

**BOARD OF TRUSTEES  
THE CITY UNIVERSITY OF NEW YORK  
535 EAST 80TH STREET  
NEW YORK, NEW YORK 10075**

**REVISED  
CALENDAR**

**SEPTEMBER 27, 2010**

**NO. 1. CHANCELLOR'S UNIVERSITY REPORT:** RESOLVED, That the Chancellor's University Report for September 27, 2010 (including Addendum and Errata Items) be approved:

EXPLANATION: The Chancellor's University Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Trustees.

**NO. 2. APPROVAL OF MINUTES:** RESOLVED, That the minutes of the regular Board meetings and Executive Session of June 28, 2010 be approved.

**NO. 3. COMMITTEE ON FISCAL AFFAIRS:** RESOLVED, That the following items be approved:

**A. THE CITY UNIVERSITY OF NEW YORK - HAZARDOUS WASTE REMOVAL:**

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a contract on behalf of the Office of the University Controller to enter into a contract with a vendor who will provide hazardous waste removal services. The contract shall be awarded to the lowest responsive and responsible bidder after public advertisement and sealed bidding by the Office of the University Controller pursuant to law and University regulations. Such purchase shall not exceed an estimated annual cost of \$300,000, chargeable to each college in accordance with its usage for the applicable fiscal years. The contract term shall be five years with an option for the University to terminate on each anniversary date of the contract. The contract shall be subject to approval as to form by the University Office of the General Counsel.

EXPLANATION: This contract will provide hazardous waste removal services required by law. The contractor will provide the classifying, segregating, bulking, packaging, labeling, storing, transporting, treating and disposing of hazardous water located at the Colleges.

**B. THE CITY UNIVERSITY OF NEW YORK - STUDENT LOAN BILLING SERVICES:**

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute a contract on behalf of the Office of the University Controller to enter into a contract with a vendor who will provide student loan billing services. The contract shall be awarded to the lowest responsive and responsible bidder after public advertisement and sealed bidding by the Office of the University Controller pursuant to law and University regulations. Such purchase shall not exceed an estimated annual cost of \$300,000, chargeable to FAS Code 211401400, during the applicable fiscal year. The contract term shall be five years with an option for the University to terminate on each anniversary date of the contract. The contract shall be subject to approval as to form by the University Office of the General Counsel.

EXPLANATION: The University will use these services to handle the collection and administration of outstanding student loans for: Federal Perkins Loans, National Direct Student Loans, National Defense Student Loans, Nursing Student Loans, institutional loans and other debts. The contractor will provide comprehensive student loan services as required by the U.S. Department of Education and the Department of Health and Human Services.

**NO. 4. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION:** RESOLVED, That the following items be approved:

**A. (ADDED ITEM) GRADUATE SCHOOL AND UNIVERSITY CENTER - AMENDMENT TO THE GOVERNANCE PLAN:**

RESOLVED, That the proposed amendment to the Governance Plan of the Graduate School of the Graduate School and University Center be adopted, effective October 1, 2010.

**GOVERNANCE OF THE GRADUATE SCHOOL  
OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER  
THE CITY UNIVERSITY OF NEW YORK**

**Sec. 1 ADMINISTRATIVE OFFICERS**

**1.1 President**

The President of The Graduate School and University Center, hereafter referred to as The Graduate School, is the chief academic and administrative officer.

The President has general responsibility to develop, implement, and administer the doctoral programs of the University, other graduate programs, and centers and institutes of The Graduate School in accordance with the decisions of the Board of Trustees of The City University of New York.

The President has responsibility and authority for The Graduate School comparable to those set forth for Presidents in Article 11.4 of the Bylaws of the CUNY Board of Trustees.

**1.2 Provost**

The Provost of The Graduate School is appointed by and responsible to the President and is the principal academic officer of The Graduate School, with responsibilities as the President may assign.

**1.3 Vice Presidents**

Vice Presidents of The Graduate School are appointed by the President of The Graduate School in accordance with the established policies of the CUNY Board of Trustees for such appointments.

Vice Presidents have such duties and responsibilities as may be assigned to them by the President or referred to them by appropriate faculty bodies.

**1.4 Deans**

Deans of The Graduate School are appointed by the President of The Graduate School in accordance with the established policies of the CUNY Board of Trustees for such appointments.

Deans have such duties and responsibilities as may be assigned to them by the President or referred to them by appropriate faculty bodies.

## Sec. 2 ADMINISTRATIVE BODIES

### 2.1 Graduate Council

The governing body of The Graduate School is the Graduate Council, which operates in accordance with its Bylaws. A majority of the voting members of the Graduate Council shall constitute a quorum.

#### 2.1A Membership

1. The faculty and students in each doctoral program shall elect one faculty and one student representative to Graduate Council for each 100 or fewer matriculated students (e.g., 301 students equates to 4 faculty and 4 students).

2. Each graduate degree program of The Graduate School in a discipline in which no doctoral work is offered shall elect representatives to Graduate Council, using the same formula for doctoral programs, except that the number of representatives from all such programs shall not exceed 10 percent of the total membership of the Council.

#### 3. Members Ex Officio and Appointed Members of Graduate Council

##### a. Graduate School Voting Members

Executive Officers  
 Coordinators of the Certificate Programs  
 Three Co-Chairs of the Doctoral Students' Council  
 Secretary of Graduate Council  
 Chair of the Doctoral Faculty Policy Committee

##### b. Graduate School Nonvoting Members

President  
 Provost  
 Vice Presidents  
 Associate Provosts  
 Chief Librarian  
 Deans  
 USS GC Delegate  
 Directors of formally established research centers and institutes of The Graduate School  
 President of the Ph.D. Alumni Association

##### c. Other CUNY Nonvoting Members

One academic officer with major responsibility for graduate work, except in education, from each senior college of The City University of New York designated by the respective presidents

#### 2.1B Functions

The functions of Graduate Council shall be:

1. To formulate educational policy for all graduate work in doctoral programs and in other graduate programs of The Graduate School; to set standards of admission and academic performance, and curriculum and degree requirements.

2. To approve programs and curricula leading to the doctoral degree and to approve other graduate programs of The Graduate School and the curricula of these programs.

3. To recommend to the CUNY Board of Trustees the granting of honorary and graduate degrees to qualified candidates. This function shall be exercised exclusively by the faculty members of the Council.
4. To consider any other academic matters of The Graduate School and make recommendations to the CUNY Board of Trustees.
5. To receive, consider, forward, approve or reject, as appropriate, reports and recommendations of the Graduate Council's Standing Committees.
6. To review and recommend revisions to the Governance document of The Graduate School and to the Bylaws of Graduate Council.

#### 2.1C Chair

1. The President of The Graduate School shall be Chair of Graduate Council and shall preside over its meetings. In the absence of the President, the Chair of the Executive Committee of the Council shall preside.
2. The Chair of the Executive Committee of Graduate Council shall preside over the meetings of the Executive Committee. The Chair shall be elected by the voting members of the Council from among the faculty representatives of the Council.

#### 2.1D Committees

The Graduate Council shall establish Standing Committees as enumerated and such other committees as it deems necessary to the discharge of its responsibilities. Each committee shall consist of faculty members and student members as specified in the Graduate Council Bylaws.

1. Executive Committee
2. Committee on Structure
3. Committee on Curriculum and Degree Requirements
4. Committee on Research
5. Committee on Committees
6. Committee on Student Services
7. Student Academic Appeals Committee
8. Library Committee
9. Information Technology Committee

### 2.2 Committees of The Graduate School

#### 2.2A Academic Review Committee

This committee shall consist of the Provost as Chair (nonvoting) and six members elected by the Executive Officers from among their ranks. Each elected member shall serve for two years. The terms shall be staggered so that half of the total members are elected each year. The committee shall review all proposals for appointments to The Graduate School faculty, as well as reappointments, nonreappointments, promotions, tenure, and fellowship leaves of absence, and shall make its recommendations to the President.

#### 2.2B Student Advisory Committee

The Steering Committee of the Doctoral Students Council shall be the President's Student Advisory Committee. It shall advise the President in the discharge of such responsibilities as setting educational policy, making major administrative appointments, and other matters as the President may request.

#### 2.2C Doctoral Faculty Policy Committee

The Doctoral Faculty Policy Committee shall be directly elected by the faculty. It functions as the voice of the doctoral faculty of The City University of New York. It may bring items for action to Graduate Council on its own initiative.

#### 2.2D Doctoral Students Council

The Doctoral Students' Council is the official representative body of the doctoral students.

#### 2.2E Ad Hoc Committees

Ad hoc committees may be created as needed, either by appointment by the President or by Graduate Council election.

### **Sec. 3 DEGREE PROGRAMS**

#### **3.1 New Degree Programs**

3.1A The development of new degree programs or the revision of existing programs is the prerogative of the faculty. The development of new degree programs shall follow the City University's Office of Academic Affairs specific guidelines for Letters of Intent and Proposals for new degree programs.

3.1B The following procedures are required for new degree programs:

1. A Letter of Intent should include information about the proposed program's purposes and goals, need, student demand, curriculum, faculty, and cost assessment. The Letter of Intent will be reviewed by The Graduate Schools Committee on Curriculum and Degree Requirements and, if approved, by Graduate Council. If approved by Graduate Council, the Letter of Intent will be forwarded to the City University's Office of Academic Affairs for review.

2. If the Letter of Intent is approved by the City University's Office of Academic Affairs, a full Proposal will be developed with more detail and greater documentation, including the required external evaluation.

3. The full Proposal will be reviewed by The Graduate Schools Curriculum and Degree Requirements Committee and, if approved, by Graduate Council. If approved by Graduate Council, the Proposal will be forwarded to the City University's Office of Academic Affairs for review prior to consideration by the City University's Board of Trustees Committee on Academic Policy, Programs, and Research and, finally, by the Board of Trustees.

4. Program Proposals approved by the City University's Board of Trustees will be forwarded to the New York State Department of Education for review and final authorization.

3.1C During the period between the inception of a new degree program at The Graduate School and the approval of its governance structure by the Graduate Council, the interim structure shall be as follows: The President, with input from the program's planning committee, shall appoint an Executive Officer (EO) of such Doctoral Program and the EO of the Master of Liberal Studies or Director of any Graduate

Center MA Program. In addition, the President shall appoint five members of the Executive Committee from the program's faculty including at least one from any college that has or will have at least six faculty on the initial program faculty, and including at least one from among those who have full-time appointments at The Graduate School. All other rules and regulations of The Graduate School and of the City University Board of Trustees Bylaws shall also apply during the interim period.

- 3.1D After a new program has been in existence for one academic year, it shall draw up a detailed governance structure consistent with this Governance document and the Graduate Council Bylaws of The Graduate School. For that purpose a faculty-student ad hoc Governance Committee shall be established. The Committee shall consist of six to ten members, half of whom shall be faculty and include the Executive Officer, and half of whom shall be students elected for that purpose by the student body by mail ballot. Nominations for faculty members shall be made by the Executive Committee; nominations of student members shall require signatures of five students or 20 percent of the students in the program, whichever is fewer.
- 3.1E The governance proposal prepared by the ad hoc Committee shall be submitted to the faculty and students two weeks in advance of the vote and shall, after a faculty-student meeting, be submitted to a mail vote by faculty and students. A majority of those voting in each group must vote affirmatively for the proposal to pass.
- 3.1F A description of the program governance shall be submitted to the Committee on Structure, which shall forward the proposal with its recommendations to Graduate Council. The recommendation of the Committee shall be adopted unless rejected by a three-quarters vote of the Graduate Council members present.

The description of the program governance shall include:

- 1. The composition of the Executive Committee and the Standing Committees described in this Governance document
- 2. The composition and functions of other committees the program may wish to establish
- 3. The nomination and election procedures for participants in the governing bodies of the program, the criteria for student membership pursuant to Section 6.4B, and the responsibilities and prerogatives of the student members

### **3.2 General Provisions for Program Governance**

- 3.2A Proposals for doctoral and master's program governance or amendments thereto shall be explicit in all of their provisions and shall not "incorporate by reference" the provisions of the Bylaws of the Graduate Council, Bylaws of the City University, or other regulation or legislation.
- 3.2B Formal provisions shall be made for the expression of student opinions on decisions affecting appointments, promotion, and tenure of individual faculty members.
- 3.2C In programs with subprograms, the subprogram governance shall conform to relevant portions of this Governance document regarding program structure. It is the Executive Officer's responsibility to determine that this adherence to The Graduate School governance exists, and the responsibility of the program Executive Committee to approve any changes necessary to bring subprogram structures into conformity with the Governance document of The Graduate School.
- 3.2D Certificate Programs at the GC shall have a Coordinator and a five member standing advisory committee elected by the faculty of the program(s) in which the certificate program is housed.

- 3.2E The procedures of Graduate School committees, programs, and subprograms shall be governed by ROBERT'S RULES OF ORDER, NEWLY REVISED, in all cases in which they are applicable and not inconsistent with this Governance document and the Graduate Council Bylaws of The Graduate School.

### **3.3 Modification of Program Governance Structure**

- 3.3A With the approval of the Committee on Structure and Graduate Council, specific aspects of the program structure and organization provided for in this section may be modified to meet exceptional conditions prevailing in a doctoral program.
- 3.3B Programs may at any time propose a change in their structure within the requirements of the Governance document of The Graduate School provided that changes are submitted by a majority of the program's Executive Committee, and after timely notification to the program's faculty and students of the proposed changes, to the Committee on Structure for review and recommendation to Graduate Council.
- 3.3C If at least 30 percent of the doctoral faculty or 30 percent of the matriculated students in a program sign a proposal to change the program's structure, the proposal shall be considered by the Committee on Structure of the Graduate Council. If the Committee on Structure approves the proposal, it shall forward the proposal with its recommendation to Graduate Council for its approval.

### **3.4 Executive Officer**

- 3.4A Each doctoral program of The Graduate School and the Master of Arts (M.A.) Program in Liberal Studies shall have an Executive Officer responsible for administering the affairs of the program in accordance with this Governance document, and with the policies established by the program faculty, Graduate Council, and the CUNY Board of Trustees.
- 3.4B The Executive Officer shall be appointed by the President for a term not exceeding three years. The President shall actively solicit nominations and counsel from the individual members of the Executive Committee, doctoral faculty, and students matriculated in the program concerning this appointment. The Executive Officer may be reappointed.
- 3.4C The Executive Officer shall preside at meetings of the program's faculty, Executive Committee, and Faculty Membership Committee. The Executive Officer shall have authority to initiate policies and actions concerning the affairs of the program, subject to the powers delegated by this Governance document to the program's faculty. The Executive Officer shall serve ex officio as a voting member of all program committees.
- 3.4D Courses to be offered each semester shall be determined by the Executive Officer after consultation with representative groups of faculty and students. The Executive Officer shall assign faculty to teach these courses.
- 3.4E The Executive Officer shall work with chairs of CUNY college departments in the Executive Officer's discipline to develop procedures for making new faculty appointments useful both to the college departments and to The Graduate School. The Executive Officer shall try to ensure that when department chairs recruit part-time faculty, they give preference to qualified students enrolled in the doctoral programs, in accordance with the policies of The City University of New York.

### **3.5 Executive Committee**

- 3.5A The Executive Committee of each program shall be constituted as required by each program's governance after approval by the Graduate Council Committee on Structure and by Graduate Council in accordance with the following provisions. There shall be established in each program an Executive

Committee to be composed of at least five members. It shall include at least one faculty member from each senior college substantially participating in the program (“substantially participating” is defined as having six members on the faculty of the program) (Section 9.4, CUNY Board of Trustees Bylaws). In programs in which the doctoral faculty includes two or more faculty members (other than the Executive Officer) who hold Graduate School appointments, at least one member of the Executive Committee shall be elected from this category. Members of the Executive Committee shall be elected for a term not to exceed three years, but may be reelected.

- 3.5B 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 meet at least once a semester with the students matriculated in the program. The Executive Officer shall serve as Chair of the Executive Committee (Section 9.4, CUNY Board of Trustees Bylaws).
- 3.5C The Executive Committee may make recommendations to the appropriate committees of Graduate Council and to the administration of The Graduate School.
- 3.5D The Executive Committee in coordination with the Faculty Membership Committee shall conduct a continuing review of the faculty resources of the University relevant to that program. The Executive Committee shall work with the Executive Officer to forward the policy in Section 3.4E of this Governance document.
- 3.5E The Executive Committee shall recommend policies and procedures on dissertations.
- 3.5F In the fall semester of the final year of the Executive Officer’s current term, the Executive Committee of each program shall undertake a review of its program governance to ensure that it reflects current governance practice and remains in compliance with the most recent Graduate School governance, Board of Trustees policy, and New York State law, making any necessary amendments and revisions.

### **3.6 Program Standing Committees**

Each degree program shall have the following Standing Committees, and such other committees as its faculty, its governance structure, or its Executive Committee may determine. The committees’ responsibilities are as follows:

- 3.6A Faculty Membership: To nominate members of the program’s faculty as provided for in Section 6.1 below with a view toward including in the doctoral program faculty newly appointed at the colleges; to maintain a roster of potential doctoral faculty appointments; to record annually the status of those faculty members currently designated; to review all other actions taken in regard to membership on the doctoral faculty.
- 3.6B Curriculum and Examinations: To review curriculum and to submit curriculum recommendations for action; to recommend procedures and standards for the conduct of examinations.
- 3.6C Admission and Awards: To recommend admission and awards procedures and standards for the program; to administer these procedures in accordance with these standards.
- 3.6D Elections: To conduct all program elections.

## **Sec. 4 MASTER’S PROGRAMS AND CERTIFICATE PROGRAMS**

### **4.1 Definition**

A certificate program at The Graduate School is a formalized interdisciplinary concentration that grants certificates simultaneously with the awarding of doctoral degrees. The development of a certificate

program is overseen by the Interdisciplinary Studies Committee and requires the approval of that committee, the Committee on Curriculum and Degree Requirements, and Graduate Council prior to being presented for approval first by the Board of Trustees of The City University of New York and then by the State of New York.

Master's programs at the GC which are headed by a Director may be free-standing or housed within a Doctoral Program.

#### **4.2 Administration and Structure**

- 4.2A A certificate program shall have a Coordinator administering the affairs of the program in accordance with the policies established by the program faculty, Graduate Council, and the CUNY Board of Trustees.
- 4.2B Master's programs (except the Master of Arts in Liberal Studies) which are not part of an existing doctoral program shall have a Director administering the program in accordance with the policies established by the program faculty, Graduate Council, and the CUNY Board of Trustees.
- 4.2C Directors of master's programs and Coordinators of certificate programs shall be appointed by the President for a term not exceeding three years. The President shall solicit nominations and counsel in making such appointments as described in Section 3.4B of this Governance document.
- 4.2D The responsibilities of the Director or the Coordinator are the same as those outlined for Executive Officers in Sections 3.4C and 3.4D of this Governance document.
- 4.2E A certificate program shall have an Advisory Committee appointed by the President after consultation with the Coordinator. Appointees must be members of the doctoral faculty.
- 4.2F The Certificate Program Advisory Committee shall nominate to the President members of the initial certificate program faculty. Nominees should be members of the doctoral faculty, except as noted in Section 6.2C, below.
- 4.2G After a new master's or certificate program has been in existence for one academic year the Program Advisory Committee shall propose a governance structure for the program and submit it to the Committee on Structure, which shall forward the proposal with its recommendation to Graduate Council for approval.

The governance structure shall include procedures for establishing standing and ad hoc committees, for making faculty appointments, and for proposing modification of certificate requirements in accordance with procedures described in Section 3.2 of this Governance document.

### **Sec. 5 FACULTY APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS, TENURE**

- 5.1 Recommendations for faculty appointment, reappointment, promotion, and tenure on Graduate School lines assigned to The Graduate School must first be considered by the Executive Committee of the relevant program, next by the Academic Review Committee, and then by the President.
- 5.2 Student members of the Executive Committee have the right to participate in all discussions on matters of policy and on individual candidates for appointment, reappointment, promotion, and tenure, but may not vote on individual candidates.
- 5.3 Recommendations for appointment, reappointment promotion, and tenure of faculty appointed on Graduate School lines allocated to a senior college are initiated and reviewed at the college and submitted by the college president directly to the CUNY Board.

**Sec. 6 FACULTY AND STUDENTS**

**6.1 Faculty Membership in Doctoral Programs**

- 6.1A During the first two years of a degree program, the faculty shall be appointed by the President. Thereafter, the program's faculty shall be determined in accordance with the following paragraphs.
- 6.1B Appointment to the doctoral faculty is initiated by means of written nomination from the appropriate program committee(s) to the Provost and is effective when the appointment is approved by the Provost. Appointment to the doctoral faculty may not be initiated by the Provost or President except in the case of newly established doctoral or certificate programs or in extraordinary circumstances with the approval of the Academic Review Committee.
- 6.1C The continued membership of each faculty member of each doctoral program shall be reviewed regularly by the Faculty Membership Committee and/or Executive Committee of each program in accordance with the program's faculty membership policy.
- 6.1D The program's governance structure shall stipulate whether nomination for appointment is made by (a) the Faculty Membership Committee, (b) the Executive Committee, or (c) the Executive Committee after recommendation by the Faculty Membership Committee, and the criteria employed by the program for nomination to, and continuance on, the doctoral faculty.

Criteria shall include:

1. A determination that the faculty member will make a significant contribution relevant to the needs of the program, and
  2. Evidence of significant research relevant to the doctoral program, or
  3. Evidence of qualification to teach a doctoral course or provide other doctoral-level training, or
  4. Evidence of qualification to supervise doctoral dissertations or other graduate-level research.
- 6.1E A member may be removed from the doctoral faculty on the recommendation of the appropriate program committee(s), but only after the member has been given one year's prior notice of the intention to remove.
- 6.1F The faculty member may appeal the decision to remove to the program's Executive Committee, the Provost, and the President.
- 6.1G The appointment of full-time CUNY faculty as members of the doctoral faculty (except as in 6.1I below) confers full rights and duties.
- 6.1H Only members of the doctoral faculty may teach a doctoral-level course more than twice or chair dissertation committees.
- 6.1I In order to meet emergency needs, an Executive Officer may recommend directly to the Provost appointment of individuals to the doctoral faculty for a period of one semester or one year. Such temporary appointments may not be repeated for a cumulative total of more than two semesters. Notification of such appointments shall be conveyed to the Faculty Membership Committee and/or the Executive Committee. Temporary appointees do not have voting rights in the program, nor may they be appointed to program committees.

- 6.1J Part-time CUNY faculty and faculty or professionals at other institutions may be recommended for adjunct appointment to the doctoral faculty. Their rights and duties with respect to strictly academic activities (e.g., chairing a dissertation committee) are the same as those of other doctoral faculty.

## **6.2 Faculty Membership in Certificate Programs and Other Educational Programs**

- 6.2A An Advisory Committee for a certificate program and the Executive Committee of a master's program not housed within a doctoral program shall nominate to the President members of the initial program faculty. Nominees shall be members of the doctoral faculty.
- 6.2B The foregoing program structure rules for faculty membership apply as well to certificate and other educational programs of The Graduate School.
- 6.2C An individual qualified to serve a needed teaching, supervisory, or other function in a certificate or other educational program, but ineligible for membership in an existing doctoral program because there is no relevant doctoral program or because the definition of a relevant doctoral program precludes the individual's specialization, may be appointed in the following manner: after informing related doctoral programs of an intended appointment, the program forwards such nominations to the Provost accordingly, as required by the program's governance.

## **6.3 Faculty Responsibilities**

- 6.3A The Executive Committee of each program shall call at least one meeting a year of the faculty and present a report to the faculty. At any meeting of the program faculty a quorum shall consist of 25 persons or 50 percent of the faculty, whichever is smaller.
- 6.3B The faculty, through its members on the Standing Committees of the program, shall have responsibility to establish policies for the program. At any meeting of the faculty, a quorum being present, the faculty of each program may vote to make direct recommendations without Executive Committee approval to the appropriate committee of Graduate Council or to the administration on any matter that affects them.
- 6.3C The Executive Committee of the Graduate Council may receive motions for action directly from program faculty or from a program's Executive Committee.

## **6.4 Student Responsibilities**

- 6.4A The Executive Committee shall call a meeting with the students of each program at least once each semester.
- 6.4B The students shall have responsibility through student representatives to the Executive Committee and the Standing Committees of each program to make known their views on the policies of the program. All students on these committees shall be chosen by means of an election by mail by the students in the program. Any matriculated student shall be eligible to serve. Students of any program may make direct recommendations to the appropriate committee of Graduate Council or to the administration for immediate consideration on any matter that affects them if at least 10% of the students in that program support those recommendations.

## **Sec. 7 AMENDMENTS AND REVIEW**

- 7.1 This Governance document may be amended by a two-thirds affirmative vote of the members present, there being a quorum, at any stated or special meeting of Graduate Council, provided that the text of the proposed amendment shall have been sent in writing to every member of Graduate Council at least two weeks before the meeting at which the proposed amendment is to be considered.

- 7.2 At the final spring meeting of the Graduate Council of every even-numbered year, the Committee on Structure shall present a report on the Governance document together with such recommendations for amendments, revisions, or alterations as it shall deem appropriate. The procedures described in the previous paragraph shall be followed except that such amendments shall require a majority affirmative vote of the members present, there being a quorum.

*Approved by the Board of Higher Education on September 28, 1970; June 19, 1972; September 23, 1974; September 27, 1976; August 7, 1978; and by the Board of Trustees on August 4, 1980; June 28, 1982; January 28, 1985; June 23, 1986; June 27, 1988; February 27, 1995; June 25, 2001; June 23, 2003; June 27, 2005; June 26, 2006; September 22, 2008.*

**EXPLANATION:** The proposed amendment to the Governance Plan (“the Plan”) of the Graduate School is recommended by the President and was adopted by the Graduate Council on May 13, 2010. The amendment adds a provision to the section of the Plan concerning the Executive Committee of each Graduate School program.

Specifically, the provision calls for each program’s Executive Committee to review its program governance on a regular schedule to ensure that it reflects governance practice and comports with Graduate School governance, CUNY Board of Trustees policies, and New York state law, and to make any necessary amendments and revisions after such review. This amendment comports with a similar clause in the Plan that requires the Graduate Council to review its Plan in even- numbered years. Since the Plan may change more frequently than program governance documents, each program needs to ensure that its governance document remains consistent with the Plan, as well as with its most recent practices.

**B. (ADDED ITEM) THE CITY UNIVERSITY OF NEW YORK – NOTICE OF AMENDMENT OF THE BOARD BYLAWS:**

RESOLVED, That notice is hereby provided of a proposed amendment to Section 6.2.c. of the Bylaws, as follows:

*(Note: New wording is underlined).*

By-law 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, f, and g below and in section 6.3. subds. a, b, and d.

<...>

- c. A distinguished person of proven record appointed to the title of associate professor or 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.

**EXPLANATION:** This proposed amendment would modify Section 6.2.c. of the Bylaws, which specifies that a person holding a professorial title with tenure in another institution may be appointed with immediate tenure at the Board’s discretion. Because the current language omits the specific mention of the associate professor rank, this has led to a two-tier approval system: faculty appointments with immediate tenure to the rank of full professor required only the application of the Bylaw while appointments to the rank of an associate professor with immediate tenure required an action of the Board to waive the Bylaw. This differentiation serves little practical purpose as it is common practice across the institutions of higher education in the US that a faculty member holding tenure is offered a position with immediate tenure. Clarifying the Bylaw language would thus eliminate an unnecessary bureaucratic hurdle for the campuses.

**NO. 5. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT:** RESOLVED, That the following item be approved:

**A. (ADDED ITEM) CUNY SCHOOL OF LAW - NEW FACILITY AT 2 COURT SQUARE, LIC, NEW YORK:**

RESOLVED, That the Board of Trustees of The City University of New York approve the selection of the firm of Kohn Pederson Fox Associates (KPF) to provide professional services as required for the design of a new facility at 2 Court Square, Long Island City, NY, on behalf of the CUNY School of Law ; and be it further

RESOLVED, That the Board of Trustees of The City University of New York request the City University Construction Fund to enter into a contract with the selected consultant for such services.

EXPLANATION: The CUNY School of Law will be relocating to a new 260,000 GSF facility located on 6 floors of an existing office building. In order to adapt and fit out the existing space, architectural design services are required. The KFP architectural and engineering team designed the existing building, completed in 2007, and was selected based on their working knowledge of the structure and vast experience designing higher education facilities. Initially, this project was to be managed by Citibank. Due to a change in funding, the design and construction will now be CUNY managed. The proposed firm was selected in accordance with law.

**NO. 6. HONORARY DEGREE:** RESOLVED, That the following honorary degree, approved by the appropriate faculty body, the college president and recommended by the Chancellor, be presented at the commencement exercise as specified:

**COLLEGE**

**DEGREE**

**CITY COLLEGE**

Mario Vargas Llosa

Doctor of Letters

(To be conferred at a special lecture and ceremony on November 18, 2010)

**NO. 7. EXECUTIVE COMMITTEE:** Notice of Action Taken (July 22, 2010), for informational purposes:

**A. HUNTER COLLEGE - ACCEPTANCE OF GIFT AND NAMING OF CASA LALLY:**

RESOLVED, That the Board of Trustees of The City University of New York, on behalf of Hunter College, accepts the gift of the land, together with the brownstone building and any other improvements thereon, located at 132 East 65<sup>th</sup> Street, New York, New York (the "Real Property") from Caravan Institute Inc. ("CI"), pursuant to the Transfer and Grant Agreement ("Grant Agreement") approved by the CI Board of Directors; and it is further

RESOLVED, That the Board of Trustees of The City University of New York (the "University") approves the University's agreement, on behalf of Hunter College (the "College") and pursuant to the terms of the Grant Agreement, to employ the 16 members of the current Italian language faculty of CI as Continuing Education Teachers for a term of not less than 2 years following the effective date of the transfer and conveyance of title to the Real Property (the "Closing Date"), provided that such employment shall be in accordance with any applicable collective bargaining agreement to which the College is bound and shall be subject to satisfactory performance as determined by the College in its sole reasonable judgment; and it is further

RESOLVED, That the Board of Trustees of The City University of New York approves the University's agreement, on behalf of the College and pursuant to the terms of the Grant Agreement, to employ or cause to be employed by an affiliated entity 3 members of the administrative staff of CI for at least 1 year, provided that such employment shall be subject to satisfactory performance as determined by the College in its sole reasonable judgment; and it is further

RESOLVED, That the Board of Trustees of The City University of New York, on behalf of Hunter College, approves the naming of the donated brownstone building at 132 East 65<sup>th</sup> Street which shall be named *Casa Lally* effective upon the Closing Date; and it is further

RESOLVED, That the General Counsel is authorized to execute the Transfer and Grant Agreement and related documents necessary to effectuate the gift, the terms of the Grant Agreement and the transfer and conveyance of title to the Real Property. The final transfer documents and all related instruments shall be subject to approval as to form by the University Office of the General Counsel.

EXPLANATION: Hunter College was chosen at the conclusion of a competitive process to receive a gift of the Real Property and, through Hunter College Foundation, additional assets including approximately \$1.3MM of cash and certain nonprofit business assets (together, the "Assets") of the Caravan Institute ("CI") a New York not-for-profit corporation. CI was founded in 1929 to further education and the arts. CI currently operates the *Parliamo Italiano* Language School. The Assets will be distributed upon the dissolution of CI. The nonprofit business assets include the assets associated with the operation of *Parliamo Italiano*, including the *Parliamo Italiano* curriculum authored by Franca Pironti Lally, related teaching materials, student and alumni database and reputation.

The transfer of the Assets will be unrestricted, and the transferees will have sole discretion in the use or disposition of the Assets, provided that the transferees shall use the Assets exclusively for charitable, educational, scientific and other tax-exempt purposes and shall endeavor to use the Assets as an integral part of a center for Italian language and culture at Hunter College, subject to programmatic, budgetary and legal considerations including building, health code and Americans with Disabilities Act compliance. The gift instrument has been reviewed by the Office of the General Counsel.

Franca Pironti Lally, daughter of a professor of Classical Languages, emigrated from Italy in 1959. She and her husband John Lally became the Directors of CI in 1964, and in 1978 they jointly founded the *Parliamo Italiano* language school at CI. *Parliamo Italiano* quickly became one of the preeminent Italian language schools in the country as well as the central offering of CI. Franca devoted herself to *Parliamo Italiano* until just before her death in 2009. Franca and John Lally and their family lived onsite at CI in the 65<sup>th</sup> Street brownstone which is being named in Franca's honor. The Board of Directors of Caravan Institute selected Hunter College as the most fitting recipient of the Assets based in large part upon the College's interest to the extent practicable in using Casa Lally to develop a hub for Italian language and culture for the Hunter community including its continuing education students and the College's demonstrated commitment to excellence.

**B. THE CITY UNIVERSITY OF NEW YORK - AMENDMENT TO THE 2010 EARLY RETIREMENT INCENTIVE PROGRAM:**

WHEREAS, The Board of Trustees of The City University of New York adopted Item 5G at its meeting on June 28, 2010, thereby approving the participation of The City University of New York in the Retirement Incentive Program provided by both Part A and Part B of Chapter 105 of the Laws of 2010; and

WHEREAS, Item 5G set forth the open period for participation by "college faculty" in Part A; now be it

RESOLVED, That the open period for "college faculty" as defined in Part A will commence on December 29, 2010 and conclude on January 27, 2011.

EXPLANATION: This resolution amends the open period for "college faculty" to conform to the pension systems' interpretation of the statute.

**C. CENTRAL OFFICE - DESIGNATION OF FOUNDING PRESIDENT OF THE NEW CUNY COMMUNITY COLLEGE:**

RESOLVED, That Scott E. Evenbeck be designated founding president of The New CUNY Community College effective January 1, 2011, at a compensation to be recommended by the Chancellor to the Board, subject to financial ability.

EXPLANATION: The New CUNY Community College Founding President Advisory Committee, co-chaired by Executive Vice Chancellor and University Provost Alexandra W. Logue and Senior University Dean for Academic Affairs John Mogulescu, at the conclusion of an extensive national recruitment effort, recommended two finalists for the CUNY New Community College founding presidency. The chancellor is recommending Scott E. Evenbeck as founding president. Dr. Evenbeck is currently professor of psychology and dean of University College at Indiana University-Purdue University at Indianapolis (IUPUI). Prior to that position he served as associate vice chancellor for undergraduate education at IUPUI. Dr. Evenbeck holds an A.B. degree from Indiana University and a Ph.D. degree from the University of North Carolina at Chapel Hill, both in psychology. Dr. Evenbeck has been involved for many years in the design and assessment of general education, including the development, ongoing implementation, and assessment of IUPUI's outcomes for student learning. He has also played a major role in various P-16 initiatives to support student academic achievement and in retention initiatives for Indiana higher education, given numerous presentations on serving entering students, and written extensively on enhancing student academic achievement and persistence.