

**BOARD OF TRUSTEES
THE CITY UNIVERSITY OF NEW YORK
205 EAST 42ND STREET
NEW YORK, NEW YORK 10017**

**REVISED
CALENDAR**

NOVEMBER 23, 2015

NO. 1. CHANCELLOR'S UNIVERSITY REPORT: RESOLVED, That the Chancellor's University Report for November 23, 2015 (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 meeting of October 1, 2015 be approved.

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

A. THE CITY COLLEGE OF NEW YORK - TUITION FOR THE DOCTOR OF MEDICINE IN MEDICAL EDUCATION AT THE CUNY SCHOOL OF MEDICINE:

RESOLVED, That the Board of Trustees of The City University of New York adopts a schedule of tuition charges for the Doctor of Medicine in Medical Education at The City College of New York, effective in the fall 2016 semester as set forth in the schedule below:

Doctor of Medicine in Medical Education

Resident Full-time students:	\$19,000.00 per semester
Non-Resident Full-time students:	\$31,630.00 per semester

In addition, the following student activity fee schedule will be charged per semester effective fall 2016:

Tech Fee	\$125.00
Consolidated Fee	\$15.00
Senate Fee	\$1.45
Activity Fee	\$14.50

EXPLANATION: The proposed tuition at the CUNY School of Medicine for full-time resident students is \$19,000.00 per semester (\$38,000.00 per year), and the proposed tuition for full-time non-resident students is \$31,630.00 per semester (\$63,260.00 per year). The program is for full-time students only; therefore, no part-time tuition rate is provided. This tuition rate is the same as the rate charged by the State University of New York (SUNY Downstate) system for its medical school.

The entire tuition will be retained by the CUNY School of Medicine to fund direct costs of the degree program, including increased staffing to strengthen services to students and to meet the technical needs of the program. The student activity fee schedule is the same rate as that charged to all other graduate students at City College and will be retained by the CUNY School of Medicine to benefit its students.

This tuition differential is permitted under New York State Education Law, Section 6206, which allows The City University of New York to charge differential tuition rates as long as there is a differential among like

degree programs. The City College of New York will continue to provide any financial aid assistance available to eligible medical school students.

B. THE CITY UNIVERSITY OF NEW YORK - HOSTING 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 with a vendor who will provide services to migrate CUNY's current hosting operations of the applications to a new environment and to provide these hosting operations on an ongoing basis in a manner that will meet CUNY's current and future needs. The Contractor shall be awarded to responsive and responsible offeror chosen on the basis of best value after public advertisement and timely submission of sealed proposals through a Request for Proposal solicitation and evaluation process conducted by the University pursuant to law and University Regulation. The hosting services estimated cost will be \$6,100,000 per year for five years, for a total maximum value of \$38,400,000, which also includes \$6,400,000 for the migration services required in the first year and an additional \$1,500,000 contingency for the five year contract term. The contract shall include up to five additional one year options for the University to renew in its best interest. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The Migration Project includes all the preparatory work necessary to establish the physical, virtual, and network environments for the Hosting Services at Contractor's hosting site. It also includes services to plan and execute the move of all applications, CUNY data and any other required objects, from CUNY's existing hosted environment to Contractor's site.

C. THE CITY UNIVERSITY OF NEW YORK - AMERICAN MUSEUM OF NATURAL HISTORY ONLINE GRADUATE SCIENCE SEMINAR COURSES:

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 for the School of Professional Studies to purchase graduate science seminars from the American Museum of Natural History without competitive solicitation and pursuant to law and University regulations for a term of up to six years from January 1, 2015 through December 31, 2020. Such purchase shall not exceed a total estimated cost of \$1,935,000. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The School of Professional Studies will use the science seminars to offer thirteen online graduate courses in life science, earth science, and physical science and expand educational opportunities for science teachers and access to science content for students.

D. THE CITY UNIVERSITY OF NEW YORK - HAZARDOUS WASTE REMOVAL 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 with a vendor who will provide as needed hazardous waste removal services for Central Office and all of the Colleges. 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 \$2,000,000 chargeable to appropriate funding sources during the applicable fiscal year. The contract term shall be five years. The contract shall be subject to approval as to form by the Office of General Counsel.

EXPLANATION: The services are essential for the day-to-day operations of the Colleges' campuses in order for them to be in compliance with the required federal, state and local regulations with regards to the removal of hazardous waste.

E. THE CITY UNIVERSITY OF NEW YORK - FY 2016-2017 UNIVERSITY BUDGET REQUEST:

RESOLVED, Subject to the availability of resources, CUNY seeks an additional \$167.0 million for the University. This total includes \$124.1 million for the senior colleges and \$42.9 million for the community colleges. At the senior colleges, \$43.8 million is for baseline needs and \$80.3 million is for strategic investments. At the community colleges, \$6.6 million is for baseline needs and \$36.3 million is for the investment plan.

2015-2016 appropriation levels of \$2.336 billion for the senior colleges and \$898.3 million for the community colleges and allocation to the various units of the university thereof reflect, per the authority vested in the Chancellery by the Board of Trustees, all budget adjustments reflected in the FY2015-2016 state enacted appropriation for the university.

EXPLANATION: With the 2016-2017 Budget Request, the University enhances its capacity to carry out its mission of access and opportunity for New Yorkers and its commitment to meet the economic and educational needs of New York State and New York City. CUNY's strategic priorities align with those of the state and city and include performance improvement initiatives that will speed student progress toward degree attainment, improve access and retention, provide experiential learning opportunities that prepare students for the workforce and boost civic engagement and community service, and assist students in achieving post graduate success whether that is transferring to advanced degree programs or beginning their career paths.

State and City financing of fixed mandatory needs, such as contractually required incremental salary increases, and fringe benefit, energy and building rental cost increases, will allow existing funding to remain in programmatic areas so that the University can continue to provide high quality services in support of its statutory mission and its commitment to all New Yorkers.

NOTE: The Operating Budget Request FY2016-2017, is on file in the Office of the Secretary of the Board.

NO. 4. COMMITTEE ON ACADEMIC POLICY, PROGRAMS AND RESEARCH: RESOLVED, That the following items be approved:

A. HOSTOS COMMUNITY COLLEGE - AS IN FOOD STUDIES

RESOLVED, That the program in Food Studies leading to the Associate in Science at Hostos Community College be approved, effective November 23, 2015, subject to financial ability.

EXPLANATION: Unlike programs in the culinary arts, this AS program offers foundational courses in such public policy topics as food insecurity, nutritional education and healthy food access. This is primarily a transfer program and an articulation agreement has been established with Health Sciences program at Lehman College. Hostos will take full advantage of its proximity to the Hunts Point Food Market, through such opportunities as internships and organizing guest lectures as well as an established farmers' market on the campus.

B. HUNTER COLLEGE - MS IN APPLIED BEHAVIORAL ANALYSIS:

RESOLVED, That the program in Applied Behavioral Analysis leading to the Master of Science at Hunter College be approved, effective November 23, 2015, subject to financial ability.

EXPLANATION: While Hunter has long provided education and training for individuals interested in working with individuals with autism spectrum disorder, a new licensing requirement for professionals in this field mandated additional and more focused educational preparation. Graduates of the program will

be eligible to sit for the national Board Certified Behavior Analyst exam as well as be eligible for NYS licensure.

C. HUNTER COLLEGE - CREATION OF THE DEPARTMENT OF DANCE:

RESOLVED, That the Hunter College Department of Dance shall be established in the School of Arts & Sciences as part of the Division of Humanities & Arts with all of the rights and responsibilities of a department at Hunter College, effective January 29, 2015.

EXPLANATION: The Hunter College Dance Program was established in fall 1970 within the Department of Physical Education. In 1976, it was transferred to the Music Department, where it has been housed to the present. The program will be elevated to the status of a department, offering degrees at the undergraduate and graduate levels, as well as opportunities for non-major undergraduates to take dance courses and pursue a minor. The expansion will include the activation of a previously approved MFA program in Dance that will dramatically increase the visibility of the new department across the world of professional dance in New York City and beyond. The Hunter College Department of Dance will become the first independent dance department at the City University of New York.

Although the Dance Program has operated with substantial autonomy within the Music Department, the scope of the program is appropriate for a freestanding academic department. Dance currently offers two degrees, the BA and the BA/MA. While the MA is in Dance Education, Dance has subject content and advising responsibilities for the Arnhold Graduate Dance Education Program. The advent of the MFA program will add to Dance a third degree.

Student interest in Dance at the undergraduate and graduate levels is strong. The newly renovated Dance studios in Thomas Hunter are busy from early morning through evening with scheduled classes and are used weekends as well by students practicing and preparing for upcoming performances. Dance enrolls more than 1,350 students each academic year, up from about 1,175 in 2010-2011; in that period, the number of majors has increased from 55 to 75-80. The Arnhold Graduate Dance Education Program has grown rapidly and now enrolls more than 60 students, only four years after its initial entering class. The Arnhold Program has started to produce dance teachers for the city's public schools where dance has become a vibrant field of study, and it now attracts applicants with significant careers in dance.

Hunter College has made a strong commitment to a robust Dance Department, including a successful national search for a new program head who will become the department chair. In addition, the college has invested in state-of-the-art flooring for the main dance studios in Thomas Hunter, an upgrade that will greatly enhance the quality and safety of students' dance experience.

D. BRONX COMMUNITY COLLEGE - AA IN ENGLISH:

RESOLVED, That the program in English at Bronx Community College leading to the Associates in Arts be approved, effective November 23, 2015, subject to financial ability.

EXPLANATION: Bronx Community College has long offered literature and writing courses beyond the basic composition level. The College now seeks to package these courses into a transfer degree program. The college believes that connecting students sooner and more directly to the English faculty will increase retention and graduation rates. An articulation agreement has been established with John Jay and others are being explored.

E. BRONX COMMUNITY COLLEGE - AS IN EXERCISE SCIENCE AND KINESIOLOGY:

RESOLVED, That the program in Exercise Science and Kinesiology at Bronx Community College leading to the Associates in Science be approved, effective November 23, 2015, subject to financial ability.

EXPLANATION: This program provides students with the foundation courses needed for careers in the health sciences by educating them on the role that exercise plays in our lives. The coursework will also provide students with the education necessary to earn a personal trainer certification for leading to immediate employment. An articulation with the Health Science program at Lehman College has been established.

F. LEHMAN COLLEGE - BS IN PUBLIC HEALTH:

RESOLVED, That the program in Public Health offered at Lehman College leading to the Bachelor of Science be approved, effective November 23, 2015, subject to financial ability.

EXPLANATION: This undergraduate program in public health will provide students with an understanding of the field of public health from the perspective of the social and behavioral sciences, epidemiology, environmental health, health communication and health care systems and policy. It will provide students with an excellent foundation for entry level employment in public health as well as graduate education in the field.

G. JOHN JAY COLLEGE - RESCISSION OF HONORARY DEGREE:

RESOLVED, That the Board of Trustees hereby rescinds the honorary degree awarded to William Cosby by John Jay College of Criminal Justice at its May 1995 commencement ceremony.

EXPLANATION: By resolution of the Faculty Senate of John Jay College of Criminal Justice, and with the concurrence of President Jeremy Travis, the College requests the Board to rescind the honorary degree previously awarded to William Cosby on the ground that he has engaged in conduct that is contrary to the values of the College and the qualities for which he was honored and that this conduct is not in keeping with the principles of social justice, criminal justice, and human dignity to which the College is devoted.

NO. 5. COMMITTEE ON FACULTY, STAFF AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. HUNTER COLLEGE - AMENDMENTS TO THE GOVERNANCE PLAN:

RESOLVED, That the proposed amendments to the Hunter College Governance Plan be adopted, effective November 24, 2015.

EXPLANATION: The proposed amendments to the Hunter College Senate's Governance Plan ("the Plan") update it by reflecting the College's current organizational structures, provide for an additional term for the Senate's Chair and Vice Chair, and redefine the terms of office for representatives to avoid conflicts with student exam periods. The changes were approved by the College's Senate on May 20, 2015 and are recommended by the College President.

More specifically, the proposed Plan includes the School of Urban Public Health as a department entitled to representation. The Plan recognizes that the Schools of Nursing, Health Professions, and Urban Public Health comprise a division. It further reflects that the SEEK Department was changed into a Program.

The proposed amendments also allow the Chair and Vice Chair of the Senate to serve for four consecutive one-year terms; the current plan allows them to serve for only three such terms.

Finally, the proposed amendments define the term of office for representatives, which is two years, as extending from May of the first year to just prior to the first meeting of the new Senate the following year, in keeping with the calendar approved by the Senate. Linking the term to the Senate calendar rather to a specific date—as the current plan does—will avoid potential conflicts with student exam periods.

CHARTER FOR A GOVERNANCE OF HUNTER COLLEGE

September 1970

(Amended in 1979, 1980, 1981, 1985, 1987, 1992, 1998, ~~and 2006~~, and 2015)

ARTICLE I

Section 1

The Hunter College Senate shall be established as the legislative body of the College with authority to determine College policy on all matters not reserved now or hereafter by Education Law or Board of Trustees Bylaws to the President of Hunter College, to other officers or duly constituted bodies of the College or The City University, or the Board of Trustees.

Section 2 (Initial Meeting)

Effective as of the first meeting of the Senate, the present Hunter College Faculty Council is to be considered dissolved and its powers assumed by the College Senate under terms of this Charter.

ARTICLE II

Section 1

As the College legislative agency, the Senate shall have policy-making powers in the following areas:

- A. Curriculum and related education matters.
- B. Academic requirements and standards of academic standing.
- C. College development, review and forward planning of facilities, staff, and fiscal requirements.
- D. Instruction and the evaluation of teaching.
- E. Safeguarding the academic freedom of ALL members of the Hunter community.
- F. Other matters which may be subsequently assigned to the legislative prerogatives of Hunter College.

Section 2

In addition to its legislative powers, the Senate shall have the right to express itself formally as an advisory body in any area it considers important, and to transmit its recommendations to the appropriate authorities.

Section 3

There shall be completed, no later than by the end of the third year, a thorough and impartial review of the composition, structure, and functions of the College Senate by a group empowered to propose, should it so deem necessary, a new version of the governance charter or major revisions thereof in the form of amendments for referendum (Article XIII) and submission to the Board of Trustees, if required. In the meantime, the Senate will use the latitude afforded it under this Charter for continued development of organization and procedures in order to fulfill its mandated functions effectively.

ARTICLE III

Section 1

The Hunter College Senate shall have 100 Senators and Alternates sufficient in number to provide one faculty alternate for each department, being composed of 57% faculty members, 38% students and 5% representatives of the administration, with seats reserved in the following proportions:

- 44% Professors, Associate Professors, Assistant Professors, and Instructors on full-time appointments.

- 13% Lecturers (full-time), Lecturers (part-time), Adjunct faculty, and all other part-time members of the teaching faculty who are not also serving in full-time appointments, and non-faculty department member in the title series College Laboratory Technician and Higher Education Officer.
- 14% Full-time Undergraduate students, other than students in the SEEK Department.
- 11% Part-time Undergraduate students.
 - 2% Undergraduate students – SEEK Department.
- 11% Graduate students.
- 5% Administration.

Section 2

Senators shall have full voting rights in the Senate. Alternates may vote and be counted as part of the quorum only when properly seated according to Senate procedures.

Section 3

Ex officio nonvoting membership shall be extended to:

- a. the Presidents of the Hunter College Undergraduate Student Government and the Graduate Student Association;
- b. the President of the Hunter College Alumni Association;
- c. the Presidents of the Hunter College HEO Forum and the College Laboratory Technician Council;

or designee of any of the preceding.

These members shall have full floor rights but no voting rights; they shall not be eligible to become an officer of the Senate (Article V).

Section 4

The College Senate shall schedule regular nominations and elections (other than the initial one -- see Article X) once a year during the last four weeks of classes in the spring semester; and it shall convene following such elections no later than June 1. The faculty and the student bodies shall be responsible, through duly constituted organizations, for conducting the elections of their respective representatives in accordance with the terms of this Charter.

ARTICLE IV

Section 1

- A. Hunter College is an institution organized into schools, divisions, and departments, the structure and titles of which may change as the needs of its students change. It also has an administrative structure and administrative officers which change in title and function as the college develops. Therefore, wherever the Charter refers to a specific administrative officer (e.g. Dean, Registrar, etc.), or academic unit (e.g. department, school, divisions, etc.), or academic position (e.g. instructor, lecturer, etc.), such language should be construed to include any equivalent officer, academic unit, or academic position regardless of the particular language that is currently in use. In all such instances not fixed by the Charter, the equivalencies shall be determined by the Administrative Committee of the Senate and approved by the Senate.
- B. For the purposes of the Charter, the following equivalencies shall apply:

~~(i) The word "department" shall mean any unit of the college which elects members to its Personnel & Budget Committee, and shall include as well the School of Nursing, School of Health Sciences, School of Social Work and the Library. In addition, for the purposes of Article IV, Student Services shall be included as a department.~~

The word "department" shall mean any unit of the college that elects members to its Personnel & Budget Committee, and shall include as well the School of Nursing, School of Urban Public Health, School of Social Work and the Library. In addition, for the purposes of Article IV, Student Services shall be included as a department.

- ~~(ii) The word "division" shall mean any unit of the college which has a P & B Committee consisting of representatives of more than one department but fewer than all the departments. They include Humanities and the Arts, Sciences and Mathematics, and Social Sciences (which form the School of Arts and Sciences), School of Education, Schools of Health Professions.~~

The word "division" shall mean any unit of the college that has a P & B Committee consisting of representatives of more than one department but fewer than all the departments. They include Humanities and the Arts, Sciences and Mathematics, and Social Sciences (which form the School of Arts and Sciences), School of Education. Together, the Schools of Nursing, Health Professions, and Urban Public Health comprise a division.

Section 2

- A. The 44 Senate seats reserved for representatives in the ranks of Professor, Associate Professor, Assistant Professor, and Instructor on full-time appointments shall be filled as follows:
- (i) All departments shall be rank-ordered by the number of such faculty in the department. Each department shall be allocated 1 seat, and the remaining seats shall be allocated by assigning one additional seat to each department from the top of the list down, until the available number is exhausted.
 - (ii) Each department will fill its allocated seats by nominations from and elections by its faculty members in the ranks of Professor, Associate Professor, Assistant Professor, and Instructor on full-time appointments.
- B. The 13 Senate seats reserved for representatives in the ranks of Lecturer (full-time), Lecturer (part-time), Adjunct faculty, any other part-time members of the teaching faculty who are not also serving in full-time appointments, and department members in the title series College Laboratory Technician and Higher Education Officer shall be filled as follows:
- (i) One seat shall be reserved for Student Services, and shall be filled by nomination and election among the department members in these ranks.
 - (ii) In each of the departments that include members in these ranks, the latter shall make nomination for, and elect from among their number, one nominee for one of the 12 remaining Senate seats.
 - (iii) The remaining 12 seats shall then be filled by an at-large election from among the nominees selected according to paragraph B (ii) above. In this election, votes shall be cast only by the members of the departments to which B (ii) applies who are in the ranks of Lecturer (full-time), Lecturer (part-time), Adjunct faculty, any other part-time members of the teaching faculty who are not also serving in full-time appointments, or department members in the title series College Laboratory Technician and Higher Education Officer.
- C. The 14 Senate seats reserved for Full-time undergraduate students, other than students in the SEEK DepartmentProgram, shall be filled as follows:
- (i) Of these seats, 9 shall be reserved for Full-time department majors. Toward their election, each department will elect, from nominations made within its own ranks, 1 nominee for these seats. All Full-time Seniors, Juniors, and Sophomores who have declared their major will elect the required number of representatives by an at-large vote among these nominees.

- (ii) The remaining 5 Senate seats shall be reserved for Full-time Freshmen and Sophomores who have not as yet declared their major. Candidacy at-large shall be declared by filing a petition meeting the requirements established by the Senate. From the pool of such candidates, the Full-time Freshmen and non-major Sophomores will elect the required number of representatives by an at-large election.

D. The 11 Senate seats reserved for Part-time undergraduate students shall be filled as follows:

Candidacy at-large shall be declared by filing a petition meeting the requirements established by the Senate. From the pool of such candidates, the Part-time undergraduate students will elect the required number of representatives by an at-large election.

E. The 11 Senate seats reserved for graduate students shall be filled as follows:

- (i) 6 seats shall be filled by graduate students matriculated in programs offered in the various divisions (as defined in Article IV.1.B.ii) and the School of Social Work; one seat to each division and the School of Social Work.
- (ii) There shall be 4 representatives who are matriculated graduate students and are elected by the matriculated graduate students in an at-large election.
- (iii) There shall also be 1 non-matriculated graduate student representatives, elected by the non-matriculated graduate students in an at-large election.

F. Two Senate seats shall be filled by nominations and elections from among and by the students in the SEEK Department.

G. 5 representatives of the administration, one of who shall be in the title series HEO or CLT, shall be appointed by the President of Hunter College.

H. (i) A Senate seat reserved for faculty members with specific rank, or other qualifications (as outlined in Article IV, Sections 2A and B), that remains vacant after the elections scheduled for such seats, shall be filled for the remainder of the regular term by a faculty election conducted by a process approved by the Senate.

- (ii) A Senate seat reserved for students with specific major-non-major, graduate-undergraduate or other qualifications (as outlined in Article IV, Sections C, D, E, and F) that remains vacant after the elections scheduled for such seats, shall be filled for the remainder of the regular term by a student election conducted by a process approved by the Senate.

Section 3

Each department shall be allocated one seat for a faculty alternate. The faculty alternates shall be elected in accordance with the specified nomination and election procedures of Article IV. The student alternates shall be elected by a process approved by the Senate. The administration alternates shall be appointed by the President.

Section 4

For each of the constituencies, defined by the election procedures of Article IV, Section 2, the eligibility to serve and the right to vote shall be based on the same qualifications:

- A. For every such category, eligibility to be nominated or elected to the Senate, or to vote in Senate elections, shall require one full semester of service in the specified rank, position, and/or status preceding the semester in which such nominations are made or the elections take place.

- B. Students shall be in good standing. Graduate students shall have completed at least 3 hours of credit. Part-time Undergraduate students shall have completed at least 6 hours of credit.
- C. Those holding appointment to the instructional staff while enrolled in a graduate program at Hunter College under conditions that make them eligible to stand for election to the Senate and to vote in Senate elections as graduate students shall not be eligible for nominations or election to the senate or to vote in Senate elections as faculty members. If ineligible as graduate students, enrollment in graduate courses shall not affect eligibility as faculty members.

Section 5

In College-wide referenda and other votes conducted among all members of the instructional staff combined, a ballot cast by a faculty member in the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer (full-time) on full-time annual appointment, or cast by department members in the title series College Laboratory Technician and Higher Education Officer, shall be tallied as a full vote. A ballot cast by a faculty member in the ranks of Lecturer (part-time), Adjunct Lecturer, or any other part-time member of the teaching faculty not also serving on a full-time appointment shall be tallied as a half vote.

Section 6

Certification as to class, status, and standing of students shall be made by the Registrar. Certification as to rank, position, and status of faculty shall be made by the Chief Academic Officer. Appointed representatives of the administration shall be certified to the Senate by name and administrative title.

ARTICLE V

Section 1

At each of its first annual meetings following the new elections, the Senate shall elect from among its voting members a Chair, a Vice-Chair, a Secretary, and such other officers as it deems necessary. Their term of office shall be one year, and the Chair and Vice-Chair shall not serve in their respective offices for more than ~~three~~four consecutive terms.

Section 2

The Chair may, if he or she so desires, appoint a recording secretary with the responsibility for preparing the minutes and keeping the papers of the Senate in order.

Section 3

The Chair, Vice Chair, and Secretary of the Senate, together with the Chair of the Evening Council (Article VIII. Section 16) shall constitute the Administrative Committee of the Senate. The Chair of the Senate shall be the Chair of this Committee which will:

- A. Prepare the agenda for regular and special meetings, causing it to be published in the College no less than 10 days before the meeting.
- B. Be responsible for having prepared an Administrative Report, presenting the recommendations of the various Senate Committees that are considered routine, this report to be distributed to the representatives 10 days in advance of the meeting. Unless exceptions are taken, this Report will be handled as a single item on the Agenda.
- C. Assure continuity of the Senate's business between meetings.

ARTICLE VI

Section 1

~~The regular term of office for representatives shall be 2 years, extending from May 15 of the first year to May 14 of the second year. From the members, elected in the initial election, however, one-half shall be selected by lot in each category to serve a single year only. Hence, in the future, one-half of the Senate seats will be filled by the annual elections. Unexpired terms shall be filled at the next scheduled elections.~~

The regular term of office for representatives shall be 2 years, extending from May of the first year to just prior to the first meeting of the new Senate the following year, in keeping with the calendar approved by the Senate. From the members, elected in the initial election, however, one-half shall be selected by lot in each category to serve a single year only. Hence, in the future, one-half of the Senate seats will be filled by the annual elections. Unexpired terms shall be filled at the next scheduled elections.

Section 2

A vote for recall of a representative may be petitioned either by one-half or by 20 members of the representative's constituency, whichever is smaller. For this purpose, the constituency shall be defined as consisting of no less than the number of votes cast in the election of the representative. Seats vacated by recall shall be filled at the time of the next election for whatever portion may remain of the unexpired term.

ARTICLE VII

Section 1

The Senate shall be empowered to regulate the conduct of its business, including the establishment of a schedule for regular meetings and procedures for calling special meetings. The calendar of regular meetings shall be established sufficiently far in advance to permit its publication in the Registrar's annual College Calendar. The Senate shall develop practical election provisions with a view towards keeping itself as nearly as possible at full strength. It shall have the right to extend the mandated committee structure (Article VIII) by establishing additional standing, special or ad-hoc Committees; and it shall set its own rules of procedure and operation, being governed until it does so by Robert's Rules of Order, latest edition.

Section 2

The regular meetings of the Senate shall be open to all members of the Hunter College community, and all of such members shall have the right to be recognized under procedures to be established by the Senate.

Section 3

A quorum of the Senate and its Committees shall consist of no less than one-half of their voting membership plus one, unless otherwise prescribed in this Charter or specified under procedures established by the Senate.

ARTICLE VIII

Section 1

- A. All committees of the Senate shall preserve the spirit of equity regarding sessional, divisional, and other representation of students and faculty, and in the scheduling of meetings. Committee membership shall be open to all members of the faculty and to all students who are eligible for membership on the Senate. They shall be elected by the Senate from among nominations made by a Nominating Committee (Article IX) and/or nominations from the floor.

- B. When a committee vacancy cannot be filled with a faculty member or student with specified qualifications that vacancy shall be first reported to the Senate and then may be filled by a faculty member or student, respectively, without regard to the qualification specified.
- C. Senate committees report to the Senate
- D. Alternate members on committees may only vote and be counted in the quorum when regular members are absent.

Section 2

In reorganizations of the Hunter College administration, Academic Administrators designated to serve ex-officio on standing committees of the Senate shall have responsibility, as nearly as possible, for the same functions as those who are currently designated to serve in such capacity.

Section 3

In the exercise of its responsibility for the design and modification of Hunter College curricula the Senate shall establish two Committees on Course of Study, one graduate and one undergraduate. These committees shall be constituted as follows:

A. The Graduate Course of Study and Academic Requirements Committee

Six faculty members who teach in the graduate program, at least one faculty member from each of the divisions (as defined in Article IV.1.B.ii); 2 graduate students and 2 graduate student alternates; and serving without vote the Deans of the divisions and/or schools including the Dean of the School of Arts and Sciences, the Chief Academic Officer or designee, and the Chief Librarian or designee.

B. The Undergraduate Course of Study Committee

One faculty representative from each of the divisions (as defined in Article IV.1.B.ii) and two from the divisions serving at-large; 3 students and 3 student alternates; and, serving without vote, the Chief Academic Officer or designee, the Deans of the divisions and/or schools including the Dean of the School of Arts and Sciences, the Director of Evening Student Services, and the Chief Librarian or designee.

- C. Both of these Committees shall be chaired by faculty members, elected by the voting members of the Committee.
- D. There shall also be Committees on Curriculum in the School of Arts and Sciences, the Division of the Schools of Health Professions, and the School of Education. These committees shall be composed of the dean (with vote) and one faculty member from each department in the school or division, elected by the department as it may decree in its By-laws (see Article XI), and 3 students and 3 student alternates. The School of Arts and Sciences Curriculum Committee shall also include one faculty and one student representative from two of the inter-disciplinary programs. These Committees shall review proposals initiated by departments or programs or may initiate their own proposals for programs or curriculum changes, submitting such proposals for consideration to the appropriate Senate Committee on Course of Study.

In the area of undergraduate curriculum, the Curriculum Committees shall have the right to act on curriculum proposals, in accordance with the *Procedures for Preparing and Submitting Curriculum Proposals for College Approval* approved by the Hunter College Senate. Decisions by these Committees may be appealed by the departments or programs to the Senate Committee on Undergraduate Course of Study. Matters on which appeals are pending shall not be forwarded to the Senate, and a two-thirds majority of the Senate Committee members present and voting shall be required to override such divisional decisions.

Section 4

A. The Undergraduate Course of Study Committee shall have oversight authority on all undergraduate curricular matters. It shall also concern itself through study and research with policies relating to the undergraduate curricular organizations. All proposals pertaining to:

- (i) Basic Prescriptions.
- (ii) New Majors.
- (iii) New Minors.
- (iv) Credit and Major or Minor concentrations.
- (v) Degree Requirements.
- (vi) Interdisciplinary Program.
- (vii) Experimental courses

shall be submitted to the Undergraduate Course of Study Committee for action.

Final decision on all curricular matters is to be made by the College Senate, except in cases where final authority is vested in the Undergraduate Course of Study Committee by the Senate.

B. The Graduate Course of Study and Academic Requirements Committee shall review all Master's Programs and graduate courses to be listed in the Hunter College Bulletin on graduate studies, whether on the Master's or the Doctoral level. Its functions shall also include the review and coordination of graduate academic requirements, the formulation of policy, for adoption by the Senate, regarding the methods of grading, admissions, attendance, withdrawal, maintenance of academic standards, accreditation of work done at other institutions. The Director of Admissions, Vice President for Student Affairs (or designee), and other resource persons as deemed necessary, are requested to attend all meetings of the committee concerning graduate academic requirements as non-voting members.

Section 5

There shall be a **Committee on Undergraduate Academic Requirements** consisting of one faculty member from each of the divisions (as defined in IV.1.B.ii), and two faculty from the divisions serving at-large; 3 students and 3 student alternates. The Dean of Students, the Chief Academic Officer or designee, the Assistant Dean for Advising and Counseling, the Director of Evening Student Services, and the Registrar shall serve without vote. The Chair shall be a faculty member elected by the voting membership of the Committee. Its functions shall include the formulation of policy regarding methods of grading, requirements of student attendance, regulations relating to withdrawal from courses, and admissions not specified by Board of Trustees By-laws.

Section 6

There shall be a **Committee on Student Standing**, consisting of 5 faculty members including a representative from the SEEK Department. The Dean of Students or designee, the Director of Evening Student Services, and the Assistant Dean for Advising and Counseling shall serve without vote. The Chair of the Committee shall be elected by its voting membership. The Committee shall be responsible for the evaluation of student records, for recommending to the Senate the award of degrees to qualified students, and for formulating policy, for adoption by the Senate, on the retention of students and the maintenance of academic standards.

Section 7

In order to insure effectiveness, compatible procedures and comparable standards in the evaluation of teaching and teachers by the students throughout the departments (Article XI), and to assure the formal consideration of the results of such appraisals in the professional evaluation of members of the teaching

faculty, the Senate shall establish a **Committee on Evaluation of Teaching**. This Committee will, among other things, be responsible for: the preparation of standard guides for an evaluation questionnaire to provide opportunities, under its supervision, for some departmental variation in the details of the evaluation procedure; continuing review of the scope, validity, content, and efficacy of the questionnaires actually utilized; and the compilation, analysis, and publication of the data produced by such questionnaires in order to facilitate widespread understanding of the purposes and results of the evaluation procedure.

The Senate Committee on Evaluation of Teaching will consist of 12 members, all with vote: 7 students and 5 faculty members. If a student has been elected to the Administrative Committee of the Senate, that student will serve as a committee member, and chair the committee.

Section 8

There shall be established a **Master Plan Committee** of the Senate, consisting of one faculty member from each division (as defined in IV.1.B.ii), and the School of Social Work; 3 students and 3 student alternates, and a Chair, elected by the Senate without constraint as to category. In addition, the Chief Academic Officer and the Vice President for Administration or their designees shall serve as non-voting members. This Committee will be the general College development planning group, concerning itself with the priorities that affect long term projections as regards programs and facilities. It will make policy recommendations on these matters for adoption by the Senate, and it will be responsible for drafting the annual revision of the Hunter College portion in the CUNY Master Plan, submitting such draft for approval to the Senate.

Section 9

The Senate shall establish a **Committee on the Budget**, consisting of one faculty member from each division (as defined in IV.1.B.ii) and the School of Social Work; the Director of SEEK; 2 students and 2 student alternates; and a Chair elected by the Senate without constraint as to category. The Chief Academic Officer, the Vice President for Administration and designee will serve ex-officio without vote.

The Committee on the Budget shall annually develop the guidelines which, on review by the Senate and approved by the President of Hunter College, will be followed by the departments in the preparation of their projected budgets. It will review the resulting consolidated annual budget of the College and report on it to the Senate.

In addition, it will advise the President, at the latter's discretion, on the apportionment of instructional resources, budget, and space allocated to the College.

Section 10

The Senate shall establish a **Committee on Grade Appeals**, consisting of 4 faculty members, and 3 students and 3 student alternates. The Committee on Grade Appeals will consider grade appeals in which the student or faculty member involved takes exception to the decision of the Departmental Grade Appeals Committee. The Committee on Grade Appeals shall establish guidelines for procedures to be followed in its review of grade appeals and will report its decisions in each case to the parties concerned, the Department Chair, and to the Registrar. The decision of the Grade Appeals Committee is final.

The Committee shall also make an annual statistical report to the Senate.

Section 11

The Senate shall establish a **Committee on the Calendar**, consisting of one faculty member from each of the divisions (as defined in IV.1.B.ii), and 2 students and 2 student alternates. The Dean of Students or designee, the Director of Evening Student Services, the Registrar, and the Director of Financial Aid shall serve without vote. The Committee on the Calendar will make recommendations on the College

Calendar, and, in consultation with the Faculty Personnel & Budget Committee, on the Bell Schedule. The Committee will also evaluate existing registration procedures and make recommendations regarding changes in registration procedures.

Section 12

There shall be a **Committee on Departmental Governance**, consisting of one faculty member from each division (as defined in IV.1.B.ii), 2 students and 2 student alternates, and one member of the administration (all with vote). The Committee on Departmental Governance shall: (a) make recommendations to the Senate on standards for Departmental By-laws; (b) review Departmental By-laws and Amendments approved by departments and make recommendations for Senate action; (c) make recommendations to the Senate on alleged infractions of Departmental By-laws.

Section 13

Administrative Search Committees shall be constituted for all administrators (full deans and above) who, because of the nature of their policy making, have a significant impact on academic affairs and on the rights and welfare of the students and the faculty. The proceedings of search committees shall be confidential.

Different search committee staffing procedures may be appropriate for administrators who have college-wide impact and those who affect primarily only their divisions (as defined in IV.1.B.ii). In any procedure adopted, the Senate shall be responsible for nominating the panel of search committee candidates and search committee Chairs from whom the College President or the CUNY Board of Trustees, as appropriate, will select the search committee and the search committee Chair. This section shall be read consistent with applicable CUNY Board of Trustees policy on presidential search committees.

The search committee shall have the responsibility of nominating candidates for administrative positions to the College President who shall have the final authority to make recommendations to the CUNY Board of Trustees.

Section 14

The Senate shall establish a **Committee on Charter Review**, consisting of one faculty member from each division (as defined in IV.1.B.ii); 3 students and 3 student alternates; one member of the Administration to be designated by the President who shall serve ex-officio; and a Chair elected by the Senate.

The Committee shall be empowered to review the composition, structure and functions of the Hunter College Senate and to propose to the Senate amendments to the Governance Plan in accordance with the provisions of Article XIII, Section 2.

Section 15

The Senate shall establish a **Committee on Computing and Technology**, consisting of one faculty member from each of the divisions (as defined in IV.1.B.ii), the School of Social Work, the Library, and one faculty member at-large who conducts research that depends on computers and who complements and diversifies the knowledge base of the committee; and 2 students and 2 student alternates. Two members of the staff, the Director of ICIT, and the Provost (or designee) shall serve without vote.

The committee shall both propose and review computing technology plans and strategies as they impact on the instructional, research, and administrative functions at the College. The committee will consult with all affected communities before issuing proposals or review documents. Goals of this committee would include using technology to improve all aspects of the College functioning in a manner which enhances productivity for all members of the College community and spreads both the benefits and costs of these technologies equitably among the members of the community.

Specifically, this committee shall be asked to address strategies to assure appropriate hardware and software access for students, faculty, and staff including part-time faculty and staff both on campus and remote locations; the use of computing to enhance the instructional mission of the College; the means to provide computer-based student services and administrative functions; allocations and expenditures of college resources intended for computing and technology; college efforts to obtain external resources for enhancing the college's capabilities in the area.

Section 16

The Senate shall establish an **Evening Council**, consisting of one faculty member from each of the divisions (as defined in Article IV. 1. B. ii) and two faculty members from the divisions serving at-large who teach a course(s) in the evening; one faculty member from the Library; 2 students and 2 student alternates who take a course(s) in the evening; and a Chair elected by the Senate. In addition the Director of Evening Student Services, the Registrar, the Director of Admissions, the Director of Financial Aid, and the Evening Affairs Commissioner of the Undergraduate Student Government, shall serve ex-officio without vote.

The Evening Council shall have the following responsibilities:

- A. To develop and recommend to the President of Hunter College required improvements in the supporting services (library, business office, registrar, etc.) during the evening hours.
- B. To provide the Administrative Committee of the College Senate with agenda items of concern to the Evening Council that are not the responsibility of other Senate committees.
- C. To identify, review, and give focus to matters of interest to the evening students and faculty, with the right to express itself as an advisory body on these matters and to transmit its recommendations to the cognizant authorities.

Section 17

The Senate shall establish a Committee on the Library, consisting of one faculty member from each of the divisions (as defined in Article IV. 1. B. ii), the School of Social Work, Main Library, Branch Library, 2 students and two student alternates, and the Chief Librarian who shall serve ex-officio without vote.

The Committee shall function in an advisory capacity to the Chief Librarian and as a liaison between the Library and the College community. It shall encourage periodic review of immediate and long-term needs of the Library and library needs of individual departments and disciplines. The committee shall review an annual summary of the status of library resources and services to be provided by the Chief Librarian, and report on it to the Senate in the Fall semester.

ARTICLE IX The Founding of the Hunter College Senate in 1970

Section 1

It shall be the responsibility of the President of Hunter College to set the place and time of the first election within thirty days of the ratification (Article XIV) of this Charter, to convene the newly elected Senate for its first meeting, and to function as its Chair until the first slate of officers has been elected.

Section 2

The next order of business shall be the review and adoption of the Evening Session Council By-laws and the seating of the student representatives at-large, elected by the electoral college of Evening Session

Council student members, provided such elections are found to have taken place in consonance with the approved By-laws.

Section 3

The Senate shall then proceed with the election of a **Nominating Committee**, so that nominations for membership on the standing committees can be made. This committee shall be composed of 4 faculty representatives, 4 student representatives, and one Chair without vote. Ties shall be reported to the Senate.

ARTICLE X

Nothing in the terms of this Charter shall be construed to prevent the continuation, or the establishment in the future, of student government and faculty organizations under instruments of governance which do not arrogate onto such bodies the exercise of functions properly mandated by this Charter to the College Senate, or anybody or committee thereof.

ARTICLE XI

Section 1

It shall be the responsibility of individual departments to devise, to change as required, and – after approval by the Senate – to publish their own Bylaws, providing for a departmental policy committee or committees, a Committee on the Evaluation of Teaching, and such other committees as College and Board of Trustee By-laws may require or departmental preference may indicate.

Section 2

It is the intent that departments, given the differences in their size and variations in their programs, shall have and exercise substantial latitude in devising their policy making structures, provided that they assure by representation and schedule opportunity for participation of day, evening, and graduate students and faculty. Large departments may find it expedient to have separate departmental policy committees for undergraduate and graduate sessions, capped by an appropriate arrangement for coordination between them. Departmental policy bodies shall include equal numbers of voting faculty and student members, and there shall be one among them whose duties include that of reviewing the adequacy of departmental governance and to initiate proposals for change if deemed necessary.

Departmental By-laws shall also provide for the review of curriculum proposals. In small departments, this may be assigned as one of its duties to the Departmental Policy Committee. In larger departments, a distinct curriculum committee, or even separate committees on the graduate and the undergraduate curriculum, may be specified.

Section 3

An important departmental function is the evaluation of faculty course work, to be governed by the following basic considerations:

- A. Student evaluation of faculty teaching and course handling is to be a significant factor in the professional appraisal of faculty performance for purposes of reappointment, promotion, and tenure.
- B. Student evaluations of faculty should be made routinely each semester in all college courses.
- C. A standing Departmental Committee on the Evaluation of Teaching, composed almost entirely of student majors in the Department but including a single faculty member with an alternate to insure faculty/student liaison within the Department, shall be responsible for the distribution of the questionnaire and the management of the evaluation in each department. Its purview is to extend to all matters of administration and interpretation of the adopted teacher evaluation procedures.

- D. Each semester's questionnaire results are to be submitted to the Department Chair by the Chair of the Committee on Evaluation of Teachers for use in the duly constituted procedures of professional appraisal.
- E. There is also to be a faculty evaluation of course handling, based on observation and interview of all faculty members in the Department.
- F. As to non-tenured faculty:

- (i) A strongly negative student questionnaire response for a faculty member for a semester is to be the basis for discussion of the results by the Chair of the department or a designee with the faculty member before reappointment for a second year.
- (ii) Strongly negative student questionnaire responses for a faculty member for 5 successive semesters are to be a strongly presumptive basis for a departmental recommendation of non-reappointment of this faculty member. Such a questionnaire response record shall be the basis for a detailed review of a faculty member's prospect for further appointment by the department after consultation with the department Teaching Evaluation Committee and the faculty member.

If after such consultation the Department Personnel & Budget Committee concludes that the questionnaire responses are a valid reflection of the level of classroom competence of the faculty member, it will not recommend reappointment. If a department decides to recommend the reappointment of a faculty member with such a negative response record, the department Student Evaluation Committee shall have the right immediately to appeal this recommendation to the appropriate Dean and if necessary to the President. Pending the outcome of such appeals, any action to reappoint will be held in abeyance.

- (iii) The same procedures are to be applied to untenured faculty who are being considered for reappointment with tenure.
- (iv) Strongly positive questionnaire responses for a faculty member during the time periods indicated in F. (i) and (ii) above, shall be a strongly presumptive basis for reappointment of the faculty member; such reappointment may be denied by the department if it concludes that the faculty member is not demonstrating prospects of achieving professional growth within the discipline.
- (v) Reappointment with tenure shall also be based on other required and significant criteria of professional accomplishments and standing.

- G. As to tenured faculty:

Strongly negative student questionnaire responses for a faculty member for 5 successive semesters can be assumed to have given ample opportunity for the kind of reviews, spelled out in the preceding paragraphs of this Article.

They shall therefore be taken as a strongly presumptive basis for a departmental recommendation that the faculty member: (1) either be assigned to non-teaching duties he or she is demonstrably competent to perform; or (2) be brought up on charges of incompetence, with due recognition of all rights under law under applicable collectively negotiated contracts.

Section 4

1. **The Procedure for Promotion to Full Professor** will begin with nominations and requests for consideration for promotion to full professor being directed to the President of Hunter College by the date announced by the President's Office. This date will be included in the Schedule of Promotions for Full Professors disseminated each year by the Provost's office to deans and department chairs. Nomina-

tions may be made by the Department Chair, the Department P&B, or any Full Professor. Copies of the nomination or request for consideration will be directed also to the Provost, the Dean of the candidate's respective school or division, and the Chairperson of his or her respective department.

2. When the chair of a department is a candidate for promotion to full professor, all of the chair's duties in the promotion process for all candidates for promotion to full professor shall be assumed by a chair *pro tem*. This includes having voice and vote on the departmental P&B, the appropriate divisional or school P&B, and the college-wide FP&B when such bodies consider the issue of promotion to full professor. For the purposes of this section, the Ancillary Units (including the Library), shall be regarded as a division, the FP&B Subcommittee on Personnel in Ancillary Units as the divisional P&B, and the chair of the Subcommittee on Personnel in Ancillary Units as the divisional dean. The chair will have neither voice nor vote on any P&B when it considers any aspect of the process for promotion to full professor. The chair *pro tem* shall be elected at the first departmental meeting after the deadline date announced by the President for receiving nominations and requests for consideration for promotion to full professor. The chair *pro tem* will be elected by the full time faculty of the department who would ordinarily be eligible to vote for department chair, and will need a majority vote of all such members of the department for election. Hereafter references to the chair will be understood to apply either to the department chair, if that person is not a candidate for promotion to full professor, or to the chair *pro tem*.
3. The departmental committee will be responsible for reviewing the files, scholarship materials, and letters of outside evaluation for all the candidates for promotion to full professor within the department and to make a recommendation as to whether the candidate should be endorsed for promotion.
4. The departmental committee shall compile the list of external evaluators. Although the candidate shall be invited to submit names for this list, the final determination of who shall be contacted is the responsibility of the departmental committee and the department Chair.
5. The Chair of the candidate's department shall on behalf of the departmental committee perform such administrative tasks as contacting outside evaluators, sending them the candidates' appropriate materials, receiving the evaluations, and transmitting them to the departmental committee. The Chair shall write the Chair's report summarizing the candidate's record.
6. The departmental committee shall make its recommendation to the respective school or divisional Personnel and Budget Committee via the office of the respective Dean. The candidate will be informed of the recommendation and, if negative, may elect to withdraw or to continue in the process.
7. The responsibilities of the Dean shall include, but not be limited to, scheduling meetings of the respective personnel and budget committee; scheduling interviews with candidates and the respective personnel and budget committee; duplicating the candidates' *curriculum vitae*, external evaluations, and any other pertinent materials; maintaining the files on the candidate; and placing candidates' publications in the Archives.
8. The appropriate divisional or school personnel and budget committee shall review all supporting documents for the candidate's promotion. An interview before this committee may be requested by the candidate or the committee. Refusal to meet with the committee shall not be prejudicial to the candidate. However, the committee shall not refuse to meet with the candidate once such a meeting is requested in writing by the candidate. The committee may ask any member of the faculty to serve as a resource in gathering pertinent information on the candidate's relevant discipline, including members from the candidate's department and/or school or division.
9. The appropriate divisional or school personnel and budget committee will judge whether to recommend or not recommend each candidate falling within its purview. The committee will vote by secret ballot and minutes of the meeting shall be kept pursuant to Robert's Rules, newly revised. All affirmative recommendations must be by a majority of the committee. The Dean shall transmit a report of the committee's recommendations to the President's and Provost's Offices indicating those

candidates recommended and those candidates not recommended. Each candidate will be informed of the recommendation and, if negative, may elect to withdraw or to continue in the process.

- 10 The Deans of each School or Division shall transmit to the President, Provost, and the Office of Personnel for duplication and distribution the *curriculum vitae*, chair's report, teaching evaluations, and external evaluations for each candidate. All members of the FP&B shall receive copies of the *curriculum vitae*, chair's report, and teaching evaluations. The Deans shall receive copies of the external evaluations for all candidates and shall make them available to members of the FP&B for review. The Deans shall place all other documents, including publications, in the Archives.
11. The President shall send a report of the recommendations to all members of the FP&B prior to the meeting designated to consider promotions to full professor. At that meeting, members of the FP&B shall deliberate and vote on the FP&B recommendation to the President concerning which candidates should be recommended to the Board of Trustees for promotion.
12. The President shall review the recommendations of the FP&B and notify the candidates, in writing, who the President will recommend to the CUNY Board of Trustees for promotion to full professor. The President also has the authority to make an independent recommendation for promotion after consultation with the appropriate departmental P&B Committee and with the FP&B.
13. The President shall notify in writing those candidates who will not be recommended to the Board of Trustees for promotion. After receipt of this notification, candidates not recommended for promotion to full professor may appeal, writing directly to the President.

ARTICLE XII

Section 1

The College shall establish the office of **Hunter College Ombudsman**, providing a full-time secretary and such assistants as the incumbent may choose to staff the operation.

Section 2

Any member of the College community, eligible to serve on the Senate, may be nominated or may nominate herself or himself for the position of Hunter College Ombudsman. Such nominations shall be addressed to the Nominations Committee of the Senate which may make its own nominations as well as soliciting them from the floor of the Senate. Each candidate shall be voted on individually by a for-or-against vote, the appointment going to the candidate with the highest plurality of for-votes, provided their number exceeds two-thirds of the number of representatives present and voting.

Section 3

The appointment shall be for a term of three years, removal from office to occur only as a result of disability.

Section 4

The Hunter College Ombudsman shall consider complaints and grievances that are brought by any member of the Hunter College community, concerning a condition or problem in the College, may investigate the conditions giving rise to such complaints and may refer cases to others when the usual appeals procedures seem adequate. The Ombudsman will undertake independent investigations, in general, only if the usual procedures have proved inadequate or have been exhausted, and shall be empowered to recommend action to any officer or to any committee or organization of the College. The Ombudsman shall from time to time report on his or her work to the Hunter College Senate; and may otherwise publicize the results of investigations.

Section 5

The Ombudsman shall be responsible for causing an impartial review to be conducted of the structure and the functioning of the College Senate at the end of two years of operation, with a view to recommending such changes in structure, functions, operations, by-laws and the like as this review of Senate experience may indicate.

ARTICLE XIII

Section 1

Amendments to the Charter may be proposed for referendum by a three-fourth majority of the Senate members present and voting at any meeting, regular or special, provided that the text of the proposed amendment has been submitted in writing to the Senate membership no less than ten days prior to such meeting. To be approved, amendments shall require a majority vote in each constituency, faculty and students, with no less than 30% of each voting.

Petition for amendment may be filed either by 20% of the Senate membership or by 10% of either the student or the faculty voting constituency.

Section 2

This section is an amendment to Section 1 of Article XIII and, preserving the spirit of equity regarding sessional representation of students and faculty, governs the possible amendment of all articles of the Charter except the total percentages of the faculty, student, and administration representation as set forth in Article III, Section 1.

- A. An amendment may be proposed by the Charter Review Committee or by written petition to the Administrative Committee bearing the signatures of not less than 20% of the Senate members or 200 members of the Hunter College community.
- B. Upon receipt, the Administrative Committee will schedule as the first order of business, a First Reading of the proposed amendment, not later than the second regular meeting following its submission date, for discussion without vote.
- C. A Second Reading will take place at the next Senate meeting, at least 27 days later, the complete text having been mailed to all Senate members and to the chief officer of the faculty organizations and the student governments. At such meeting, the proposed Amendment shall be subject to amendment from the floor by a 3/4 vote of those present and voting. After debate on the proposed Amendment as submitted and amended, the Amendment will be formally proposed if it receives a 3/4 vote of all those present.

~~D. A Third Reading will be the first order of business after the election of Senate Officers at the first meeting of the Senate after the 14th of May (Article VI, Section 1). Approval by written ballot by 3/4 of all those present shall constitute adoption, which shall be certified by the Chairperson to the President.~~

A Third Reading will be the first order of business after the election of Senate Officers at the first meeting of the new Senate (Article VI, Section 1). Approval by written ballot by 3/4 of all those present shall constitute adoption, which shall be certified by the Chairperson to the President.

ARTICLE XIV

Ratification of this Charter will be completed when it has been:

- A. Accepted by a majority of all students and a majority of the instructional staff of Hunter College; provided that at least 30% of each constituency votes.

- B. Recommended by the President of Hunter College to the Board of Higher Education.
- C. Approved by the Board of Higher Education.

AMENDMENTS:

- 1979: ARTICLE XIV Section 2
- 1980: ARTICLE VIII Sections 10, 11
- 1981: ARTICLE III Section 1; ARTICLE IV Section 1. C (ii), E (i), H (i), (ii); ARTICLE VIII Section 8. A, B, Section 12
- 1985: ARTICLE VIII Section 5; Elimination of Sexist Language: ARTICLE IV Section 1. (iii), Section 2. C; ARTICLE V Sections 1, 2, 3; ARTICLE VIII Sections 3, 4, 6, 7, 10; ARTICLE X Sections 1, 3; ARTICLE XII Section 3. D, F (i), F (ii), F (iv), 3. G; ARTICLE XIII Sections 2, 4.
- 1987: ARTICLE I Section 1; ARTICLE II Section 3; ARTICLE XII Section 1; ARTICLE III Section 2; ARTICLE IV Section 1. A, B, Section 2. A (i), (ii), B (i), (ii), C (i), D (i), E (i), H (i); Sections 3, 4, 5; ARTICLE VIII Sections 1. B, Section 2, Section 3, A, B, D; Sections 4, 5, 6, 7, 8, 9, 11, 12, and 13.
- 1992: ARTICLE VIII Section 14; ARTICLE XIV Section 2. A.
- 1998: ARTICLE III, Section 1, new Section 2; ARTICLE IV Section 1 A, B, Section 2 A, B, C, D, F, G, H(ii); Section 3 B, Section 4; ARTICLE V, Sections 1 and 3; ARTICLE VII Section 2; ARTICLE VIII Section 3 A, B, D, Section 4 A, Sections 5, 6, 8, 9, 10, 11, new Sections 15 and 16; ARTICLE XI (XII) Section 2, new Section 4.
- 2006: ARTICLE III, Section 1, new Section 2;
ARTICLE IV, Section 2 A, B, C, D, E, F, G, new Section 3; ARTICLE VIII, Section 1, new paragraph C and D, Section 3, 4, 5, 8, 9, 10, 11, 12, 14, 15, 16, new Section 17.
- 2015: ARTICLE IV, Section 1 B (i), (ii), Section 2. C; ARTICLE VIII, Section 3 D; ARTICLE V, Section 1; ARTICLE VI, Section 1; ARTICLE XIII, Section 2 D.

14 July 2006

B. QUEENS COLLEGE - NAMING OF THE CLAUDE V. PALISCA COLLABORATIVE RESEARCH AND STUDY AREA:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the "Claude V. Palisca Collaborative Research and Study Area" located in the Music Library at Queens College.

EXPLANATION: Dr. Palisca, who graduated from Queens College in 1943, was the Henry L. and Lucy G. Moses Professor Emeritus of Music at Yale University and an internationally recognized authority on early music, especially opera of the Renaissance and Baroque periods. His wife, Dr. Elizabeth Keitel, also an accomplished scholar of early music, taught in the Music Department at Yale and directed the Collegium Musicum. In 2001, following Dr. Palisca's death, Dr. Keitel established the Claude V. Palisca Music Library Fund at Queens College with a gift of \$10,000. Upon her death, Dr. Keitel left a bequest of twenty percent of her residual estate to the Queens College Foundation to add to the Music Library. Her total donation to the Music Library Fund was \$877,860.

In recognition of the generosity of Dr. Keitel's support in honor of her husband, Dr. Claude Palisca, the College therefore asks that the Board of Trustees approve the naming of the "Claude V. Palisca Collaborative Research and Study Area" in the Music Library at Queens College.

C. QUEENS COLLEGE - NAMING OF THE SAUL NOVACK STUDIO AND PRACTICE ROOM:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of Room 351 of the Music Building at Queens College as the “Saul Novack Studio and Practice Room.”

EXPLANATION: Saul Novack was a former Dean of Arts and Humanities at Queens College and Professor Emeritus at the College’s Aaron Copland School of Music. During his tenure, Dr. Novack revamped the music theory and analysis department at Queens College and established The City University of New York’s Ph.D program in music, as well as degrees in instrumental performance at both the graduate and undergraduate levels. He played a key role in helping transform the College’s music department into the Aaron Copland School of Music in 1982, his final year as Dean. Dr. Novack retired in 1985 and died in 1998.

His daughter, Carol Novack, was a poet and writer who worked as a criminal defense and constitutional lawyer before founding a publication called *Mad Hatters’ Review* in 2005 and a non-profit arts organization called MadHat, Inc. Upon her death in 2011, Ms. Novack left a bequest of 30% of her residual estate, a total of \$258,094, to establish the “Saul Novack Scholarship Fund” at the Aaron Copeland School of Music in memory of her father.

In recognition of this generous contribution from Carol Novack in honor of her father’s legacy, and of Dr. Novack’s many years of service to the College, Queens College requests that the Board of Trustees approve the naming of Room 351 in the Music Building as the “Saul Novack Studio and Practice Room.”

D. QUEENS COLLEGE - NAMING OF THE CHARLES G. WEEKES FACULTY LOUNGE AND CONFERENCE ROOM:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of Room 710 in Klapper Hall as the “Charles G. Weekes Faculty Lounge and Conference Room.”

EXPLANATION: Geraldine Weekes graduated from Queens College in 1971 with a degree in Fine Arts. Her son, Charles G. Weekes, a machinist in the US Navy who aspired to become a writer, died in 1992. In memory of her late son, Ms. Weekes bequeathed a gift of \$328,484 to endow a scholarship fund for students with financial need who are majoring in English and demonstrate an interest in creative writing.

In recognition of the generosity of this contribution from Geraldine Weekes, the College therefore requests the approval by the Board of Trustees of the naming of Room 710 in Klapper Hall, a space that also serves as a meeting place for MFA students, as the “Charles G. Weekes Faculty Lounge and Conference Room.”

E. THE CITY UNIVERSITY OF NEW YORK - AMENDMENTS TO OPTIONAL RETIREMENT PLAN AND TAX DEFERRED ANNUITY PLAN:

RESOLVED, That the Board of Trustees of The City University of New York authorize the establishment of a Revenue Credit Account as part of the University’s Optional Retirement Plan (the “ORP”) that will be funded by TIAA-CREF based on revenues generated by the ORP, and a Revenue Credit Account as part of the University’s Tax Deferred Annuity Plan (the “TDA Plan,” together with the ORP, individually the “Plan” and collectively, “the Plans”) that will be funded by TIAA-CREF based on revenues generated by the TDA Plan. The funds in each Revenue Credit Account may only be used to pay expenses incurred in the administration of the Plan of which it is a part, and to provide ORP or TDA Plan participants with additional benefits as permitted by applicable law and any rules established by the Vice Chancellor for Human Resources Management; and be it further

RESOLVED, That the Committee on Faculty, Staff and Administration is authorized to develop specific recommendations of mutual funds offered by TIAA-CREF and Met Life that it deems appropriate to be added as investment options to the TDA Plan; and be it further

RESOLVED, That the TDA Plan will be amended on a date to be determined by the Vice Chancellor for Human Resources Management to add a Roth option and to permit employees to contribute elective deferrals as Roth contributions; and be it further

RESOLVED, That the number of loans available to a Participant from the ORP and the TDA Plan combined is limited to five (5) outstanding loans at any one time, and no loan may be issued from either the ORP or the TDA Plan to a Participant who has an outstanding defaulted loan from either the ORP or the TDA Plan, and that the Vice Chancellor for Human Resources Management shall establish rules to implement this limitation; and be it further

RESOLVED, That effective for Plan Years beginning January 1, 2016 and thereafter, the TDA Plan is amended to eliminate the special catch-up election under Internal Revenue Code Section 402(g)(7) that provides participants who have been employed at CUNY for 15 years or more a higher contribution limit to the TDA Plan under certain circumstances.

EXPLANATION: The five provisions of this resolution implement changes to the operation of the ORP and the TDA Plan in order to improve CUNY's ability to properly administer the Plans, to reduce Plan costs, and to enhance the investment options available to Plan participants. Specifically:

1. A Revenue Credit Account is a plan account that accepts funding from an investment provider (such as TIAA-CREF) that comes from revenue earned by the investment provider in excess of what it needs to provide services to the Plans. It effectively reduces the fees charged by the investment provider and provides CUNY with additional resources to operate the Plans. TIAA-CREF will calculate annually the amount it will contribute to the Revenue Credit Account based on revenues in excess of a target revenue amount that was agreed to by CUNY. Funds in the Revenue Credit Accounts belong to each of the respective Plans, and not to CUNY. Consequently, the funds can only be used to pay certain expenses associated with operating the Plans or as additional contributions to participants' accounts. The Vice Chancellor for Human Resources Management shall report annually to the Board of Trustees on expenditures paid out of either Revenue Credit Account.
2. The TDA Plan currently offers participants a range of annuity accounts from TIAA-CREF and Met Life, and a limited number of mutual funds distributed by Halliday Financial, as investment options. The Plan's investment advisor has recommended offering additional mutual funds offered by TIAA-CREF and Met Life to enhance the investment choices available to Plan participants. The resolution authorizes the Committee on Faculty, Staff and Administration to review the available mutual funds from those investment providers and to bring recommendations of appropriate funds for approval by the Board of Trustees.
3. A Roth account allows participants to voluntarily contribute amounts to the TDA Plan on an after-tax basis. If certain requirements are met, the contributions, plus earnings, can be withdrawn tax-free. A Roth account is a valuable tax planning option for participants to consider. The availability of the Roth account is in addition to a participant's current right to contribute amounts to the TDA Plan on a before-tax basis.
4. Currently, there are no restrictions on the number of loans that can be issued under the ORP and the TDA Plans. There are IRS limits on the amount of money that can be borrowed by a participant from the Plans' accounts, but some participants regularly have many loans outstanding at one time. This both adds complexity and cost to the administration of the Plans and can lead to a high level of loan defaults. The resolution limits the total number of outstanding loans from both Plans to five (5). This is consistent with the number of loans made available in similar plans of other institutions of higher education.

5. Internal Revenue Code Section 402(g)(7) provides a special rule that allows an employee who has completed 15 years of service with CUNY to contribute an additional amount to the TDA Plan under certain circumstances. In general, the additional amount is made available only if the employee has in past years contributed an amount to the TDA Plan that was significantly under the maximum amount permitted. These “catch-up” contributions are intended to enable the employee to make up for the years when his or her contributions were below the maximum permitted. But the formula for determining the “catch up” amount is very complex and requires considerable data from both CUNY and the record keepers. It is easy to make an error in the calculation, which may result in a violation of IRS rules. Additionally, a relatively small number of employees can benefit from this rule. CUNY has determined that it would significantly simplify plan administration and reduce costs to eliminate the availability of this rule going forward. Participants may make pre-tax contributions to the New York State Deferred Compensation Plan in addition to any contributions made to the TDA Plan.

NO. 6. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following item be approved:

A. THE CITY UNIVERSITY OF NEW YORK - FIVE-YEAR CAPITAL BUDGET REQUEST, FY 2016-17 THROUGH FY 2020-21:

RESOLVED, That The City University of New York Board of Trustees approve a five-year Capital Budget Request for Fiscal Years FY 2016-17 through FY 2020-21 of approximately \$6.8 billion for projects authorized by The City University Construction Fund to address critical maintenance, infrastructure, and programmatic initiatives in support of the University’s mission. These projects shall be funded through bonds sold by the Dormitory Authority of the State of New York with debt service payments appropriated by the State of New York and the City of New York, and through bonds sold by the City of New York; projects shall also be supported by state minor repair funding from General Fund. The five-year request breaks down to \$5.1 billion for the Senior Colleges and \$1.7 billion for the Community Colleges. The state provides 100% of the funding for Senior Colleges and 50% for the Community Colleges. The city provides the matching 50% for the Community Colleges and special projects at Senior Colleges; and be it further

RESOLVED, That the Master Plan for the University be and is hereby amended as necessary to provide for the capital proposal.

NOTE: The Capital Budget Request, FY 2016-17 through FY 2020-21, and the schedule of projects are on file in the Office of the Secretary of the Board.

EXPLANATION: Every year the University is required to submit a five-year capital plan to the State Division of the Budget and the City Office of Management and Budget. As in previous plans, the FY 2016-17 through FY 2020-21 request focuses on completion of existing projects and critical health, safety, code compliance and rehabilitation projects, while recognizing the need for expansion and modernization of facilities as called for in campus master plans. In formulating specific projects under this plan, an effort will be made where possible to leverage available University real estate resources through public-private development.

The projects included in the plan originate at the campuses and are prioritized following Board of Trustees criteria:

1. Critical Maintenance projects to ensure health, safety, security, facilities preservation, and compliance with codes, including ADA and asbestos-related regulations;
2. Individual campus projects that were started with partial earlier funding and need completion of funding;

3. Projects to upgrade existing science facilities and provide new science instruction and research facilities;
4. CUNY-wide technology projects, including infrastructure upgrades, systems engineering, and new equipment;
5. CUNY-wide projects to meet energy conservation and performance objectives including Executive Order 88 and Local Law 87;
6. New construction of space needed for academic programs, with projects ranked in order of overall campus space deficiency. Highest priority is assigned to classroom and instructional laboratory facilities and to the replacement of temporary or leased space with permanent space;
7. CUNY-wide and individual campus projects for purposes other than those listed above.

NO. 7. EXECUTIVE COMMITTEE: Notice of Actions Taken (November 2, 2015), for informational purposes:

A. THE CITY UNIVERSITY OF NEW YORK - STRATEGIC INVESTMENT FUND:

RESOLVED, That the Board of Trustees of The City University of New York approves the allocation of \$20 million in CUNY Investment and Performance Funds according to the recommendations of Chancellor Milliken which are based upon the methodology described in the Board resolution of October 1, 2015. The Chancellor recommends that a total of \$13.6 million be awarded to fund 28 proposals submitted by CUNY's senior colleges and graduate and professional schools and \$6.4 million be awarded to fund 15 proposals submitted by CUNY's community colleges.

EXPLANATION: Consistent with the performance funding proposal included in Governor Cuomo's executive budget and the call for a CUNY Investment and Performance Fund in the New York State budget adopted on April 1, 2015, for which the state appropriated \$12 million, CUNY developed a competitive proposal process to inspire colleges to develop innovative and effective projects to advance the State's priorities to improve access, degree completion, academic programs and student services that support post-graduate success, research, and community engagement, and expand experiential learning opportunities, as well as further some additional goals of strategic importance to CUNY. CUNY supplemented the \$12 million state appropriation designated for performance funding for FY 2016 with an additional \$8 million, at least \$6 million of which was dedicated to funding community college initiatives.

CUNY's process, known as the Strategic Investment Initiative, asked colleges to submit proposals for projects that would advance goals aligned with the highest priorities of both the University and the State. The RFP required that colleges demonstrate their capacity to implement the initiative within the fiscal year and sustain it beyond the initial funding cycle. It further required colleges to include an evaluation plan to gauge the success of the project, both in terms of implementation (project milestones) and subsequent outcomes (project goals).

Following the methodology described in the Strategic Investment resolution of October 1, 2015, a team of reviewers evaluated 68 proposals submitted by CUNY's 24 colleges and schools under the RFP for CUNY's Strategic Investment Initiative and 14 submitted under a grant funded by the JP Morgan Chase Foundation. Overall, 43 projects were found to be worthy of investment.

Reviewers evaluated proposals using a 10-dimension rubric with a maximum score of 300 points. The proposals submitted by the seven community colleges were evaluated separately from the proposals submitted by the senior colleges and graduate and professional schools. Based on available funding, the top scoring proposals are recommended for awards. The Chancellor's recommendation includes an award for each of the 24 colleges.

B. QUEENSBOROUGH COMMUNITY COLLEGE - OUTDOOR ATHLETIC TRACK REPLACEMENT:

RESOLVED, That the Board of Trustees of The City University of New York authorize the General Counsel to execute contract(s) on behalf of Queensborough Community College to purchase and install a replacement outdoor athletic track. The contract(s) shall be awarded to the lowest responsive and responsible bidder(s) after public advertisement and sealed bidding by the College pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of \$650,000 during the fiscal year ending June 30, 2016. The contract(s) shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Queensborough Community College will replace its outdoor athletic track after several decades of use by the college and the community. The new athletic track will be made of durable, state-of-the-art materials that is expected to provide at least 12 years of safe, low use and that can then be re-surfaced to extend its useful life for another 10 years.

NO. 8. [ADDED ITEM] HONORARY DEGREES: RESOLVED, That the following honorary degrees, approved by the appropriate faculty body, the college president and recommended by the Chancellor, be presented at the commencement exercise as specified:

COLLEGE	DEGREE
HUNTER COLLEGE	
Judy and Stanley Zabar	Doctor of Humane Letters
Klara Silverstein	Doctor of Humane Letters
Lin-Manuel Miranda	Doctor of Humane Letters
(To be conferred at the commencement ceremony on January 21, 2016)	

NO. 9. [ADDED ITEM] THE CITY UNIVERSITY OF NEW YORK – AMENDMENTS TO GUIDELINES FOR PRESIDENTIAL SEARCHES:

RESOLVED, That the Board of Trustees of The City University of New York approve the amended Guidelines for Presidential Searches as set forth below. (A red-lined version of the changes may be obtained from the Office of the Secretary of the Board of Trustees upon request.)

THE CITY UNIVERSITY OF NEW YORK
GUIDELINES FOR PRESIDENTIAL SEARCHES

INTRODUCTION

Section 11.4 of the Bylaws of the Board of Trustees of CUNY set forth the duties and qualifications of Presidents of the colleges. These guidelines address the process and procedures to be followed in searching for a President (including a Dean of CUNY School of Professional Studies, the CUNY School of Law, the CUNY Graduate School of Journalism and the CUNY School of Public Health).

THE PROCESS

When a vacancy occurs, or is certain to occur, the Chairperson of the Board of Trustees shall, after consultation with the Chancellor, establish a Search Committee to seek a new President.

In the case of an anticipated vacancy in the position of President, should circumstances warrant, the Chancellor shall recommend an individual to the Board for appointment as Interim President until such time as a President is appointed. The appointment of an Interim President will typically be for a period of

no more than one academic year. If an appointment exceeds, this period, the Chancellor shall notify the Board Committee on Faculty, Staff and Administration of the reasons requiring an extension.

The primary responsibilities of the Search Committee are to recruit and screen highly qualified candidates. The Search Committee will accept nominations from individuals within and outside of the University community.

The City University of New York is an Affirmative Action-Equal Opportunity Employer and shall seek to identify qualified women and minorities for consideration by the Search Committee.

Composition of the Committee:

In order to provide for broad participation of the College and the University community, the Chairperson of the Board, after consultation with the Chancellor, shall establish a Presidential Search Committee and designate the Chairperson of the Search Committee. The Search Committee shall be composed of the following members:

Trustees: up to five Trustees, appointed by the Chairperson of the Board. The Chairperson or the Vice Chairperson of the Board in the absence of the Chairperson, shall be an ex-officio member of the Search Committee and accordingly shall be entitled to vote. Whenever possible, one Trustee appointed to a Search Committee should reside in the same borough as the College.

Faculty: three tenured faculty from the College (but not including the President, Vice Presidents, Provosts or Deans), elected as determined by the appropriate faculty governance body, or if there is no official faculty governance body established by the College's approved governance plan, by the faculty members of the College governance body

Senior level administrators: up to two senior level administrators, one who is affiliated with the college and one who is from a different college, recommended by the Chancellor and appointed by the Chairperson of the Board. The total number of appointed Trustees and senior level administrators shall not exceed five.

Students: two students from the College, recommended by the President and appointed by the Chairperson of the Board, generally, but not necessarily, the presidents of the student governments, or if there is only one student government, another elected student leader, provided, however, that the President shall consult the appropriate student government bodies on the selection.

Alumni: one alumnus/alumna from the College, generally, but not necessarily, the President of the alumni organization of the College, recommended by the Chancellor and appointed by the Chairperson of the Board.

President: the President of one of the colleges of the University recommended by the Chancellor and appointed by the Chairperson of the Board.

In addition, the Search Committee for the Dean of the Law School and the Graduate School of Journalism shall include a member of the School's Board of Visitors or Advisory Council and up to two other outstanding figures in the relevant professional community in New York City appointed by the Chairperson of the Board.

Notwithstanding any contrary provision of this section, the Dean of the CUNY School of Public Health shall be selected in accordance with the procedures set forth in the governance plan for that school.

Staffing and Outside Consultants:

Staff support, including outside consultants, shall be provided to the Search Committee by the Office of the Chancellor.

PROCEDURES

Analysis of College Needs and Priorities:

The Chancellor shall designate an individual(s) and/or consultant(s) to visit the College, confer with appropriate constituencies, including the elected faculty and other elected governance leaders, as well as department chairpersons, and prepare a report for the Search Committee and the Chancellor, indicating needs and priorities that will help to prepare a position description and an effective advertising and recruitment plan for the position.

Announcing the Vacancy and Processing the Applications:

Announcements of a presidential vacancy shall be placed in the appropriate media, and shall be communicated to educational and related institutions through correspondence and through targeted recruitment.

All applications, with supporting materials as requested in the job description, are to be sent to:

Presidential Search Committee
The City University of New York
205 East 42nd Street
New York, NY 10017

Screening of Applicants:

The Search Committee shall review the applicant pool and reduce it to a manageable number of candidates to be interviewed by the Search Committee. The Chancellor may place before the Search Committee, for additional review, the curricula vitae of a small number of individuals eliminated by the Committee or additional individuals.

At the conclusion of the preliminary interviews, the Search Committee shall select three or four finalists to visit the College.

The work and communications of the Search Committee shall be conducted confidentially, with the understanding that members of the Search Committee are not to reveal any information concerning the identity of candidates, the contents of its deliberations or any other aspect of its work to persons outside of the Search Committee.

College Consultation:

Subject to the exception set forth below, each finalist shall visit the College campus and meet with a group of representatives of College constituencies, including but not limited to elected faculty and student governance leaders and alumni, selected by the Chancellor. Following such meetings, those representatives shall meet and provide the Chancellor with a report on their views of each candidate.

After consultation with the Search Committee, if the Chancellor determines that campus visits would inhibit the generation of a suitable pool of excellent candidates, the Chancellor may, with the approval of the Chairperson of the Board, modify the college consultation process as follows: each finalist shall meet

with a group of representatives of College constituencies, including but not limited to elected faculty and student governance leaders and alumni, selected by the Chancellor. Following such meetings, those representatives shall meet and provide the Chancellor with a report on their views of each candidate.

The work and communications of those groups shall be conducted confidentially, with the understanding that the members of each group are not to reveal any information concerning the identity of candidates, the contents of its deliberations or any other aspect of its work to persons outside of the group.

Chancellor's Recommendations:

The Chancellor, after considering the assessments of the Search Committee, the views of the representatives of the College constituencies, and such other information as may be necessary, shall prepare a recommendation for the Board.

Appointment:

As soon as possible after the Board has acted upon the recommendation of the Chancellor, the Chancellor shall notify the candidate of the Board's decision. A formal letter of appointment, together with the Board resolution, which delineates the terms and conditions of employment, will be sent to the candidate as soon as he/she accepts the position.

Exceptions to these Guidelines:

In special situations, the Board Chairperson and the Chancellor, after full consultation with the Chair of the Board Committee on Faculty, Staff and Administration and leadership of College constituencies, including but not limited to elected faculty and student governance leaders, may decide to suspend these guidelines for a specific presidential search and substitute a shortened process. Such special situations may include, but are not limited to, the existence of a candidate of proven distinction from within the University, a former University executive, a candidate of national prominence from outside the University, or an exceptional candidate from a recent CUNY presidential search.

EXPLANATION: The proposed amendments to the Guidelines for Presidential Searches are designed to make the search process more effective. The principal substantive changes relate to the composition of the Search Committee and to process of campus consultation. Under the current guidelines, the Search Committee was required to have at least five Trustees; the amended guidelines permit up to five Trustees. That change is intended to reduce the burden on Trustees, especially when there are several simultaneous searches. In addition, the amended guidelines permit the appointment to the Search Committee of up to two senior administrators so long as there are not more than a total of five appointed Trustees and senior level administrations. They also make clear the President must consult with the student government bodies before recommending the student members of the Search Committee.

The amended guidelines also add flexibility to the college consultation process. Under the current guidelines campus visits by finalists were required, and the details of the meetings on the campus were set forth in some detail. The amended guidelines provide the Chancellor with more discretion in structuring meetings during campus visits by candidates with representatives of various constituencies, including but not limited to elected faculty and student governance leaders and alumni. Furthermore, the amended guidelines permit the Chancellor, after consultation with the Search Committee, to dispense with public campus visits and instead to obtain feedback from college representatives by means of confidential off-campus meetings between the finalists and college representatives. The latter option would be used only when the Chancellor, after consultation with the Search Committee, determines that campus visits would inhibit the generation of a suitable pool of excellent candidates.

NO. 10. [ADDED ITEM] THE CITY UNIVERSITY OF NEW YORK – THE CUNY GRADUATE SCHOOL OF PUBLIC HEALTH AND HEALTH POLICY:

RESOLVED, That the Chancellor shall develop and implement a plan to transition the existing consortial CUNY School of Public Health (CUNY SPH) to a unified graduate school, which will administer all master's level and doctoral degree programs. The unified graduate school will remain a unit of the Graduate School and University Center.

RESOLVED, That the degree-granting authority for all graduate degrees shall reside with the Graduate School and University Center, of which the CUNY SPH is a division. The CUNY SPH shall be encouraged to collaborate with other CUNY colleges on joint degree programs between public health and other disciplines.

RESOLVED, That all current faculty in public health, regardless of senior college home, may apply to transfer their appointments to the CUNY SPH at the Graduate School and University Center without effect on tenure, rank, or seniority.

RESOLVED, that the name of The CUNY School of Public Health shall be changed to The CUNY Graduate School of Public Health and Health Policy (CUNY GSPHHP).

EXPLANATION: The case for creating a unified graduate school of public health is compelling. A unified school is the national standard and is easily recognizable by the public and specifically by prospective students, faculty, donors and other funding sources. It will best serve students by removing multiple operational and logistical challenges, enabling the offering of more innovative advanced courses, and improving access to the full complement of academic and career services. This revised structure will facilitate reaccreditation of the CUNY GSPHHP by the Council on Education for Public Health (CEPH). The overwhelming majority of the public health faculty have indicated that a unified school is in the best interest of the University, the School, its faculty and its students. The CUNY GSPHHP will be in a better position to recruit and retain the faculty, improve upon faculty development and scholarship and achieve consistent standards in all faculty personnel actions. A unified graduate school will benefit CUNY students by providing consistency in admissions and academic standards and permit the elimination of academic and administrative redundancy. Finally, this structure will enable a more efficient and sustainable financial future for the school.

Arrangements will be made to allow continuing students at current consortial colleges to complete their degrees without significant disruption. All undergraduate public health programs will seek independent CEPH accreditation at the programmatic level.