May 5, 1969. Although the percentage of students voting does not quite meet the 30% requirement now under consideration, the President of the Graduate Division recommends approval of the proposed bylaws. This recommendation is based on her opinion that the proposed bylaws are reasonable and fair to all parties concerned and on the recognition of the difficulties arising from the geographic dispersal of the Division.

The substantial affirmative vote among both faculty and students appears to insure appropriate support for the recommended changes.

NO. 52. CHANGES IN BYLAWS OF THE UNIVERSITY GRADUATE DIVISION: RESOLVED, That the changes in the bylaws of the University Graduate Division, providing for Graduate Division jurisdiction over non-doctoral graduate educational programs located at the Graduate Center and normalizing representation of Teacher Education on the Graduate Faculty Council, be approved.

NOTE: A complete set of bylaw changes is on file with these minutes in the Office of the Secretary of the Board.

EXPLANATION: Master’s Programs in Comparative Literature, German and Classics are presently offered at the Graduate Center. Until the present time no faculty body has been assigned responsibility for these programs. At its meeting of May 21, 1970, the Graduate Faculty Council approved and recommended to the Board changes in its bylaws which will give it jurisdiction over non-doctoral graduate programs at the Graduate Center. The President recommends adoption of these changes.

On May 8, 1969 the Graduate Faculty Council approved a resolution proposing normalization of representation of Teacher Education once Education was established as a separate doctoral program. A doctoral program in Education now exists and is represented on the Graduate Faculty Council in the same manner as other doctoral programs. The President recommends adoption of this change.

THE CITY UNIVERSITY
(Calendar Nos. 53 and 54)

NO. 53. CHANCELLOR’S REPORT: RESOLVED, That the Chancellor’s Report (including Addendum Items) for the month of September, 1970, be approved as amended, as follows:

Items listed in Part H. ERRATA, to be withdrawn.

Item G.1.3. Acquisition of Art Objects for Academic Building II-Queens College - withdrawn.

NOTE: A complete Chancellor’s Report, including Part H. ERRATA, is on file with these minutes in the Office of the Secretary of the Board.

NO. 54. GENERAL DISCUSSION-POLICY PROPOSALS FOR FUTURE BOARD CONSIDERATION: No further action.

YORK COLLEGE
(Calendar No. 55)

NO. 55. DESIGNATION OF DEANS: (a) RESOLVED, That Lewis J. Bodl, Professor of Chemistry and Associate Dean for the Division of Natural Sciences, be designated Dean of Faculty for the period 10/1/70-6/30/71, with compensation of $4,000 per annum as Dean, plus academic annual salary of $28,550, subject to financial ability.

(b) RESOLVED, That Richard E. Gruen, Associate Dean for the Division of Counseling and Student Development and Associate Professor of Psychology, be designated Dean for the Division of Counseling and Student Development for the period 10/1/70-6/30/71, with compensation of $4,000 per annum as Dean, plus academic annual salary of $22,240, subject to financial ability.
RESOLVED, That Reatha C. King, Assistant Professor of Chemistry, be designated Assistant Dean for the Division of Natural Sciences, for the period 10/1/70-6/30/71, with compensation of $2,000 per annum as Acting Assistant Dean, plus academic annual salary of $17,760, subject to financial ability.

THE CITY UNIVERSITY
(Calendar Nos. 56 through 58)

NO. 56. TRANSFER AND DESIGNATION OF UNIVERSITY DEAN FOR COMMUNITY COLLEGE AFFAIRS: RESOLVED, That Leon M. Goldstein be transferred to the City University, Central Services, from New York City Community College as Professor with Tenure, effective 9/1/70; and be it further

RESOLVED, That Leon M. Goldstein be designated University Dean for Community College Affairs, for the period 9/1/70-6/30/71, with compensation at the rate of $4,000 per annum for his services as Dean, in addition to his academic salary of $27,900 as full professor, subject to financial ability.

EXPLANATION: Leon M. Goldstein will replace Martin Moe who left the Central Office 8/31/70 to assume the position of Dean of Cooperative and Continuing Education for Community College Number Nine.

NO. 57. APPOINTMENT AND DESIGNATION OF UNIVERSITY DEAN FOR STUDENT SERVICES: RESOLVED, That J. Joseph Meng be appointed Associate Professor at the City University, Central Services, for the period 9/30/70-8/31/71, at the salary rate of $19,620 per annum, effective 9/30/70 and $21,240 per annum, effective 10/1/70, subject to financial ability; and be it further

RESOLVED, That J. Joseph Meng be designated University Dean for Student Services, for the period 9/30/71-6/30/71, with compensation at the rate of $4,000 per annum for his services as Dean, in addition to his academic salary, subject to financial ability.

EXPLANATION: The University Dean for Student Services is a new position, which is being established to provide coordination for the student-related activities of the University. The Office of University Dean for Student Services will include the University Office of Student Financial Aid, the University Applications Processing Center and the University Office of Admissions Services. In addition, the University Dean for Student Affairs will serve as University liaison officer with the College Deans of Students, Registrars and Admissions Officers and with the University Student Senate.

Mr. Ashe asked to be recorded as voting “No” as to the appointment of Associate Professor.

Upon motion duly made, seconded and carried, the following resolution was adopted in Executive Session:

NO. 57A. COLLEGE NUMBER XVII - NAMING OF COLLEGE: RESOLVED, That College Number XVII be named the Medgar Evers College.

EXPLANATION: At the meeting of the Board held June 22, 1970, the college was named “Kings College.” In a letter dated July 22, 1970 from the University of the State of New York to Dr. Bowker it was learned that the name could not be approved as there already exists in the State of New York an institution of higher education known as “The King’s College.”
NO. 58. WAIVER OF BYLAWS FOR PERSONNEL ACTIONS: The Chancellor's Report of the following report of bylaw waiver requests for personnel actions, was noted:

PERSONNEL ACTIONS WITH WAIVER OF BYLAWS
SUMMARY REPORT - SEPTEMBER 1970

<table>
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<tr>
<th>SENIOR COLLEGES AND GRADUATE DIVISION</th>
<th>March 1969</th>
<th>April - June 1970</th>
<th>September 1970</th>
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<td>b. Other waivers</td>
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<tr>
<td>c. Waivers for administrators</td>
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COMMUNITY COLLEGES

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CENTRAL OFFICE

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TOTAL WAIVERS

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<td>19</td>
<td>53</td>
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At this point the Board went into Executive Session.

Upon motions duly made, seconded and carried, the following resolutions with respect to retiring Board members were adopted:

NO. 59. HONORABLE RENATO J. AZZARI: RESOLVED, That the minutes of the meeting reflect the sincere gratitude of the members of the Board of Higher Education to the Honorable Renato J. Azzari for his significant service as a member of the Board of Higher Education and that this expression of appreciation and the following resolution be spread upon the minutes.

WHEREAS, The Honorable Renato J. Azzari was appointed as a member of the Board of Higher Education on November 17, 1948 and has served the Board and the colleges of the City University as Chairman of the John Jay College of Criminal Justice, Bronx Community College and Hostos Community College Committees, and member of various college, standing and special committees of the Board; and

WHEREAS, His knowledge of and experience in the field of medicine has been of inestimable value to the City University and its colleges; and
WHEREAS, Dr. Azzari's term of office expired on June 30, 1970, after more than twenty years of service; therefore be it

RESOLVED, That the Board of Higher Education take official note of the Honorable Renato J. Azzari's devoted public service to and deep interest in The City University of New York and its constituent colleges; and be it further

RESOLVED, That the Chairman, on behalf of the Board, transmit to Renato J. Azzari its high regard and good wishes for health and happiness; and be it further

RESOLVED, That Dr. Azzari be designated Member Emeritus of the Board of Higher Education, effective July 1, 1970.

NO. 60. HONORABLE BENJAMIN F. McLAURIN: RESOLVED, That the minutes of the meeting reflect the sincere gratitude of the members of the Board of Higher Education to the Honorable Benjamin F. McLaurin for his significant service as a member of the Board of Higher Education and that this expression of appreciation and the following resolution be spread upon the minutes.

WHEREAS, The Honorable Benjamin F. McLaurin was appointed as a member of the Board of Higher Education on September 4, 1963 and has served the Board and the colleges of the City University as Chairman of the Bronx Community College Committee, Vice-Chairman of the Hunter College, Herbert H. Lehman and Borough of Manhattan Community College Committees and member of various college, standing and special committees of the Board; and

WHEREAS, His knowledge of and experience in labor management has been of value to the City University and its colleges; and

WHEREAS, Mr. McLaurin has asked that his term of office as a member of the Board be terminated as of August 31, 1970; therefore be it

RESOLVED, That the Board of Higher Education take official note of the Honorable Benjamin F. McLaurin's devoted public service; and be it further

RESOLVED, That the Chairman, on behalf of the Board, transmit to Benjamin F. McLaurin its high regard and good wishes for health and happiness and success in his new position as Director of the Mayor's Committee on Exploitation of Workers.

NO. 61. HONORABLE ELLA S. STREATOR: RESOLVED, That the minutes of the meeting reflect the sincere gratitude of the members of the Board of Higher Education to the Honorable Ella S. Streator for her significant service as a member of the Board of Higher Education and that this expression of appreciation and the following resolution be spread upon the minutes.

WHEREAS, Mrs. Streator's term of office expired on June 30, 1970, after more than twenty years of service; and

WHEREAS, Mrs. Streator has rendered outstandingly painstaking, wise and creative service to the Board of Higher Education, to the colleges of the City University and to the young people of this city since her first appointment to this Board in 1947, and throughout her two reappointments since that date; and

WHEREAS, Mrs. Streator during this period has been a member of various committees, and for fifteen years Chairman of the Queens College Committee, fourteen years Chairman of the Executive Committee and Chairman of the Queensborough Community College Committee for two years; and
WHEREAS, Her signal contribution to the welfare of students and faculty has been attested by the award to her of the Honorary Degree of LL.D. from Queens College; therefore be it

RESOLVED, That the Board of Higher Education take official note of the Honorable Ella S. Streator's devoted public service to and deep interest in The City University of New York and its constituent colleges; and be it further

RESOLVED, That the Chairman, on behalf of the Board, transmit to Ella S. Streator its high regard and good wishes for health and happiness; and be it further

RESOLVED, That Mrs. Streator be designated Member Emerita of the Board of Higher Education, effective July 1, 1970.

NO. 62. HONORABLE RUTH S. SHOUP: WHEREAS, The Board of Higher Education notes with profound regret the resignation, as of September 17, 1970, of our revered colleague Ruth S. Shoup; and

WHEREAS, In consideration of her more than thirty years of distinguished and devoted service to the youth of The City of New York as a member of the Board, and for sixteen years Secretary of the Board; and

WHEREAS, As a working member of the famous “Committee of Five” which was appointed in 1937 to reorganize the faculty structure and to establish tenure and, as a result of the work of the Committee, the bylaws on Faculty Organization and Tenure were adopted; and

WHEREAS, Mrs. Shoup served as Chairman of the Committee on Personnel status, which was appointed to “study the whole problem of appointment, evaluation, promotion, tenure and salary of the teaching, clerical and administrative staffs” and numerous college, standing and special committees, serving as Chairman of the following committees: Hunter College, Hunter College in the Bronx, Herbert H. Lehman College and the Borough of Manhattan Community College; and

WHEREAS, In addition to her devotion of time and energy to the work of the Board of Higher Education, Mrs. Shoup has been active in the League of Women Voters and in civic and cultural affairs; therefore be it

RESOLVED, That this Board, speaking not only for itself, but also for the students, faculty, presidents, Chancellor and staffs of the University, express its unstinting gratitude to Ruth S. Shoup for her devoted service to higher education in The City of New York, and in recognition thereof designate her Member Emerita of the Board of Higher Education, effective September 28, 1970.

Upon motion duly made, seconded and carried, the meeting adjourned at 11:15 P.M.

N. MICHAEL CARFORA
Secretary of the Board
DEFINITIONS

a. "Board" shall mean the Board of Higher Education in the City of New York.

b. "Department" means an instructional department of a college or a Ph.D. program in the University Graduate Division; if the instructional work of the college is organized into divisions, it shall mean a division.

c. "Department Chairman" shall be deemed to include a department head as such title is used in the community college.

d. "Instructional staff" titles in the community colleges shall be deemed to have included therein and be preceded by the phrase "Community College."

e. "Tenure" is the right of a person to hold his position during good behavior and efficient and competent service, and not to be removed therefrom except for cause in the manner provided for in these bylaws.

f. "Senior College" shall mean a four-year college, an upper division college, or the University Graduate Division.

g. "Community College" shall mean a two-year college offering Associate Degrees.

h. "College" shall be deemed to include a senior college, a community college, or the University Graduate Division.

i. "President" shall be deemed to include the Chancellor, the President of a College, or anyone acting in such capacity as the sense of the provision may be appropriate.

j. "Educational Unit" shall mean a senior college, a community college, the University staff, or the University Graduate Division.

k. "Promotion" is an advancement from a title on the permanent instructional staff to another title on the permanent instructional staff requiring increased responsibility and salary.
ARTICLE VI--THE INSTRUCTIONAL STAFF

Section 6.1 INSTRUCTIONAL STAFF. The Instructional Staff shall consist of the persons employed in the following titles:

<table>
<thead>
<tr>
<th>Title</th>
<th>Title</th>
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<tbody>
<tr>
<td>Chancellor</td>
<td>Visiting Professor</td>
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<tr>
<td>Deputy Chancellor</td>
<td>Visiting Associate Professor</td>
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<tr>
<td>Vice-Chancellor</td>
<td>Visiting Assistant Professor</td>
</tr>
<tr>
<td>President</td>
<td>Adjunct Professor</td>
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<td>Vice-President</td>
<td>Adjunct Associate Professor</td>
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<tr>
<td>University Dean</td>
<td>Adjunct Assistant Professor</td>
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<tr>
<td>University Associate Dean</td>
<td>Lecturer</td>
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<tr>
<td>University Assistant Dean</td>
<td>Lecturer (Part-Time)</td>
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<tr>
<td>Dean</td>
<td>Instructor</td>
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<tr>
<td>Associate Dean</td>
<td>Instructor (Nursing Science)</td>
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<td>Research Associate</td>
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<td>Distinguished Professor</td>
<td>Research Assistant</td>
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<tr>
<td>Professor</td>
<td>Clinical Assistant</td>
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<tr>
<td>Associate Professor</td>
<td>Registrar</td>
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<tr>
<td>Assistant Professor</td>
<td>Temporary Teacher</td>
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<tr>
<td>in the Hunter College Elementary School and Hunter College High School:</td>
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Section 6.2 PERMANENT INSTRUCTIONAL STAFF--TENURE. The permanent instructional staff shall consist of those persons who have been granted tenure under any of the provisions enumerated in subds. a, b, c, d, e, and f below and in Section 6.3, subds. a, b, and d.
a. Appointments after June 16, 1968—A person employed after June 16, 1968, full time on an annual salary in the title of professor, associate professor, assistant professor, instructor (nursing science), registrar, associate registrar, assistant registrar, college laboratory technician, and in the Hunter College high school and Hunter College elementary school (but not in the Early Childhood Center Program), principal, chairman of department, teacher, guidance counselor and librarian, or in any grade or position which the Board in its discretion may add hereto, who after serving on an annual salary in any of the above titles for five full years continuously, has been appointed or shall be appointed for a sixth full year, shall have tenure effective on the first day of September following his reappointment for the sixth full year.

b. A distinguished person of proven record appointed initially to the title of professor, who had tenure in another accredited institution of higher learning, may be appointed with immediate tenure by the Board in its discretion.

c. A person appointed to the title of professor, associate professor or assistant professor after prior service in a position on the instructional staff may be granted tenure by the Board in its discretion, under these bylaws, after not less than one nor more than five years of continuous full-time satisfactory service on an annual salary basis.

d. A person who has attained tenure under one of the provisions of Section 6.2 or Section 6.3 of these bylaws in an educational unit under the jurisdiction of the Board of Higher Education, and who is subsequently appointed to a comparable position on an annual salary basis in another educational unit under the jurisdiction of the Board, shall retain his tenure.

e. The decision of the Board to reappoint with tenure shall be communicated in writing to the person affected not later than December first preceding the expiration of the fifth full year of service. Where an appointee begins his service after September thirtieth, the tenure period shall not begin until the succeeding September first; and when an appointment is made during the month of September, the appointment shall date as of September first of that year for the purposes of tenure.

f. A person in a title on the permanent instructional staff who interrupts her service for a maternity leave duly granted to her by the Board shall not suffer from an interruption of the service period required for tenure. A period of creditable service immediately preceding such absence shall be counted in computing the years of service required by this section.

Section 6.3 PERMANENT INSTRUCTIONAL STAFF—Tenure—Past Provisions. a. Appointments before June 16, 1968—A person employed and serving prior to June 16, 1968, full time on an annual salary in the title of professor, associate professor, assistant professor, instructor, lecturer (nursing science), registrar, associate registrar,
assistant registrar, registrar's assistant, college science assistant, college science technician, college engineering technician, teacher or educational and vocational counselor who, after serving on an annual salary in any of the titles or positions enumerated in this subparagraph for three full years continuously, has been appointed or shall be appointed for a fourth full year, shall have tenure effective on the first day of September following his reappointment for the fourth full year.

b. A person employed and serving on a full-time annual salary basis in one of the titles listed in subdivision "a" hereof during the period from June 17, 1968, through October 1, 1968, and who has served on an annual salary basis in any of these titles for three full years continuously and who shall have been reappointed for a fourth full year, shall have tenure under these bylaws effective as of the first day of September following his reappointment for the fourth full year.

c. Service as department head, senior instructor, instructor or junior instructor in a community college during the period from September 1, 1956, to September 30, 1959, shall be credited toward tenure in the positions of professor, associate professor, assistant professor or instructor, respectively.

d. All persons employed on an annual salary in the day session in the senior colleges in the positions of professor, associate and assistant professor, instructor, tutor, registrar, librarian, associate and assistant librarian, library assistant, assistant teacher, instructor, critic teacher or teacher who, on September 1, 1938, were serving in any of these positions and had completed at least four full years of continuous service on an annual salary from the date of their appointment to any of the positions above enumerated, or who had served at least three full years and had been appointed for a fourth full year, are members of the permanent instructional staff.

Section 6.4 ADMINISTRATIVE CERTIFICATE OF CONTINUOUS EMPLOYMENT. a. Persons who have been employed and have served as teachers or counselors in the title of lecturer continuously on a full-time basis for five or more years, or for ten or more semesters, and who were paid from tax levy funds, and who were reappointed effective as of September 1, 1969, for a sixth, or more, full-time continuous year, or for an eleventh, or more, full-time continuous semester, shall be granted an administrative certificate of continuous employment which shall be effective September 1, 1969.

b. Persons who have been employed and who have served as teachers or counselors in the title of lecturer on a full-time basis for five, or more, years cumulatively since 1961 and who were employed to teach on a full-time basis in the title of lecturer effective as of September 1, 1969, may, upon their next reappointment to a teaching or counseling position in the title of lecturer (full-time), be granted an administrative certificate of continuous employment. (This provision shall be operative until September 1, 1971.)

c. Persons who have been employed and have served as teachers or counselors for five full years and who are reappointed for a sixth full year of continuous full-time service in the title of lecturer (full-time) shall be granted an administrative certificate of continuous employment.
Where an appointee begins his service at any time after September thirtieth, the time toward the award of an administrative certificate of continuous employment shall not start to accrue until the first of September following the appointment, except that an appointment made during the month of September shall be deemed to be an appointment as of September 1 of that year for purposes of an administrative certificate of continuous employment.

d. The administrative certificate of continuous employment shall be valid only in that college which issues the certification and shall carry with it the guarantee of full-time reappointment in that college subject to continued satisfactory performance, stability in academic program, sufficiency of registration and financial ability.

Section 6.5 APPOINTMENTS WITHOUT TENURE. Nothing contained in this article shall be construed as conferring or permitting tenure, or service credit toward the achievement of tenure in the positions of chancellor, deputy chancellor, vice-chancellor, president, vice-president, university dean, university associate dean, university assistant dean, dean, associate dean, assistant dean, department chairman, chief librarian, principal, supervisor, distinguished professor, visiting professor, visiting associate professor, visiting assistant professor, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct lecturer, higher education officer, higher education associate, higher education assistant, assistant to higher education officer, research associate, research assistant, clinical assistant, lecturer (full-time), lecturer (part-time), instructor appointed after October 1, 1968; business manager, assistant business manager, assistant to business manager, all positions in the Early Childhood Centers Programs, or any other instructional position not included on the permanent instructional staff, except that prior service as a full-time lecturer may be considered toward the award of tenure to persons in a title on the permanent instructional staff. Appointment to any such nontenure-bearing position, or removal therefrom, however, shall not deprive the person so appointed or removed of tenure in the highest position on the staff held with tenure prior to his appointment to such office, or conjointly with such office, nor shall such appointment or removal deprive any person of service credit toward the achievement of tenure under the provisions of this article. All persons appointed chancellor, deputy chancellor, president, vice-chancellor, vice-president, university dean, university associate dean, university assistant dean, dean, associate dean, assistant dean, or principal, if not already appointed to a position on the permanent instructional staff, may be appointed to an appropriate instructional position.

Section 6.6 APPOINTMENTS TO THE INSTRUCTIONAL STAFF—NOTICES.
a. All appointments to the instructional staff, except as otherwise provided, shall be made by the Board upon the recommendation of the President.

b. Except for the appointment of persons whose sole educational duties shall be administrative, all original appointments to the instructional staff shall be made to a department. All such original appointments shall be for one year or less.
c. In the case of the appointment or removal of a chancellor, deputy chancellor, president, vice-chancellor, university dean, university associate dean, university assistant dean, dean associate or assistant dean, or principal, the affirmative vote of a majority of all members of the Board shall be required.

d. Appointment of a president of a community college shall be subject to the approval of the Board of Trustees of the State University of New York.

e. Each appointment shall terminate at the terminal date specified in the appointment. The notice of appointment shall state specifically that the appointment is of a temporary nature; shall give terminal date of the appointment and shall add that services beyond the period indicated in the notice of appointment are possible only if the Board takes affirmative action to that effect.

f. Notice of reappointment or nonreappointment shall be given by the President or his designee to the appointee in writing not later than April 1st preceding the expiration of the first year of service and not later than December 1st of each succeeding year of service. In the position of instructor appointed after October 1, 1968 there shall be no more than four successive annual reappointments.

g. The decision of the Board to reappoint with tenure or to reappoint with an administrative certificate of continuous employment shall be communicated in writing by the proper college authority to the person affected not later than December first preceding the expiration of the fifth full year of service.

h. In the event of adverse Board action on a recommendation for appointment or reappointment, or reappointment with tenure, or reappointment with an administrative certificate of continuous employment, notice of intention not to reappoint shall be given to the candidate as soon thereafter as practicable.

i. Appointments and reappointments to a position on the instructional staff shall be considered final when formally approved by the Board.

Section 6.7 NONREAPPOINTMENT IN THE ADJUNCT TITLES. a. The services of employees in adjunct titles may be terminated and they shall be notified of nonreappointment or rescission of previously proffered appointment in accordance with the following timetable:

1. Those employees who are not to be reappointed because of poor evaluation shall be notified in the Fall semester not later than December 15, and in the Spring semester not later than May 15.

2. Those employees who are not to be reappointed because of insufficient registration, financial inability or changes in curriculum shall be notified as soon as the college administration is aware of the situation.
Section 6.8 TRANSFERS, REASSIGNMENTS, PROMOTIONS. a. Neither tenure nor the period requisite for the achievement of tenure shall be affected by transfer within the City University from one community college to another community college, nor from one senior college to another senior college, nor by promotion or change of title, except that a person upon whom tenure has been conferred and who may be transferred or promoted to any position in the City University, or whose title may be changed, shall have tenure in his new position, provided such position is on the permanent instructional staff, and further provided that the transfer does not involve a change from the administrative staff to the instructional staff.

b. Nothing herein contained shall be construed to prevent the Board from assigning any person having tenure to any appropriate position on the staff, but no such assignment shall carry with it a reduction in rank or a reduction in salary other than the elimination of any additional emolument provided for administrative positions.

c. An administrative certificate of continuous employment shall be valid only in that college which issues the certificate or makes the sixth continuous appointment.

Section 6.9 DISCONTINUANCE OF POSITION. a. Where a position in a department is to be abolished or discontinued, a person in a title on the permanent instructional staff who does not have tenure in that department shall be dismissed before a person in a title on the permanent instructional staff who does have tenure in that department.

b. A position held by a person upon the permanent instructional staff may be abolished or discontinued by the Board for reasons which are not discriminatory against a particular person or persons. In the event that a position in a department is to be abolished or discontinued, such position shall be that of the person last granted tenure in such department, save that, for special educational reasons which are not discriminatory against a particular person or persons, the Board may continue the services of a tenured person or persons whose position or positions would otherwise be abolished or discontinued, and abolish or discontinue the position or positions of the person or persons next most recently granted tenure in such department.

c. If the Board abolishes or discontinues the position of a person upon whom tenure is conferred and can find no position in the senior college or community college, as the case may be, in which such person has been serving which can be efficiently and capably filled by such person, then his name shall be placed and shall remain for three years upon a preferred eligible list of candidates for reappointment to fill a vacancy, or newly-created position may thereafter occur which can be efficiently and capably filled by such person.

d. There shall be a separate preferred eligible list for each title in each department in each college. Each such list shall be applicable only to the title, department and college for which it was created. Reappointments shall be made from such preferred
eligible lists so that the person or persons whose position or positions were most recently discontinued shall be the first person or persons reappointed, provided that for special educational reasons which are not discriminatory against a particular person or persons, the person or persons whose position or positions were next most recently discontinued may be the first person or persons reappointed. Any person reappointed from a preferred eligible list shall be reappointed at a salary not less than that which he was receiving when his position was abolished or discontinued.

e. A member of the permanent instructional staff whose name is placed on a preferred eligible list shall be deemed to have a leave of absence without pay or increment credit during the time he is on such eligible list.

f. A position held by a person who has received an administrative certificate of continuous employment may be abolished or discontinued by the Board for reasons which are not discriminatory against a particular person or persons. In the event that the position of a lecturer (full-time) in a department is to be abolished or discontinued, the person who last received his administrative certificate of continuous employment shall be the person whose position is first to be abolished, except that for special educational reasons which are not discriminatory against a particular person or persons, this rule may be waived by the Board.

If the position of a lecturer (full-time) is abolished or discontinued, the names of the persons whose positions were so abolished shall be placed and shall remain for three years on a departmental preferential eligible list to fill a vacancy that may thereafter occur in that department which can be capably and efficiently filled by said person.

Reappointments shall be made from such preferred eligible list so that the person or persons who first received the administrative certificate of continuous employment shall be the first to be re-hired, except that for special educational reasons that are not discriminatory against a person or persons, this rule may be waived by the Board.

No person reappointed from a preferred eligible list shall be reappointed at a salary which is less than he was receiving when his position was abolished or discontinued.

g. Where a position held by a person in an adjunct title is abolished or discontinued because of the cancellation of a class due to financial inability, insufficient enrollment or changes in curriculum, the person whose position has been abolished or discontinued shall be granted preferential re-hiring rights within the department for identical or remedial courses which he has taught.

All individuals affected by such a reduction in force shall be placed on a departmental preferential re-hiring list established by date of initial employment.

The individual's name on a departmental preferential re-hiring list shall be deleted after three years.
ARTICLE VII—ACADEMIC DUE PROCESS

Section 7.1 GROUNDS FOR REMOVAL OR SUSPENSION. Members of the instructional staff may be suspended or removed for one or more of the following reasons:

a. Incompetent or inefficient service.
b. Neglect of duty.
c. Physical or mental incapacity.
d. Conduct unbecoming a member of the staff. This provision shall not be so interpreted as to constitute interference with academic freedom.

Section 7.2 PRESENTATION OF CHARGES. a. Charges against a member of the instructional staff may be made by a president, vice-president, dean, department chairman, principal, member of the Board, a committee of the Board, or the Board itself. Charges shall in the first instance be presented in writing to the president together with such evidence as would support the charges. It shall be the duty of the president if he determines the charges are substantial, to serve the person involved with a notice setting forth all the charges and the specifications thereof pending against him. The president shall forthwith send a copy of the charges and specifications to the College Personnel & Budget Committee, or a faculty committee designated by it, together with a statement as to when the charges and specifications were served on the person involved.

Section 7.3 SUSPENSION UNDER CHARGES. Any person against whom charges have been made may at any time during the pendency of the charges be suspended with pay by the president of the college.

Section 7.4 SERVICE OF CHARGES. a. Service of the charges and specifications by the president shall be made in the following manner:

1) By personal delivery to the person involved, or

2) If personal delivery cannot be made with reasonable diligence, by registered or certified mail or by leaving a copy with some person of an age of discretion at the place of residence of the person involved and by notifying such person of the nature of the papers and by leaving a duplicate of such charges and specifications at the college or school where such person is assigned with some person of discretion at the place where such person is accustomed to report for duty, or,

3) If service cannot, with reasonable diligence, be made as provided under paragraph 1 or 2 of this subdivision, by posting a copy of the charges and specifications upon the bulletin board of the college or school and of the department to which the person involved is assigned.
b) An affidavit by the person who has served such charges in any manner prescribed in "a" above shall be presumptive proof of the facts therein set forth.

Section 7.5 NOTICE OF INVESTIGATION AND HEARING. The College Personnel & Budget Committee, or a committee designated by it, shall immediately notify the person involved of a date at which a hearing and investigation of the charges shall be held. Said date shall be no later than 10 days from the date that notice of the charges was served by the president.

Section 7.6 INVESTIGATION AND HEARING. The committee shall conduct the investigation and hearing according to such rules as the College Personnel & Budget Committee may from time to time establish. The committee shall not be bound by the rules of evidence observed in courts of law.

Section 7.7 RIGHTS AND INVESTIGATION AND HEARING. The person involved shall be entitled to representation during the investigation and hearing by any person or persons of his choice.

Section 7.8 REPORT OF INVESTIGATION AND HEARING. a. The committee shall, upon the conclusion of the investigation and hearing, without unnecessary delay, make a report to the president, together with its recommendations. If the charges are sustained, the penalty may consist of a reprimand, suspension with or without pay or removal. The president shall make a report to the Board together with his recommendations. No member of the instructional staff shall be removed except at a regular or special meeting of the Board by an affirmative vote of the majority of all the members of the Board, except members ex officio.

b. Prior to the Board's final determination and judgment, the person involved shall be entitled to an appeal before the Board on the record with the right of representation by any person or persons of his choice.
ARTICLE VIII — ORGANIZATION AND DUTIES OF THE FACULTY

Section 8.1 DEFINITION OF FACULTY RANK. The presidents, vice-presidents, deans, associate and assistant deans, the business managers and all persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians shall have faculty rank. All persons having faculty rank shall have the right to vote both in the faculty of which they are members and in their respective departments provided, however, that they have not received notice of non-reappointment. Members with faculty rank in the Hunter College High School and the Hunter College Elementary School shall be subject to the limitations in Section 8.3 which refer to them.

Section 8.2 DEFINITION OF FACULTY STATUS. Those persons employed in the titles of instructor or lecturer (full-time) who have been reappointed on an annual salary basis for a third or later year of continuous full-time service shall have faculty status for the purposes hereinafter set forth.

Section 8.3 THE FACULTY, EXCEPT IN THE CITY COLLEGE AND THE UNIVERSITY GRADUATE DIVISION. The faculty (except in the City College and the University Graduate Division) shall consist of all persons having faculty rank or faculty status and such other individual members of the instructional staff as the faculty may add because of their educational responsibilities except that members with faculty rank in the Hunter College High School and the Hunter College Elementary School shall have membership in the faculties of their respective schools, and shall have membership in the faculty of Hunter College only if they have faculty rank or status concurrently in the Faculty of Hunter College.

Section 8.4 THE FACULTIES OF THE CONSTITUENT SCHOOLS OF THE CITY COLLEGE. The membership of the faculties of the respective schools of The City College shall be constituted as follows:

a. The faculty of the SCHOOL OF ENGINEERING shall include the president, the vice-president, the dean of the school, the dean of graduate studies of the school, the dean of administration, the dean of students, the dean of the school of general studies, the chairman of the Library Department, the registrar, the business manager and the members of the professional departments who have faculty rank, and in addition, two representatives each of the departments of chemistry, mathematics, and physics, and one representative of each of the other departments upon which the School of Engineering draws in its curriculum excepting that the president may, upon the recommendation of the dean of the School of Engineering, withdraw representation from any such department because of the limited participation of that department in the work of the school. Upon the recommendation of the dean of the school, the president shall also have the power to enlarge the representation
of any such department because of its participation in the special instruction of the school and to withdraw such additional representation. Subject to the right of the president to withdraw departmental representation as stated above, representatives elected by departments shall have faculty rank and shall be elected by the members of faculty rank in each department and shall serve for staggered three-year terms, following the initial term of office to which they were elected.

b. The faculty of the SCHOOL OF EDUCATION shall include the president, the vice-president, the dean of the school, the dean of graduate studies of the school, the dean of administration, the dean of students, the dean of the school of general studies, the chairman of the Library Department, the registrar, the business manager and the members of the professional departments who have faculty rank, and one representative of faculty rank of each department in other schools of the college upon which the school of education draws for its curriculum excepting that the president may, upon the recommendation of the dean of the School of Education, withdraw representation from any such department because of the limited participation of that department in the work of the school. Upon recommendation of the dean of the school, the president shall also have the power to enlarge the representation of any such department because of its participation in the special instruction of the school and to withdraw such additional representation. Subject to the right of the president to withdraw departmental representation as stated above, representatives elected by departments shall be elected by the members of faculty rank in each department and shall serve for staggered three-year terms, following the initial term of office to which they were elected.

c. The faculty of the SCHOOL OF ARCHITECTURE shall include the president, the vice-president, the dean of the school, the dean of administration, the dean of students, the chairman of the Library Department, the registrar, the business manager and the members of the professional departments who have faculty rank, and one representative of faculty rank of each department in other schools of the college upon which the School of Architecture draws for its curriculum excepting that the president may, upon the recommendation of the dean of the School of Architecture, withdraw representation from any such department because of the limited participation of that department in the work of the school. Upon the recommendation of the dean of the school the president shall also have the power to enlarge the representation of any such department because of its participation in the special instruction of the school and to withdraw such additional representation. Subject to the right of the president to withdraw departmental representation as stated above, representatives elected by departments shall be elected by the members of faculty rank in each department and shall serve for staggered three-year terms following the initial term of office to which they were elected in nineteen hundred sixty-nine.

d. The faculty of the SCHOOL OF NURSING shall include the president, the vice-president, the dean of the school, the dean of administration, the dean of students, the chairman of the Library Department, the registrar, the business manager and the members of the professional departments who have faculty rank, and one representative of faculty rank of each department in other schools of the college upon which the School of Nursing draws
for its curriculum excepting that the president may, upon the recommendation of the dean of the School of Nursing, withdraw representation from any such department because of the limited participation of that department in the work of the School. Upon the recommendation of the dean of the school the president shall also have the power to enlarge the representation of any such department because of its participation in the special instruction of the school and to withdraw such additional representation. Subject to the right of the president to withdraw departmental representation as stated above, representatives elected by departments shall be elected by the members of faculty rank in each department and shall serve for staggered three-year terms, following the initial term of office to which they were elected in nineteen hundred sixty-nine.

e. The faculty of the COLLEGE OF LIBERAL ARTS AND SCIENCE shall include the president, the vice-president, the dean of the school, the dean of graduate studies of the school, the dean of administration, the dean of students, the dean of the school of general studies, the chairman of the Library Department, the registrar, the business manager and the members of the academic departments, including the library and student personnel services departments, who have faculty rank.

f. The faculties of the several schools shall have the power to add other individual members of the staff to the membership of their respective faculties because of their educational responsibilities.

Section 8.5 THE FACULTY OF THE UNIVERSITY GRADUATE DIVISION. The faculty of the University Graduate Division shall include the president of the University Graduate Division, the deans of the University Graduate Division, the registrar, the business manager and the members of the faculty in each doctoral program, as defined in Section 9.2, and such other individual members of the instructional staff as the faculty may add because of their educational responsibilities.

Section 8.6 DUTIES OF FACULTY. The faculty shall meet at least once in each semester, or oftener, upon call by the president, or by petition of ten per cent of its members. The faculty shall be responsible, subject to guidelines, if any, as established by the Board for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefor, student attendance including leaves of absence, curriculum, awarding of college credit, granting of degrees. It shall make its own bylaws, consistent with these Bylaws, and conduct the educational affairs customarily cared for by a college faculty. The president shall preside at its meetings, or in his absence, the Dean of Faculty or a dean designated by the president.

Section 8.7 FACULTY COUNCILS, EXCEPT IN THE UNIVERSITY GRADUATE DIVISION. a. In every college or school of a college except in the University Graduate Division in which the faculty shall exceed one hundred members there shall be a
faculty council. The faculty council shall consist of the president, deans, the registrar, the business manager and two delegates from each department where available. One such delegate shall be the department chairman. The other shall be a person of faculty rank elected by the department. In addition, delegates-at-large, equal to the number of instructional departments, shall be elected. The method of nomination and election of delegates-at-large shall be determined in each college or school by the faculty council provided such delegates-at-large have faculty rank or faculty status. Vacancies shall be filled in the same manner for the unexpired term. Each of the above delegates, except the department chairman, shall be elected for a three-year term in May of the appropriate year by secret ballot of the members entitled to vote in each department, following the initial term of office to which they were elected.

b. The council shall have all the responsibilities of the faculty, subject only to the right of the faculty, upon its own motion, to reverse any specific vote of the faculty council by a two-thirds vote of those entitled to vote for delegates-at-large to the faculty council at a meeting duly called on notice of the action to be considered.

Section 8.8 FACULTY SENATE OF THE CITY COLLEGE. a. In The City College, in addition to the several faculties and the Faculty Council of the College of Liberal Arts and Science, there shall be a faculty senate composed of the president, the vice-president, all full deans, ex officiis, without vote, and both senior and junior senators. Senior senators shall be persons holding faculty rank, elected by vote of all the members of the instructional staff who hold such rank. Junior senators shall be persons holding teaching appointments who do not have faculty rank, elected by vote of all such persons. The number of senior senators shall annually be determined in accordance with a formula which would yield the following representation if elections were to be made by departments from among their own members, namely: departments having ten or fewer full-time persons of professorial rank, including the chairman, one senator; departments having eleven to twenty-five such persons, two senators; departments having twenty-six to fifty such persons, three senators; and departments having fifty-one or more such persons, four senators.

Senior senators elected in the first election shall be divided by lot into three classes with terms expiring June 30th, 1970, 1971 and 1972, respectively, and thereafter successive classes shall be elected in the spring for three-year terms. The junior senators shall be fifteen in number, elected at large in the spring for annual terms of office. In the first three elections both senior and junior senators shall be elected according to the Hare system of proportional representation applied separately to the three divisions of the College of Liberal Arts and Science and to each of the professional schools, but applied collectively to all junior senators without reference to school or division. Vacancies in unexpired terms shall be filled by majority vote of those present and voting at any regularly-called meeting of the Faculty Senate, due notice having been given. The senate shall determine whether to continue the Hare system or to use some other method of election for senior or junior senators, or both, as the fourth election or any subsequent annual election approaches. The senate may, by its own action, increase the ex officis membership at any time.
b. The faculty senate of the City College shall, in respect to matters which affect The City College as a whole, have the same duties and powers as are set forth for the faculties in Section 8.6 hereof. Matters affecting the individual school or college only shall remain the responsibility of the respective faculties.

c. The faculty senate shall have power to adopt its own bylaws and procedures which shall not be inconsistent with these bylaws.

Section 8.9 THE GRADUATE FACULTY COUNCIL. a. The faculty council of the University Graduate Division shall be called the Graduate Faculty Council. The membership shall consist of elected and ex officio members as follows:

1. Members elected by the doctoral faculty: Each doctoral program shall elect representatives as follows: For each program with up to twenty-five faculty members — one representative. For each program with twenty-five or more and less than fifty faculty members — two representatives. For each program with fifty or more faculty members — three representatives.

2. Two members elected by the combined education faculties of all the colleges offering graduate programs in teacher education.

3. The ex officio and appointed members shall be: the President of the Graduate Division; one academic officer with major responsibility for graduate work from each constituent unit (i.e. college, school in a college having a graduate program except in education, Graduate Division) who shall be designated by the head of the unit; University Dean of Teacher Education or his designee; the Executive Officers of doctoral programs.

4. Elected members of the Graduate Faculty Council will be elected for a two-year term. Vacancies in the elected membership of the Graduate Faculty Council shall be filled in each instance, for the unexpired term, by the body which elected the member whose place has become vacant. Replacements for members absent on leave or otherwise for one semester or more shall also be named in each instance by the body which elected the absent member.

b. The functions of the Graduate Faculty Council shall be: To formulate educational policy for all graduate work in doctoral programs, including curriculum, standards of admission and academic performance, degree requirements, and in consultation with students discipline; to approve specific programs and curricula leading to the doctoral degree; to recommend to the Board of Higher Education the granting of the appropriate doctoral degrees to properly qualified candidates; and to consider any other matters pertaining to academic issues in the City University doctoral programs and make recommendations to the Board of Higher Education.
c. The officers of the Graduate Faculty Council shall be a Chairman and a
Secretary. The President of the University Graduate division shall be its Chairman and shall
preside over its meetings. In the absence of the Chairman, a deputy designated by the
Chairman shall preside as Chairman Pro-Tem. The Secretary shall be appointed by the
Chairman.

d. There shall be three stated meetings of the Graduate Faculty Council each
year on dates to be determined by the President. Special meetings may be called by the
President upon his own motion, and shall be called upon a written request to him by any ten
members of the Council. The call for a special meeting shall specify the items to be acted
upon at that meeting.

A majority of the membership of the Graduate Faculty Council shall constitute
a quorum.

Section 8.10 COMMITTEE ON FACULTY PERSONNEL AND BUDGET,
EXCEPT IN THE CITY COLLEGE AND THE UNIVERSITY GRADUATE DIVISION.a.
There shall be in each college, except in The City College and the University Graduate
Division a committee on faculty personnel and budget or equivalent committee. The
chairman of this committee shall be the president. The members of the committee shall be a
dean designated by the President and the department chairmen.

b. This committee shall receive from the several departments all
recommendations for appointments to the instructional staff, reappointments thereto, with
or without tenure, and promotions therein, together with compensation; it shall recommend
action thereon to the president. If the recommendations are adverse to the person concerned
and if he considers himself aggrieved within the terms and conditions of an existing
collective negotiation agreement, he may avail himself of the grievance procedures set forth
in said agreement. The committee may also recommend to the president special salary
increments. The president shall consider such recommendations in making his
recommendations on such matters to the Board.

c. Within the period prescribed by the Chancellor, the president shall prepare the
annual tentative budget and submit it to the committee for its recommendations; the
committee shall make its recommendations within the period prescribed by the Chancellor;
the president shall submit to the Chancellor, within the period prescribed by the Chancellor,
such tentative annual budget, together with his comments and recommendations. Upon
failure of the committee to act upon the budget within the period prescribed by the
Chancellor, the president shall submit to the Chancellor his own recommendations, together
with a statement of explanation.

Section 8.11 THE REVIEW COMMITTEE ON FACULTY PERSONNEL AND
BUDGET IN THE CITY COLLEGE. a. In The City College there shall be a Review
Committee on Faculty Personnel and Budget. The chairman of this committee shall be the
president of the college. The members of this committee shall be the dean of students and the respective deans of faculty of the College of Liberal Arts and Science, The School of Education, the School of Engineering, the School of Architecture and the School of Nursing. This committee shall exercise the functions assigned in subdivisions b and c of Section 8.10 to the Committee on Faculty Personnel and Budget in the other colleges, except that the Review Committee on Faculty Personnel and Budget shall also receive and consider recommendations from the committees on Faculty Personnel and Budget of the several constituent schools of The City College.

b. The faculty of each school in The City College may establish a committee or committees on faculty personnel and budget. The manner of constituting the several committees and the procedure to be followed by them shall be subject to the approval of the president and the dean of the school concerned. If the recommendations of the Review Committee on Faculty Personnel and Budget are adverse to the person concerned and if he considers himself aggrieved within the terms and conditions of an existing collective negotiation agreement, he may avail himself of the grievance procedures set forth in said agreement.

Section 8.12 APPOINTMENTS AND PROMOTIONS IN THE UNIVERSITY GRADUATE DIVISION. All appointments financed by the Graduate Division budget shall be recommended to the Board of Higher Education by the President in the following manner:

a. When the line is assigned to one of the colleges, the appointment, reappointment, promotion, and tenure shall be processed in accordance with procedures followed at the respective college and shall require the approval of the President of the Graduate Division. The Executive Officer shall participate in all aspects of the appointment procedure and the Executive Committee of the appropriate program shall be consulted on recommendations for tenure and promotions of assistant, associate and full professors.

b. When the line is assigned to the Graduate Division for a doctorate program, the appointment, reappointment, promotion and tenure must first be recommended by the appropriate Executive Committee by a majority vote. If the recommendations are adverse to the person concerned and if he considers himself aggrieved within the terms and conditions of an existing collective negotiation agreement, he may avail himself of the grievance procedures set forth in said agreement.

c. The President, pursuant to his responsibility for conserving and enhancing the educational standards of the Graduate Division, may recommend an appointment to any professorial rank and upon such appointment may designate such person as Executive Officer for the program. Before recommending such original appointment or designation, the President shall confer with members of the program.
Section 8.13 UNIVERSITY FACULTY SENATE. There shall be a University Faculty Senate, responsible, subject to the Board, for the formulation of policy relating to the academic status, role, rights and freedoms of the faculty, University level educational and instructional matters, and research and scholarly activities of University-wide import. The powers and duties of the University Faculty Senate shall not extend to areas or interests which fall exclusively within the domain of the Faculty Councils of the constituent units of the University. Consistent with the powers of the Board of Higher Education in accordance with the Education Law and the bylaws of the Board of Higher Education, the University Faculty Senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures for the election of Senators, for its internal administration and for such other matters as is necessary for its continuing operations.
ARTICLE IX - ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS

Section 9.1 DEPARTMENT ORGANIZATION. a. Each department, subject to the approval of the faculty or faculty council, where existent, and subject to the provisions of other sections of these bylaws, shall have control of the educational policies of the department through the vote of all of its members who have faculty rank or faculty status; and if the department so desires, it may enfranchise distinguished professors, and persons in visiting professorial titles and other members, except substitutes, who have been appointed on an annual salary basis for a first or second year of full-time service to vote on departmental matters except for the election of department chairmen, departmental committee on personnel and budget or departmental committee on appointments. Each department shall cooperate with related departments and with college agencies in general in the development of college-wide interests.

b. The executive officer of the department shall be the department chairman who shall be a professor, associate professor, assistant professor or tenured instructor elected by secret ballot for a term of three years, except as provided below, by a majority vote of all the members of the instructional staff of the department who have faculty rank. Proxy or mail voting shall not be permitted. Such election shall be subject to the subsequent approval of the president and the Board. The present system of staggered departmental elections shall be continued. The successors of department chairmen shall be elected during the first full week in May at the expiration of the respective terms of office to take office as of July first of the year in which they are elected and at three-year intervals thereafter. Vacancies shall be filled by election for the unexpired term. Notwithstanding anything in the foregoing to the contrary, in the library department, the president of the college shall from time to time recommend a member of the department to the Board for designation as chairman.

c. In any case where the president does not approve the election of a department chairman, he shall confer with the department and thereafter shall report to the Board any subsequent action by the department with respect thereto, together with his own recommendation for a chairman. The recommendation by the president to the Board for the designation of the department chairman should take place only after careful consideration by the president of the qualifications of those selected by the respective departments. The president should base his recommendation on the capacity of the individual selected to act effectively as the departmental administrator and spokesman and as a participant in the formation, development and interpretation of college-wide interest and policy.

d. The Faculty, unless there be a Faculty Council, in which case the Faculty Council (except in The City College, in which case it shall be the Faculty Senate), shall have the option of determining whether the college shall operate under Plan No. One or Plan No. Two, as outlined below and in Section 9.7.

PLAN NO. ONE. - There shall be in each department a Committee on Appointments consisting, where possible, of the department chairman and four other
members who must have faculty rank, a majority of whom must be tenured. The department chairman shall be the chairman of the committee. The four members shall be elected by a majority vote of those persons in the department having faculty rank. Election shall be held at the same time that the Department Chairman is elected.

PLAN NO. TWO. - There shall be in each department a departmental Committee on Personnel and Budget, consisting, where possible, of the department chairman and four other members who must have faculty rank, a majority of whom must be tenured. The department chairman shall be the chairman of the committee. The four members shall be elected by a majority vote of those persons in the department having faculty rank. Election shall be held at the same time that the Department Chairman is elected.

ea. There shall be a Committee on Personnel and Budget for the Hunter College Elementary School and a Committee on Personnel and Budget for the Hunter College High School. The committee in each school shall consist of the principal, as chairman, the chairman of the Department of Education of Hunter College, and three members of the instructional staff of the school, elected for a term of three years by members of the permanent instructional staff of the school. These committees shall have in each school, insofar as practicable, the same functions as are assigned by these bylaws to a Departmental Committee on Personnel and Budget in a college.

f. Each department may name such other committees as it chooses and shall have the fullest measure of autonomy consistent with the maintenance of general educational policy.

Section 9.3 DUTIES OF DEPARTMENT CHAIRMAN. a. The Department Chairman shall be the executive officer of his department and shall carry out the department’s policies, as well as those of the faculty and the Board which are related to it. He shall:

1. Be responsible for departmental correspondence and departmental records.

2. Assign courses to and arrange programs of instructional staff members of the department.

3. Initiate policy and action concerning the recruitment of faculty and other departmental affairs subject to the powers delegated by these bylaws to the staff of the department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions and appointments.

4. Represent the department before the Faculty Council or Faculty Senate, the faculty and the Board.

5. Preside at meetings of the department.
6. Prepare the tentative departmental budget, subject to the approval by the department’s committee on appointments or the department’s committee on personnel and budget.

7. Transmit the tentative departmental budget to the president with his own recommendations.

8. Arrange for careful observation and guidance of the department’s instructional staff members.

9. Make a full report to the president and to the College Committee on Faculty Personnel and Budget of the action taken by the department committee on personnel and budget or department committee on appointments when recommending an appointee for tenure on the following:

   a. Teaching qualifications and classroom work.

   b. Relationship of the appointee with his students and colleagues.

   c. Appointee’s professional and creative work.

10. Hold an annual evaluation conference with every member of the department after observation and prepare a memorandum thereof.

11. Generally supervise and administer the department.

b. Each library where size makes it practicable, shall constitute an instructional department of the college. The chairman thereof shall be designated by the president. Such chairman, in addition to the duties of department chairman as enumerated in paragraph “a” of this section, shall be charged with the administration of the library facilities of his college and shall perform such other duties as the president may assign. Such chairman is hereby authorized to use the additional title of “Chief Librarian.”

c. Where student personnel services are constituted an instructional department of the college, the Dean of Students shall be the department chairman.

Section 9.4 PROGRAM STRUCTURE IN THE UNIVERSITY GRADUATE DIVISION. a. The faculty of each ongoing doctoral program shall be determined at the start of each academic year and shall consist of all full-time faculty members currently performing any of the following functions and of those who performed any of these functions at some time during the two academic years preceding the annual determination of the membership in September of each year: (1) teaching a course in the doctoral program; (2) serving on a dissertation committee or supervising a dissertation; (3) participating in a second doctoral examination.
With the approval of the President, the following faculty members, upon nomination by the program's Faculty Membership and Research Committee, may be added to the faculty of a doctoral program: (1) currently serving adjunct professors and adjunct associate professors; (2) professors, associate professors and assistant professors currently pursuing significant research relevant to the doctoral program; (3) in special circumstances, professors whose participation, or whose advice in some aspects of the program is particularly relevant.

These appointments will be reviewed annually by the President, beginning at the end of the academic year following the academic year in which they were made.

During the first two years of a program, the faculty shall be appointed by the President. Thereafter, the program's faculty shall be constituted as in the foregoing paragraph.

b. The faculty of each doctoral program shall meet at least once each semester. A quorum shall consist of 25 people or 50% of the faculty whichever is smaller. The faculty shall have overall responsibility for establishing policies for the program. It shall make recommendations to the Graduate Faculty Council with respect to curriculum, and to the President with respect to special program requirements for the admission and retention of students and for the granting of doctoral degrees, the awarding of University grants and fellowships, and any other matters affecting the welfare of the program. It shall be responsible for the policies governing the various qualifying examinations for the doctoral degree. The faculty shall elect representatives to the Graduate Faculty Council of the University as provided in Section 8.9a.

c. Each doctoral program shall have an Executive Officer responsible for administering the affairs of the program in accordance with the policies established by the program faculty, the Graduate Faculty Council and the Board of Higher Education. The Executive Officer shall be appointed by the President with the approval of the appropriate college president for a term not exceeding three years taking into account nominations received from the Executive Committee of the program. The Executive Officer may be reappointed.

In the case of education the Executive Officer shall be appointed by the University Dean of Teacher Education with the concurrence of the President and the appropriate college president.

d. There shall be established in each program an Executive Committee to be composed of at least five members. The structure and membership of each Executive Committee is to be determined by the program's faculty subject to approval by the President. It shall include at least one faculty member from each senior college substantially participating in the program (“substantially participating” shall be defined as having six members on the faculty of the program).
The Executive Committee shall have the authority for the operation of the program between the stated meetings of the program's faculty subject to the policies established by the faculty. It shall serve as a Committee on Committees to prepare slates of nominees for the program's representatives to the Graduate Faculty Council. It shall meet at least once a semester with the students matriculated in the program.

The Executive Officer shall serve as Chairman of the Executive Committee.

e. In programs drawing their faculty from departments of several colleges the Executive Officer and the Chairmen of all participating departments shall constitute the Coordinating Committee which shall be responsible for coordinating the schedule of courses to be offered in the program. In interdisciplinary programs, the Executive Committee of the interdisciplinary program shall serve as the Coordinating Committee.

f. With the approval of the President, and in the field of education with the concurrence of the University Dean of Teacher Education, specific aspects of the program structure and organization provided for in this section may be modified to meet exceptional conditions that may prevail in a doctoral program.

Section 9.5 DUTIES OF EXECUTIVE OFFICERS IN THE UNIVERSITY GRADUATE DIVISION. The Executive Officer shall preside at meetings of the program's faculty and of its Executive Committee. He shall have authority to initiate policies and action concerning the affairs of the program subject to the powers delegated by these bylaws to the program's faculty. He shall serve ex officio as a member of all program committees. He shall represent the program before the Graduate Faculty Council. He shall prepare the schedule of courses to be offered in the program after consultation with the Coordinating Committee.

Section 9.6 APPOINTMENTS. a. Recommendations for appointments in a department shall be initiated (1) by the department or (2) to a professorial title by the president, pursuant to his responsibility for conserving and enhancing the educational standards of the college and schools under his jurisdiction. The president may recommend that such appointee be designated as department chairman. Such recommendation by the president for appointment and designation as department chairman may be made either at the time of election of department chairman or at such other time as the educational interests of the college may require. Before recommending such appointment or designation, the president shall confer with the members of the department and with the committee on faculty personnel and budget.

b. All appointments, reappointments, and reappointments with tenure to a department, except as above specified, shall be recommended to the college committee on faculty personnel and budget by the chairman of the department after consultation with the
president in accordance with the vote of the majority of the members of the department’s committee on appointments, or departmental committee on personnel and budget, save that a minority of any committee on appointments or departmental committee on personnel and budget shall have power to submit a minority recommendation to the college committee on faculty personnel and budget.

c. In the Schools of General Studies and in the Evening Sessions of the community colleges, recommendations for appointment or reappointment to full-time positions on an annual salary basis, and for tenure, promotion and salary shall be made by the department involved and the dean of the School of General Studies, or the dean of the Evening Session in the community colleges. Such recommendations shall be submitted to the college committee on faculty personnel and budget and shall follow regular procedures set forth in these bylaws for full-time day session appointments.

Section 9.7 PROMOTIONS. a. PLAN NO. ONE. Promotions of tenured instructors to the rank of assistant professor shall be recommended to the college committee on faculty personnel and budget by the chairman of the department only after an affirmative vote of a majority of all members of the department who have professorial rank. Promotions to the rank of associate professor shall be recommended only after an affirmative vote of a majority of all associate professors and professors in the department. In departments where every professorial rank is not represented, recommendations for promotion shall be initiated by the committee on appointments of the department. This plan shall not apply in the case of promotion to a professorship.

PLAN NO. TWO. All promotions in the instructional staff, except promotions to professor, shall be recommended to the college committee on faculty personnel and budget by the chairman of the department only after a majority affirmative vote of the departmental committee on personnel and budget; provided, however, that no member of such committee shall vote on his own promotion.

A minority of any departmental committee on personnel and budget or any committee under Plan No. One of this section shall have the power to submit a minority recommendation to the college committee on faculty personnel and budget.

Promotion to the rank of professor shall be recommended by the faculty committee on personnel and budget. The president, however, shall have the power to make an independent recommendation for promotion in any rank to the Board, after consultation with the appropriate departmental committee and with the faculty committee on personnel and budget. In all instances no final action of departmental committees with regard to promotions shall be taken without consultation with the president.

b. Appointment and promotion of registrar or science assistant personnel shall conform with the spirit of these bylaws including the role of the president in initiating recommendations for appointments and promotions.
Section 9.8 TIE VOTES. A tie vote in a case affecting an appointment, a reappointment or a promotion shall be considered as a failure of the motion to prevail. Tie votes in the election of a department chairman or for representation on departmental committees on personnel and budget or committees on appointments or on the faculty council or faculty senate shall be resolved by action of the president.

Section 9.9 GRIEVANCE. Where a person is adversely affected by a decision of the department, or of any committee thereof, and he considers himself aggrieved within the terms and conditions of an existing collective negotiation agreement, he may avail himself of the procedures set forth in said agreement.

Section 9.10 NEW COLLEGES OR NEW SCHOOLS. Unless otherwise provided, the provisions of this article, insofar as they specify certain organizational duties and responsibilities of the instructional staff, shall not apply to a newly-created college or a newly-created school in a college until five years after its establishment unless the president, prior thereto, notifies the Board of its desire to be governed by these bylaws. However, insofar as practicable, the spirit of these bylaws shall be observed in the organization and operation of such new college or school.