

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

**CALENDAR**

**MAY 9, 2018**

**NO. 1. CHANCELLOR'S UNIVERSITY REPORT:** RESOLVED, That the Chancellor's University Report for May 9, 2018 (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 and Executive Session of March 19, 2018 be approved.

**NO. 3. THE CITY UNIVERSITY OF NEW YORK – NOTICE OF AMENDMENT OF THE BOARD BYLAWS:**

WHEREAS, Article V, Section 5.1 of the Bylaws of the Board of Trustees of the City University of New York allows for an amendment of the Bylaws to be adopted at any regular or special meeting of the Board succeeding the regular or special meeting at which it was proposed, unless such provision is waived by the unanimous consent of the Board; now therefore be it

RESOLVED, That notice is hereby provided of proposed Amendments to Article XV, section 15.2 and 15.4, and Article XVI sections 16.1, 16.5, 16.6, 16.11 and 16.12 of the Bylaws, as follows:

**NOTE: New material is underlined.**

**ARTICLE XV STUDENTS SECTION 15.0. PREAMBLE.**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university's policies.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

**SECTION 15.1. CONDUCT STANDARD DEFINED.**

Each student enrolled or in attendance in any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board, including the rules and regulations for the maintenance of public order pursuant to article 129-a of the education law ("Henderson rules"); and (3) the governance plan, policies, regulations, and orders of the college. Such laws, bylaws, resolutions, policies, rules, regulations and orders shall, of course, be limited by the right of students to the freedoms of speech, press, assembly and petition as construed by the courts.

## SECTION 15.2. STUDENT ORGANIZATIONS.

~~a.~~—Any group of students may form a team (excluding intercollegiate athletics), student media/publications, organization, association, club or chapter by filing with the duly elected student government organization of the college or school at which they are enrolled or in attendance and with an officer to be designated by the chief student affairs officer of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

The board recognizes that students have rights to free expression and association. At the same time, the board strongly believes that respect for all members of the university's diverse community is an essential attribute of a great university and requires viewpoint neutrality in the recognition and funding of student teams, student media/publications, organizations, associations, clubs or chapters.

Each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, must complete training on domestic violence, dating violence, stalking, and sexual assault prevention and on CUNY's Policy on Sexual Misconduct and Sex Discrimination prior to the organization receiving recognition or registration.

~~b.~~a. Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in bylaw 15.1. Such powers shall include:

1. i. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), student media/publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice. All such decisions must be based upon viewpoint neutral criteria as detailed in the Fiscal Accountability Handbook and must be based upon the written submissions of the student team, publication, organization, association, club or chapter, which will describe its intent to conduct activities for the benefit of students. ii. All decisions declining a charter or authorization must be in writing and are appealable to the college or school's chief student affairs officer or designee, who shall render a final written decision on the appeal. iii. Appeals must be based upon one or both of the following two grounds: the denial was arbitrary and capricious or discriminated against the applicant based upon viewpoint.
2. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint.

c.

1. Any person or organization affiliated with the college may file a complaint with the chief student affairs officer if there is reason to believe that a student organization has violated any of the standards of conduct set forth in section 15.1 above. The chief student affairs officer shall promptly notify the affected organization, investigate any complaint and report the results of that investigation along with a recommendation for appropriate action to the complainant and the student government which shall take action as it deems appropriate, except that in the case of a complaint against the student government itself, the chief student affairs officer shall report the results of the investigation and the recommendation for appropriate action directly to the president.
2. The complainant or any student organization adversely affected pursuant to paragraph C (1) above may appeal to the president. The president may take such action as he or she deems appropriate and such action shall be final.

d. Each college shall establish a student elections review committee in consultation with the

various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must be made in writing to the President within ten (10) calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee.

- e. Student government elections shall be scheduled and conducted, and newly elected student governments shall take office, in accordance with policies of the board, and implementing regulations.

### **SECTION 15.3. THE UNIVERSITY STUDENT SENATE.**

There shall be a university student senate responsible, subject to the board of trustees, for the formulation of university-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the university student senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the university. Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the university student senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal administration and for such other matters as is necessary for its existence. The university student senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies or by their student governments from the elected members of the respective student governments.

### **SECTION 15.4. STUDENT DISCIPLINARY PROCEDURES.**

Complaint Procedures:

- a. A University student, employee, organization, department or visitor who believes she/he/it is the victim of a student's misconduct (hereinafter "complainant") may make a charge, accusation, or allegation against a student (hereinafter "respondent") which if proved, may subject the respondent to disciplinary action. Such charge, accusation, or allegation must be communicated to the chief student affairs officer of the college the respondent attends.
- b. The chief student affairs officer of the college or her/his/its designee shall conduct an investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or her/ his/its designee shall advise the respondent of the allegation against her/ him/it, explain to the respondent and the complainant their rights, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The complainant and the respondent will be allowed to provide names of potential witnesses as well as other possible evidence. The investigation shall be concluded within thirty (30) calendar days of the filing of the complaint, unless: (i) said complaint involves two or more complainants or respondents; (ii) said complaint involves a matter that is also under investigation by law enforcement authorities, in which case the investigation shall be completed within sixty (60) calendar days; or (iii) the matter has been previously investigated pursuant to the CUNY Policy on Sexual Misconduct and Sex Discrimination, in which case the chief student affairs officer shall rely on the report completed by the Title IX Coordinator. Following the completion of the investigation, the chief student affairs officer or designee shall provide the complainant and respondent with a copy of a written notice indicating whether any of the allegations were substantiated, and then shall take one of the following actions:

1. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action. The individuals involved shall be notified that the complaint has been dismissed;
  2. Refer the matter to mediation (except in cases involving allegations of sexual assault, stalking or other forms of sexual violence); or
  3. Prefer formal disciplinary charges.
- c. In cases involving the CUNY Policy on Sexual Misconduct and Sex Discrimination, both the complainant and respondent may be accompanied by an advisor of their choice (including an attorney) who may assist and advise throughout the entire process, including all meetings and hearings. Advisors may represent a party and fully participate at a hearing, but may not give testimony as a witness.
- d. (1) In the event that a respondent withdraws from the college after disciplinary charges have been filed, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made or the charges are otherwise resolved. Immediately following the issuance of formal charges, the college must place a notation on her/his/its transcript that she/he/it "withdrew with conduct charges pending." If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation referred to above
- (2) In the event that a respondent withdraws, or discontinues enrollment, from the college after a complaint or allegation against a respondent has been made, but before disciplinary charges have been filed, the respondent shall be barred from attending any other unit of the university until an investigation into the complaint or allegation is complete. If the respondent refuses to participate in the investigation after withdrawing, or discontinuing enrollment, the college will conclude the investigation without the respondent's participation. If the college determines after the investigation is complete that disciplinary charges are not warranted, then the respondent will be permitted to attend CUNY again from the time that decision is made, subject to, and in accordance with readmission policies. However, if disciplinary charges are filed, then section 15.4(d)(1) applies.

Mediation Conference:

- e. The college may offer the respondent and the complainant the opportunity to participate in a mediation conference prior to the time the disciplinary hearing takes place in an effort to resolve the matter by mutual agreement (except in cases involving sexual assault, stalking and other forms of sexual violence). The conference shall be conducted by a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:
1. An effort shall be made to resolve the matter by mutual agreement through such process as the mediator deems most appropriate; provided, however, that the respondent and complainant must be notified of her/his/its right to end the mediation at any time.
  2. If an agreement is reached, the faculty or staff member conducting the conference shall report her/his/its recommendation to the chief student affairs officer for approval and, if approved, the complainant and the respondent shall be notified, and a written memorandum shall be created memorializing the resolution and any consequences for non-compliance.
  3. If no agreement is reached within a reasonable time (which, in cases involving CUNY's Policy on Sexual Misconduct and Sex Discrimination is fifteen calendar days after the mediation begins, or if the respondent fails to appear, the faculty

or staff member conducting the conference shall refer the matter back to the chief student affairs officer who may prefer disciplinary charges, or, if charges have been preferred, proceed to a disciplinary hearing.

4. The faculty or staff member conducting the mediation conference is precluded from testifying at a college hearing regarding information received during the mediation conference, or presenting the case on behalf of the college.

Notice of Charges and Hearing:

- f. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered to the respondent, or sent by certified or overnight mail and email to the address appearing on the records of the college. Notice that the charges have been filed, and the time and place of the hearing, shall also be sent in a similar manner to the complainant to the extent the charges relate to her/him/it. The chief student affairs officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least ten (10) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment as of right. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the faculty-student disciplinary committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed in absentia, and any decision and sanction shall be binding.
- g. The notice shall contain the following:
  1. A complete and itemized statement of the charge(s) being brought against the respondent including the rule, bylaw or regulation she/he/it is charged with violating, and the possible penalties for such violation.
  2. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:
    - (i) to present their side of the story;
    - (ii) to present witnesses and evidence on their behalf;
    - (iii) to cross-examine witnesses presenting evidence;
    - (iv) to remain silent without assumption of guilt; and
    - (v) to be assisted or represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.
  3. A warning that anything the respondent says may be used against her/him/it at a non-college hearing.

Pre-Hearing Document Inspection:

- h. At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review any documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by Family Educational Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during, or some time prior to, the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant an adjournment of the hearing as may be necessary in the

interest of fairness to permit the requesting party time to review the newly produced evidence.

#### Admission and Acceptance of Penalty Without Hearing:

- i. At any time after receiving the notice of charges and hearing but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. This agreed upon penalty shall be placed on the respondent's transcript consistent with sections u and v herein. Before resolving a complaint in this manner, the chief student affairs officer must first consult with the complainant and provide the complainant an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the chief student affairs officer or designee shall provide the complainant with a written statement of the reasons supporting such resolution, and the complainant may appeal the decision to enter into the resolution to the president. If the appeal to the president is not successful, a complainant may appeal to the board committee on student affairs and special programs. The decision of the board committee shall be final.

#### Emergency Suspension:

- j. The president or her/his/its designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing to take place within twelve (12) calendar days, unless the student requests an adjournment. Such suspension shall be for conduct which impedes, obstructs, impairs or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution. Prior to the commencement of a temporary suspension of a student, the college shall give the student oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges against her/him/it and, if she/he/it denies them, the college shall forthwith give the student an informal oral explanation of the evidence supporting the charges and the student may present informally her/his/its explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter. The complainant shall be notified in the event that an emergency suspension is imposed against a student, and/or when the suspension is subsequently lifted to the extent that the suspension involves the complainant in the same manner notice is given to the student.

#### Faculty-Student Disciplinary Committee Structure:

- k. Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.
- l. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the faculty of that college to receive

training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, CUNY School of Public Health and Health Policy; Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his/its discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. She/he/it shall not be a voting member of the committee but shall vote in the event of a tie.

- m. Faculty-Student Disciplinary Committee Selection:
  - 1. The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. CUNY School of Law, CUNY School of Public Health and Health Policy, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members.
  - 2. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, CUNY School of Public Health and Health Policy, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's.
  - 3. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, CUNY School of Public Health and Health Policy, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students.
  - 4. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than four (4) consecutive years.
  - 5. Notwithstanding the above, in cases of sexual assault, stalking and other forms of sexual violence, the president shall designate from the panels one (1) chairperson, two (2) faculty/HEO members, and two (2) students, who shall be specially trained on an annual basis, and who shall constitute the faculty-student disciplinary committee in all such cases.
- n. If a chair is unable to serve a full term, the President will appoint a new chair to fulfill the remainder of the term. If a chair cannot continue during a hearing then the hearing is considered null and void and the matter is remanded with a new chair and committee assigned.
- o. Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.
- p. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be

disqualified from serving on the committee.

Faculty-Student Disciplinary Committee Procedures:

- q. The following procedures shall apply to faculty-student disciplinary proceedings:
- Hearing:
1. The hearing shall consist of a responsibility phase and a penalty phase. The chairperson shall preside at the hearing. The chairperson shall inform the respondent of the charges, the hearing procedures and her or his rights.
  2. All faculty student disciplinary committee hearings are closed hearings unless the respondent requests an open public hearing. Notwithstanding such requests, the chairperson shall not permit an open hearing in cases involving allegations of sexual assault, stalking, or other forms of sexual violence. Furthermore, the chairperson has the right to deny the request and hold a closed hearing when an open public hearing would adversely affect and be disruptive to the committee's normal operations. In the event of an open hearing, the respondent must sign a written waiver acknowledging that those present will hear the evidence introduced at the hearing.
  3. After informing the respondent of the charges, the hearing procedures, and her or his rights, the chairperson shall ask the respondent to respond. If the respondent admits the conduct charged, the committee will proceed to the penalty phase. If the respondent denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the respondent may move to dismiss the charges. If the motion is denied by the committee, the respondent shall be given an opportunity to present her or his defense.
  4. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may rule on the admissibility of the evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. A copy of all exhibits introduced into evidence must be provided to all parties. In addition, if any party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant. All hearing proceedings, including all evidence introduced, shall remain confidential.
  5. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. The college must assign a staff member for each hearing, with the sole responsibility of ensuring that the hearing is recorded in its entirety. No other recording of the proceedings may be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's representative or attorney. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their representatives or attorneys.
  6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.
  7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination. In the event the respondent is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.

8. The college, the respondent and the complainant are permitted to have lawyers or other representatives or advisors act on their behalf during the pendency of a disciplinary action, which shall include the calling and examining of witnesses, and presenting other evidence. Any party intending to appear with an attorney shall give the other party 5 (five) calendar days' notice of such representation. Failure to provide such notice may result in adjournment of the hearing.
9. The chairperson of the faculty-student disciplinary committee retains discretion to limit the number of witnesses and the time of testimony for the presentations by any party and/or their representative.
10. In the event that the respondent is charged with a sexual assault, stalking or other forms of sexual violence, neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they wish to, the respondent and the complainant may cross-examine each other only through a representative. If either or both of them do not have a representative, the college shall work with them to find a representative to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness.
11. In a case involving the CUNY Policy on Sexual Misconduct and Sex Discrimination:
  - a) Evidence of the mental health diagnosis and/or treatment of a party may not be introduced.
  - b) Evidence of either party's prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the penalty phase of the hearing.

#### Responsibility Phase

12. The committee shall deliberate in closed session after all the evidence with respect to the allegations has been submitted. The decision with respect to responsibility shall be determined by a majority vote of the committee members. In the event of a tie, the chair casts the deciding vote. If the committee determines that the respondent is responsible for some or all of the charges, the committee will notify the parties and proceed to the penalty phase.

#### Penalty Phase

13. If the respondent has been found responsible, or has accepted responsibility at the hearing, then all parties may introduce evidence related to the respondent's character including any past findings of a respondent's responsibility for domestic violence, stalking, or sexual assault or any other sexual violence. The College may introduce a copy of the respondent's previous disciplinary record, including records from any CUNY institution the respondent has attended, where applicable, provided the respondent was shown a copy of the record prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the committee in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found to have committed the conduct charged. The previous disciplinary records, as well as documents and character evidence introduced by the respondent, the complainant, and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained. The complainant and respondent may also provide or make an impact statement. Such evidence and impact statements shall be used by the committee

only for the purpose of determining an appropriate penalty if the charges are sustained. Penalties range from a warning to suspension, expulsion, or ejection from the University.

14. The decision with respect to the penalty shall be determined by a majority vote of the committee members. In the event of a tie, the chair casts the deciding vote.

#### Written Decision

15. After the conclusion of the penalty phase of hearing, or, if the respondent is found not responsible, after the conclusion of the responsibility phase of the hearing, the committee shall issue a written decision, which shall be based solely on the testimony, evidence and statements presented at both phases of the hearing and any other submissions filed by the parties.
16. The respondent shall be sent a copy of the faculty-student disciplinary committee's decision, whether responsible or not responsible, within seven (7) calendar days of the conclusion of the penalty phase of hearing, or, if the respondent is found not responsible, within seven (7) calendar days of the conclusion of the responsibility phase of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the respondent shall be sent a copy of faculty- student disciplinary committee's decision within fourteen (14) calendar days of the conclusion of the hearing. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the respondent. The decision shall be final subject to any appeal. In cases involving a crime of violence or a non-forcible sex offense, as set forth in FERPA, the complainant shall simultaneously receive notice of outcome of the faculty- student disciplinary committee's decision, whether responsible or not responsible, as it relates to the alleged offense(s) committed against the complainant, in the same manner as notice is given to the respondent. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.

#### Appeals

17. A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his/its functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee. If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president. Appeals to the board committee on student affairs and special programs must be directed to: City University of New York, 205 East 42<sup>nd</sup> Street, New York, New York 10017. Attn: Board Committee on Student Affairs and Special Programs

- 17.18. An appeal under this section shall be made in writing within fifteen (15)

calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party's appeal. The written notice shall specify the grounds for appeal ((i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty). In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal. The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. Written notice of the outcome of the appeal to the president shall be provided to the respondent and complainant, if any, within seven calendar days from the time the President's decision is issued. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal. Written notice of the outcome of the appeal to the board committee shall be provided to the respondent and complainant, if any, within seven calendar days from the time committee's decision is issued.

#### Notations on Transcripts

~~18-19.~~ 19. In cases in which a respondent has been found responsible for a Clery Act reportable crime of violence, the college must place a notation on her/his/its transcript stating that she/he/it was suspended or expelled after a finding of responsibility for a code of conduct violation. In all other cases, the college must place a notation of the findings and penalty on a respondent's transcript unless a mediation agreement under subparagraph e(2) herein, the determination of the chief student affairs officer or designee under subparagraph i herein, the committee's decision under subparagraph q(15) herein, or the decision on any appeal under subparagraphs q(17) - (19) herein expressly indicate otherwise.

~~19-20.~~ 20. A notation of expulsion after a respondent has been found responsible for a Clery Act reportable crime of violence shall not be removed. In all other cases, a notation of expulsion, suspension or any lesser disciplinary penalty shall be removed, as a matter of right, upon the request of the respondent to the Chief Student Affairs Officer made, four years after the conclusion of the disciplinary proceeding or one year after the conclusion of any suspension, whichever is longer. If a finding of responsibility for any violation is vacated for any reason, any such notation shall be removed.

#### **SECTION 15.5. ACTION BY THE BOARD OF TRUSTEES.**

Notwithstanding the foregoing provisions of this article, the board of trustees reserves full power to suspend or take other appropriate action against a student or a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or units of the university in the use of its facilities or in the achievement of its purposes as an educational institution in accordance with procedures established by the board of trustees.

#### **SECTION 15.6. COLLEGE GOVERNANCE PLANS.**

The provisions in a duly adopted college governance plan shall not be inconsistent with the provisions contained in this article.

## ARTICLE XVI STUDENT ACTIVITY FEES AND AUXILIARY ENTERPRISES

### SECTION 16.1. STUDENT ACTIVITY FEE.

The student activity fee is the total of the fees collected for student government, student activities, and student services and programs. Student activity fees, including student government fees collected by a college of the university shall be deposited in a college central depository and, except where earmarked, allocated by a college association budget committee subject to review by the college association as required in these bylaws. In colleges without a college association, such allocation will be done by an equivalent budget and review committee.

### SECTION 16.2. STUDENT ACTIVITY FEES USE - EXPENDITURE CATEGORIES.

Student activity fee funds shall be allocated and expended only for the following purposes:

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreational and athletic programs;
4. Student government;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the college and university environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university;
11. Stipends to student leaders.

### SECTION 16.3. STUDENT GOVERNMENT FEE.

The student government fee is that portion of the student activity fee levied by resolution of the board which has been established for the support of student government activities. The existing student government fees now in effect shall continue until changed. Student government fees shall be allocated by the duly elected student government, or each student government where more than one duly elected student government exists, for its own use and for the use of student organizations, as specified in section 15.2. of these bylaws, provided, however, that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the college association. Where more than one duly elected student government exists, the college association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

### SECTION 16.4. STUDENT GOVERNMENT ACTIVITY DEFINED.

a. A student government activity is any activity operated by and for the students enrolled at any unit of the university provided, (1) such activity is for the direct benefit of students enrolled at the college, (2) that participation in the activity and the benefit thereof is available to all students enrolled in the unit or student government thereof, and (3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of the university or the duly established college authorities.

### SECTION 16.5. COLLEGE ASSOCIATION OR EQUIVALENT.

a. The college association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the board to be allocated by another body, shall be developed by a college association budget committee and recommended to the college association for review prior to expenditure. The college association shall review all college student activity fees, including student government fee allocations and expenditures for conformance with the

expenditure categories defined in Section 16.2. of this article and the college association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable. In colleges without a college association, an equivalent budget and review committee shall perform the duties specified above.

b. A college association shall be considered approved for purposes of this article if it consists of thirteen (13) regular, voting members and up to six (6) alternates, its governing documents are approved by the college president and the below requirements are met. Notwithstanding the foregoing, a college association that is not separately-incorporated may have a governing board of thirteen (13) members consisting of the individuals listed in 1(i) through 1(iv) below, plus one additional administrative member and one additional faculty member, and is not required to have the audit committee referenced in 3 below:

1. The governing board of the college association is composed of:

(i) The college president or his/her designee as chair.

(ii) Two administrative members and one administrative alternate, appointed by the college president.

(iii) Two faculty members and up to two faculty alternates appointed by the college president from a panel whose size is twice the number of seats (including the alternates) to be filled and the panel is elected by the appropriate college faculty governance body.

(iv) Six student members and up to three student alternates comprised of the student government president(s) and other elected students with the student seats allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.

(v) Two independent directors appointed by the college president. An independent director shall be a former employee of the college or the association, a college alum, a community member, or any other individual, who, pursuant to Section 102 of the Not-for-Profit Corporations Law: (A) has not been within three years of his or her appointment to the governing board of the association, an employee of the association, CUNY or the Research Foundation of CUNY; and (B) does not have a relative who is, or has been within three years of the individual's appointment to the governing board, a key employee of the association, CUNY or the Research Foundation of CUNY; and (C) has not received, and does not have a relative who has received, in any of the three fiscal years prior to the individual's appointment to the governing board, more than \$10,000 in direct compensation from the association, CUNY or the Research Foundation of CUNY (other than reimbursement for expenses reasonably incurred as a director or reasonable compensation for service as a director as permitted by the Not-for-Profit Corporations Law); and (D) is not a current employee of or does not have a substantial financial interest in, and does not have relative who is a current officer of or has a substantial financial interest in, any entity that has made payments to, or received payments from, the association, CUNY or the Research Foundation of CUNY for property or services in an amount which, in any of the three fiscal years prior to the individual's appointment to the governing board, exceeds the lesser of \$25,000 or 2% of such entity's consolidated gross revenues. For purposes of this definition, "payment" does not include charitable contributions.

(vi) The alternates may attend meetings of the governing board, and each shall be entitled to vote on such matters that come before the governing board to the extent that the alternate is substituting for an absent member of the same constituency.

2. The college association structure provides a budget committee composed of members of the governing board, at least a majority of whom are students selected in accordance with section 16.5.(b) (1)(iv) of these bylaws. The budget committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequent

resubmittal to the college association. If the budget is not approved within thirty (30) days those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agree.

3. Every separately-incorporated college association shall have an audit committee consisting of the two independent directors and one student member elected by the governing board who meets the criteria for independence set forth in 16.5.(b)(1)(v)(A) through (D). The audit committee shall oversee the accounting and financial reporting processes of the association and the audit of the association's financial statements and shall have such other duties as set forth in Section 712-a of the Not-for-Profit Corporations Law.

4. The governing documents of the college association have been reviewed by the board's general counsel and approved by the board.

#### **SECTION 16.6. MANAGEMENT AND DISBURSEMENT OF FUNDS.**

a. The college and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and university fiscal policies and must be based on written documentation. A requisition for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the program; the other the signature of an approved representative of the allocating body.

b. Student activity fee funds may not be contributed to or paid directly to separately incorporated organizations outside the college or school unless such organizations are providing goods or services under a contract approved through university procurement and purchasing processes.

#### **SECTION 16.7. REVENUES.**

All revenues generated by student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.

#### **SECTION 16.8. FISCAL ACCOUNTABILITY HANDBOOK.**

The chancellor or his/her designee shall promulgate regulations in a fiscal accountability handbook, to regulate all aspects of the collection, deposit, financial disclosure, accounting procedures, financial payments, documentation, contracts, travel vouchers, investments and surpluses of student activity fees and all other procedural and documentary aspects necessary, as determined by the chancellor or his/her designee to protect the integrity and accountability of all student activity fee funds.

#### **SECTION 16.9. COLLEGE PURPOSES FUND.**

a. A college purposes fund may be established at each college and shall be allocated by the college president. This fund may have up to twenty-five (25) percent of the unearmarked portion of the student activity fee earmarked to it by resolution of the board, upon the presentation to the board of a list of activities that may be properly funded by student activity fees that are deemed essential by the college president.

b. Expenditures from the college purposes fund shall be subject to full disclosure under section 16.13. of these bylaws.

c. Referenda of the student body with respect to the use and amount of the college purposes fund shall be permitted under the procedures and requirements of section 16.12. of these bylaws.

#### **SECTION 16.10. AUXILIARY ENTERPRISE CORPORATION.**

a. The auxiliary enterprise corporation shall have responsibility for the oversight, supervision and review over college auxiliary enterprises. All budgets of auxiliary enterprise funds and all contracts for auxiliary enterprises shall be reviewed by the auxiliary enterprise corporation prior to expenditure or execution.

b. The auxiliary enterprise corporation shall be considered approved for the purposes of this article if it consists of at least eleven (11) members, its governing documents are approved by the college president and the following requirements are met:

1. The governing board is composed of the college president or his/her designee as chair, plus an equal number of students and the combined total of faculty and administrative members, and two independent directors.

2. The administrative members are appointed by the college president.

3. The faculty members are appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.

4. The student members are the student government president(s) and other elected students and the student seats are allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable, in proportion to the student enrollment by headcount from the respective constituencies.

5. The independent directors are appointed by the college president. An independent director shall be a former employee of the college or the auxiliary enterprises corporation, a college alum, a community member, or any other individual, who, pursuant to Section 102 of the Not-for-Profit Corporations Law: (A) has not been within three years of his or her appointment to the governing board of the auxiliary enterprises corporation, an employee of the auxiliary enterprises corporation, CUNY or the Research Foundation of CUNY; and (B) does not have a relative who is, or has been within three years of the individual's appointment to the governing board, a key employee of the auxiliary enterprises corporation, CUNY or the Research Foundation of CUNY; and (C) has not received, and does not have a relative who has received, in any of the three fiscal years prior to the individual's appointment to the governing board, more than \$10,000 in direct compensation from the auxiliary enterprises corporation, CUNY or the Research Foundation of CUNY (other than reimbursement for expenses reasonably incurred as a director or reasonable compensation for service as a director as permitted by the Not-for-Profit Corporations Law); and (D) is not a current employee of or does not have a substantial financial interest in, and does not have relative who is a current officer of or has a substantial financial interest in, any entity that has made payments to, or received payments from, the auxiliary enterprises corporation, CUNY or the Research Foundation of CUNY for property or services in an amount which, in any of the three fiscal years prior to the individual's appointment to the governing board, exceeds the lesser of \$25,000 or 2% of such entity's consolidated gross revenues. For purposes of this definition, "payment" does not include charitable contributions.

6. The auxiliary enterprises corporation shall have an audit committee consisting of the two independent directors and one student member elected by the governing board who meets the criteria for independence set forth in 16.10.(b)(5)(A) through (D) . The audit committee shall oversee the accounting and financial reporting processes of the auxiliary enterprises corporation and the audit of the auxiliary enterprises corporation's financial statements and shall have such other duties as set forth in Section 712-a of the Not-for-Profit Corporations Law.

7. The governing documents of the auxiliary enterprise corporation have been reviewed by the board's general counsel and approved by the board.

#### **SECTION 16.11. THE REVIEW AUTHORITY OF COLLEGE PRESIDENTS OVER STUDENT ACTIVITY FEE ALLOCATING BODIES AND AUXILIARY ENTERPRISE CORPORATIONS.**

a. The president of the college shall have the authority to disapprove any student activity fee, including student government fee, or auxiliary enterprise allocation or expenditure, which

in his or her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the college. If the college president chooses to disapprove an allocation or expenditure, he or she shall consult with the general counsel and vice chancellor for legal affairs and thereafter communicate his/her decision to the allocating body or auxiliary enterprise board.

b. The president of the college shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in section 16.2. of this article. The college association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the president with respect to it. The college president shall thereafter consider the recommendation, shall consult with the general counsel and vice chancellor for legal affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.

c. The chancellor or his/her designee shall have the same review authority with respect to university student activity fees that the college president has with respect to college student activity fees.

d. All disapprovals exercised under this section shall be filed with the general counsel and vice chancellor for legal affairs.

~~e. Recipients of extramural student activity fees shall present an annual report to the chancellor for the appropriate board committee detailing the activities, benefits and finances of the extramural body as they pertain to the colleges where students are paying an extramural fee.~~

#### **SECTION 16.12. REFERENDA.**

A referendum proposing an increase or decrease to the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body or by a 2/3 majority vote of the student government association after consultation with the college president or school dean. Such referenda shall be and-voted upon in conjunction with student government elections unless otherwise specified in the referendum.

a. Where a referendum seeks to earmark student activity fees for a specific service or program purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the college association for implementation.

b. Where a referendum seeks to earmark student activity fees for a specific service or program purpose or organization by changing the total student activity fee, the results of such referendum shall be sent to the board by the president of the college together with his/her recommendation.

~~c. Where a referendum seeks to increase or decrease the amount of student activity fees available for all student activities enumerated in section 15.2, the results of such referendum shall be sent to the board by the president of the college together with the president's recommendation. A referendum may not earmark student activity fees for any student organization or other student activity enumerated in section 15.2 other than the student government association. The funding for all such student activities will be allocated annually in accordance with the detailed viewpoint neutral criteria enumerated in the CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fees.~~

~~c. At the initiation of a petition of at least ten (10) percent of the appropriate student body, the college president may schedule a student referendum at a convenient time other than in conjunction with student government elections.~~

d. Where the referendum seeks to affect the use or amount of student activity fees in the college purposes fund, the results of the referendum shall be sent to the board by the college president together with his/her recommendation.

#### **SECTION 16.13. DISCLOSURE.**

a. The college president shall be responsible for the full disclosure to each of the student

- governments of the college of all financial information with respect to student activity fees.
- b. The student governments shall be responsible for the full disclosure to their constituents of all financial information with respect to student government fees.
  - c. The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to all of its activities.
  - d. The auxiliary enterprise corporation shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to auxiliary enterprises.
  - e. For purposes of the foregoing paragraphs, full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

#### **SECTION 16.14. STIPENDS.**

The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the board.

#### EXPLANATION:

On October 23, 2017, the Board of Trustees passed a resolution calling for a review of the student activity fee (SAF) infrastructure and recommendations to address legal compliance and policy/best practices concerns. A Task Force was convened as well as an internal working group composed of administrators from legal, student affairs and finance as well as representative presidents, students and faculty. The Task Force and working groups have met numerous times, and have discussed the problems and benefits of the current SAF infrastructure and proposed changes. The Student Affairs and Special Programs Committee of the Board has also received several updates on the SAF initiative and the draft bylaws amendments attached at their March 16, 2018 meeting. The attached proposed language makes certain changes to the existing policy infrastructure governing SAFs, most notably in requiring all recognition and allocation processes to student organizations to be viewpoint neutral and appealable, allowing the use of referenda only to raise or lower fees versus earmarking funds that are allocated to student organizations, and disallowing the contribution or payment of SAFs to outside organizations unless purchasing and procurement procedures are followed.

**NO. 4. COMMITTEE ON FISCAL AFFAIRS: RESOLVED,** That the following items be approved:

#### **A. THE CUNY GRADUATE CENTER - ACADEMIC EXCELLENCE FEES – MASTER’S PROGRAMS:**

WHEREAS, The Graduate Center’s Master’s Programs offer students outstanding academic and professional opportunities, are innovative and interdisciplinary in their visions and curriculum, and are distinctive within the University; and

WHEREAS, These Master’s Programs aim to integrate learning opportunities, skills, and experiences that best train students for a wide range of future careers into their curriculum and into the overall student experience; and

WHEREAS, Specialized academic advising, specialized career services, expert research support, library services, networking services, and other relevant curricular projects are costly activities, but are key to advancing Master’s students inside and outside of academia; and

WHEREAS, Additional resources are necessary to maintain and enhance the excellence of these Master’s offerings; now therefore be it

RESOLVED, That the Board of Trustees adopt academic excellence fees to students in eight interdisciplinary master's programs at the Graduate Center. The fees will be effective in the Fall2018 semester for entering students and will be \$100 per credit. They fees will apply to the following master's programs:

MS in Cognitive Neuroscience  
 MA in International Migration Studies  
 MA in Liberal Studies  
 MA in Middle Eastern Studies  
 MS in Data Science  
 MS in Quantitative Methods in the Social Sciences  
 MS in Data Analysis and Visualization  
 MA in Digital Humanities

and be it further

RESOLVED, That the CUNY Graduate Center will deposit the Academic Excellence Fees in its' Tuition and Fee Account, and account for and report on the Academic Excellence Fees separately by program; and be it further

RESOLVED, That the CUNY Graduate Center will provide periodic reports to the Board of Trustees Fiscal Committee that will include the collection of academic excellence fees and associated spending to date. By the end of September of each year, the CUNY Graduate Center will provide the Board of Trustees Fiscal Committee with a full accounting of the academic excellence fees spent in the prior fiscal year.

EXPLANATION: The Graduate Center is ideally situated to offer Master's students a premium experience, thereby providing the students with exceptional value for their tuition. Master's students are taught by full-time faculty members with outstanding academic records, and the students additionally benefit from interaction with the Graduate Center's highly selective pool of advanced, research-active doctoral students. Even with the excellence fee, the students will pay much lower tuition than at other leading institutions in the area. The academic excellence fee is being sought only for interdisciplinary programs involving significant additional costs in technology, advising, and research support. Decisions about specific fee allocations will be made in consultation with program faculty and students.

**B. THE CITY COLLEGE OF NEW YORK - ACADEMIC EXCELLENCE FEE FOR GRADUATE PROGRAMS IN THE BERNARD AND ANNE SPITZER SCHOOL OF ARCHITECTURE:**

WHEREAS, Rapidly expanding demands on architectural professional education are causing steadily increasing cost pressures on the schools of architecture throughout the country and particularly on the Spitzer School at City College; and

WHEREAS, The City College of New York's Spitzer School of Architecture requires additional resources to meet the steadily increasing costs of educating professional school students, and to meet the demands of progressively complex, competitive, and demanding public, financial and regulatory environments in which Architecture students will find themselves as they enter the profession and become licensed architects; and

WHEREAS, The current tuition revenue generated by the Spitzer School of Architecture is not enough to cover programmatic costs; and

WHEREAS, The median salary of architects is \$76,930 per year nationally; now therefore be it

RESOLVED, That The City College of New York will deposit the Academic Excellence Fees in its' Tuition and Fee Account, and account for and report on the Academic Excellence Fees separately by program; and be it further

RESOLVED, That The City College of New York will provide periodic reports to the Board of Trustees Fiscal Committee that will include the collection of academic excellence fees and associated spending to date. By the end of September of each year, The City College of New York will provide the Board of Trustees Fiscal Committee with a full accounting of the academic excellence fees spent in the prior fiscal year.

EXPLANATION: The City College of New York proposes an Academic Excellence Fee of \$500 per semester for graduate students in the School of Architecture. This fee is necessary for the College to be able to offer competitive salaries to professionally licensed faculty members and make upgrades to ever changing technology. In addition, architectural schools are under pressure to provide students with increasingly complex and costly technology required to practice architecture and support sophisticated construction practices. It is becoming more difficult to adequately prepare these students for success as they enter a rapidly changing profession with increasing responsibility to lead environmental stewardship, positive societal impacts, and progressive construction and technological innovation.

With the revenues generated from this Academic Excellence Fee, City College commits to making the following investments:

1. Supplement regular full-time and adjunct course instruction with classroom specialists and consultants-experts. Visiting experts are increasingly necessary to provide special seminars and instruction through in-studio consultation directly to students over and above standard classroom teaching thus enhancing the student's capabilities to engage in an expansive and comprehensive process of design;
2. Maintain (and in some areas, reduce) section sizes particularly in required studio courses to allow maximum opportunities for student learning with optimal faculty contact;
3. Provide widespread student access to sophisticated technology throughout the programs. Industry and professional trends involving digital and automated technologies put demands on architecture programs and present a number of increasing financial pressures that were not present just a few years ago. To adequately serve the students' learning needs, the College will add new technologies and update existing equipment and systems on a regular basis;
4. Expand student travel experiences. It is now a norm for professional architecture, landscape architecture, and urban design programs to organize studio and other course trips as an integral part of class activity. Travel, in-city and beyond, allows our students to remain competitive and stay current with globalizing trends and evolving professional opportunities.

This proposal would not apply to the Joint Degree Program in Sustainability in the Urban Environment since it is a collaborative program based in multiple divisions of the college.

### **C. THE CUNY GRADUATE SCHOOL OF PUBLIC HEALTH AND HEALTH POLICY - DIFFERENTIAL TUITION REQUEST FOR THE MASTERS AND DOCTORATE IN PUBLIC HEALTH:**

WHEREAS, The CUNY Graduate School of Public Health and Health Policy (GSPHHP) requires a differential tuition increase in order to provide optimal support and opportunity to our students and to sustain competitive educational programs; and

WHEREAS, GSPHHP degrees are highly marketable, with over 90% of recent graduates attaining employment or continuing their studies, 85% working in a field related to their graduate degree, and over 65% earning \$60,000 or more annually within a year of graduation; and

WHEREAS, The current tuition revenue generated by the Masters and Doctorate in Public Health (MPH and DPH, respectively), is not enough to cover programmatic costs at an optimal level; and

WHEREAS, The New York State Education Law Sec. 6206 allows The City University of New York to charge differential tuition rates as long as there is no differential among like degree programs; and

WHEREAS, The MPH/DPH program at the CUNY Graduate School of Public Health and Health Policy is the only such program at the City University of New York; now therefore be it

RESOLVED, That the Board of Trustees adopt a differential tuition charge for the Masters and Doctorate in Public Health at the CUNY Graduate School of Public Health and Health Policy, effective with the Fall 2018 semester as set forth in the schedule below; and be it further

RESOLVED, That the CUNY Graduate School of Public Health and Health Policy will deposit the Differential Tuition Charges in its' Tuition and Fee Account, and account for and report on the Differential Tuition Charges separately by program; and be it further

RESOLVED, That the CUNY Graduate School of Public Health and Health Policy will provide periodic reports to the Board of Trustees Fiscal Committee that will include the collection of Differential Tuition Charges and associated spending to date. By the end of September of each year, the CUNY Graduate School of Public Health and Health Policy will provide the Board of Trustees Fiscal Committee with a full accounting of the Differential Tuition Charges spent in the prior fiscal year.

| CUNY Graduate School of Public Health and Health Policy |                         |              |                         |              |                         |              |                         |              |  |
|---|-------------------------|--------------|-------------------------|--------------|-------------------------|--------------|-------------------------|--------------|--|
| Proposed Tuition Increase Analysis                      |                         |              |                         |              |                         |              |                         |              |  |
|   | CURRENT                 |              | PROPOSED                |              | CURRENT                 |              | PROPOSED                |              |  |
|   | MPH - Part-Time         |              | MPH - Part-Time         |              | MPH - Full-Time         |              | MPH - Full-Time         |              |  |
| Semester of Increase                                    | Resident                | Non-Resident | Resident                | Non-Resident | Resident                | Non-Resident | Resident                | Non-Resident |  |
| Fall 2018 / Spring 2019                                 | \$440                   | \$805        | \$465                   | \$830        | \$5,225                 | N/A          | \$5,525                 | N/A          |  |
| Fall 2019 / Spring 2020                                 | \$465                   | \$830        | \$515                   | \$880        | \$5,525                 | N/A          | \$6,125                 | N/A          |  |
| Fall 2020 / Spring 2021                                 | \$515                   | \$880        | \$590                   | \$955        | \$6,125                 | N/A          | \$7,025                 | N/A          |  |
|   | DPH Level 1 - Part-Time |              | DPH Level 1 - Part-Time |              | DPH Level 1 - Full-Time |              | DPH Level 1 - Full-Time |              |  |
| Semester of Increase                                    | Resident                | Non-Resident | Resident                | Non-Resident | Resident                | Non-Resident | Resident                | Non-Resident |  |
| Fall 2018 / Spring 2019                                 | \$530                   | \$905        | \$555                   | \$930        | \$4,675                 | N/A          | \$4,850                 | N/A          |  |
| Fall 2019 / Spring 2020                                 | \$555                   | \$930        | \$605                   | \$980        | \$4,850                 | N/A          | \$5,200                 | N/A          |  |
| Fall 2020 / Spring 2021                                 | \$605                   | \$980        | \$680                   | \$1,055      | \$5,200                 | N/A          | \$5,725                 | N/A          |  |
|   | DPH Level 2 - Full-Time |              | DPH Level 2 - Full-Time |              | DPH Level 3 - Full-Time |              | DPH Level 3 - Full-Time |              |  |
| Semester of Increase                                    | Resident                | Non-Resident | Resident                | Non-Resident | Resident                | Non-Resident | Resident                | Non-Resident |  |
| Fall 2018 / Spring 2019                                 | \$2,930                 | \$6,510      | \$3,105                 | \$6,685      | \$1,165                 | \$2,310      | \$1,340                 | \$2,485      |  |
| Fall 2019 / Spring 2020                                 | \$3,105                 | \$6,685      | \$3,455                 | \$7,035      | \$1,340                 | \$2,485      | \$1,690                 | \$2,835      |  |
| Fall 2020 / Spring 2021                                 | \$3,455                 | \$7,035      | \$3,980                 | \$7,560      | \$1,690                 | \$2,835      | \$2,215                 | \$3,360      |  |

**EXPLANATION:** This increase in funding will be used to improve not only the quality of the instruction and services offered to students, but also enhance the college's appeal in order to stand out amongst its local and national peers.

The increased tuition revenue will be used solely for the support of the Masters of Public Health (MPH) and Doctorate in Public Health (DPH) programs, including more scholarships for students, increased staffing in order to strengthen services to students (such as career, internship, fieldwork opportunities and academic advisement as well as industry outreach) and to meet the technical needs of the program which are over and above the amounts prescribed for general masters/doctoral-level study.

When compared to other CUNY colleges and other local comparable colleges and universities who provide specialized graduate and doctoral degrees, GSPHHP has among the lowest tuition rates. However, the

College will continue to provide financial aid funding to assist eligible New York State residents to afford the increase in tuition.

**D. THE CITY UNIVERSITY OF NEW YORK - PREDICTIVE ANALYTIC SOFTWARE SYSTEM TO SUPPORT ACADEMIC ADVISEMENT:**

WHEREAS, Academic advisement and predictive analytics systems are being adopted by colleges and universities across the nation, to great effect. According to a research snapshot from EDUCAUSE, 21-40% of higher education institutions had deployed academic advisement and predictive analytics solutions as of 2016; and

WHEREAS, The Lincoln Report by the American Academy of Arts and Sciences lists ten recommendations for public research universities that seek to improve student outcomes, one of which is to “track student performance in real time and intervene appropriately to improve student success.” The report references an article in *The Atlantic* that cites Georgia State University’s remarkable success in raising retention and graduation rates, and lauds their use of academic advisement and predictive analytics technology to improve outcomes; and

WHEREAS, a comprehensive academic advisement and predictive analytics solution for our senior colleges is an important component of CUNY’s academic technology strategy in support of college completion goals; now therefore be it

RESOLVED, That the Board of Trustees authorize the General Counsel to execute a contract with Education Advisory Board to provide an academic advisement and predictive analytic software system and related consulting services to CUNY’s senior colleges. The contract is being awarded on the basis of best value to a responsible and responsive offeror after public advertisement and timely submission of sealed proposals pursuant to law and University Regulations. The contract term shall be five year. CUNY’s purchase of software and services under the contract shall not exceed an aggregate of \$10,851,000 over the contract term, chargeable to appropriate funding sources during the applicable fiscal year or years. The contract shall be subject to approval as to form by the Office of General Counsel.

EXPLANATION: This predictive analytic software system and the affiliated services will support academic advisement and data-based decision making at CUNY senior colleges to better facilitate students’ timely progress toward degree completion.

The system is a comprehensive software and consulting services solution that encompasses academic advisement caseload management, predictive analytics, early warning, student communications tools, student-facing mobile application for student onboarding, and support resources. The solution will:

- Enhance college efforts to enable students to make timely progress toward their degrees with a combination of technology, analytics, and consulting informed by best practice research.
- Help colleges use data and analytics to measurably improve student outcomes and close achievement gaps.
- Help academic advisors and administrators apply the insight they gain from data analyses and individual student assessments to provide advice and support to students.
- Provide timely data to identify individual students and sub-populations at academic risk early enough for faculty and staff to intervene by offering appropriate and coordinated support services.
- Enable administrators, advisors and faculty to monitor and measure the effectiveness of interventions and services, and make timely changes in approach as needed.
- Provide in-person and web-based and resources for faculty and staff on proven best practices to give them an array of tools and strategies for reaching and supporting at-risk and struggling students precisely when that support is most needed and most effective.
- Provide a robust, databased academic “early warning” system for academically at-risk students.

- Provide timely data, analytics, and career path information to academic advisors to help them guide students into academic areas that may be better suited to their skills, abilities, interests and career goals.
- Provide information to students about campus academic support resources and services.

The system will work in conjunction with CUNY's existing Degree Works and CUNYfirst systems and will complement those systems.

**E. THE CITY UNIVERSITY OF NEW YORK - INVESTMENT PORTFOLIO EXPENDITURE APPROPRIATION:**

WHEREAS, The University's policies and procedures with respect to spending from its Investment Portfolio shall comply with the New York Prudent Management of Institutional Funds Act (NYPMIFA); and

WHEREAS, In order to ensure compliance with NYPMIFA, the funds in CUNY's Investment Portfolio are categorized into groups of similarly situated funds according to purpose; and

WHEREAS, Decisions with respect to spending from the Investment Portfolio shall be made by CUNY's Board of Trustees on recommendation from the Board's Subcommittee on Investments; and

WHEREAS, That in making this determination, the Board of Trustees, and its Subcommittee on Investments, have acted in good faith and with the care that an ordinarily prudent person in a like position would exercise under similar circumstances; now therefore be it

RESOLVED, That the Board of Trustees has determined, in accordance with the University's Investment Policy, that it is prudent and appropriate to maintain an expenditure appropriation of 4.5% for the funds in the Investment Portfolio for the fiscal year ending June 30, 2019.

EXPLANATION: The CUNY Investment Portfolio is a pooled investment vehicle for multiple individual accounts that include both endowed and non-endowed funds. The sources of the Portfolio are funds received by CUNY for its general purposes, funds received by CUNY for the benefit of a specific college, and funds belonging to one or more of the College Foundations that have chosen to invest in the Portfolio.

In making this expenditure appropriation determination, the Board's Subcommittee on Investments has reviewed the categories and the composition of each group to ensure funds are properly classified. It has deliberated on the prudence of the spending rate for each of the categories based upon the eight prudence factors mandated by NYPMIFA, and listed in Exhibit B Subsection 1A of the Investment Policy, prior to making its recommendation to the Board for Fiscal Year 2019.

**NO. 5. COMMITTEE ON ACADEMIC POLICY, PROGRAMS, AND RESEARCH:** RESOLVED, That the following items be approved:

**A. 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:

| <b>COLLEGE</b>   | <b>DEGREE</b>            |
|--|--------------------------|
| <b>CITY COLLEGE</b>  |                          |
| Anita Hall   | Doctor of Humane Letters |
| Seymour L. Moskowitz '54                                       | Doctor of Science        |
| (To be conferred at the commencement ceremony on June 1, 2018) |                          |



certified in early childhood special education and bilingual education. If approved, Queens College will be the first institution in the New York metropolitan area that offers a fully integrated interdisciplinary program at the early childhood (Birth to 2nd grade) level. Most of the teacher preparation programs in the area offer bilingual education and early childhood special education as two distinct programs. The proposed 43-credit program will attract candidates from Queens College's undergraduate childhood education program, as well as other undergraduate teacher preparation programs in the region. Our interdisciplinary program will be competitively positioned in comparison to other comparable teacher preparation programs in the area.

**E. MEDGAR EVERS AND YORK COLLEGES – ESTABLISHING NEW START- UP NEW YORK INITIATIVES:**

RESOLVED, That the Board of Trustees of The City University of New York approve the selection of Pienso to participate in the Start-Up NY program (the "Program") through Medgar Evers College. The President of Medgar Evers College and the General Counsel are each authorized to execute and submit all documents that are necessary or useful to effectuate Pienso's participation in the Program. Pienso's participation in the Program shall be subject to all University and New York State requirements. All Program documents to be executed for the University shall be subject to approval as to form by the University Office of General Counsel. This action will be effective as of May 7, 2018; and be it further

RESOLVED, That the Board of Trustees of The City University of New York approve the selection of iHealthScreen to participate in the Start-Up NY program (the "Program") through York College. The President of York College and the General Counsel are each authorized to execute and submit all documents that are necessary or useful to effectuate iHealthscreen's participation in the Program. iHealthscreen's participation in the Program shall be subject to all University and New York State requirements. All Program documents to be executed for the University shall be subject to approval as to form by the University Office of General Counsel. This action will be effective as of May 7, 2018.

EXPLANATION: Pienso is the leading machine learning platform for non-programmers. Medgar Ever's partnership with Pienso will provide the College with student mentors, internships and post-graduation employment as well as faculty research collaborators. iHealthscreen is a medical technology company seeking to develop and commercialize screening systems for a wide range of medical conditions. York's partnership with iHealthscreen will provide the college with student mentors, philanthropic support, faculty engagement and post-graduation student employment.

**F. CITY COLLEGE – REORGANIZATION OF THE SCHOOL OF EDUCATION:**

RESOLVED, That the Board of Trustees of the City University of New York approves the dissolution of the Department of Teaching, Learning and Culture; the Department of Secondary Education; and the Department of Leadership and Special Education, effective July 1, 2018; and be it further

RESOLVED, That the Board of Trustees of the City University of New York approves the creation of the Department of Leadership and Human Development and the Department of Curriculum and Instruction, effective July 1, 2018; and be it further

RESOLVED, That the School of Education will consist of two departments, the Department of Leadership and Human Development and the Department of Curriculum and Instruction, effective July 1, 2018.

EXPLANATION: Pursuant to a ten-month process of academic and institutional planning with broad engagement of School of Education faculty, on November 9, 2017, the Acting Dean of the School of Education and the Personnel and Budget Committee (P&B) approved the above plan to restructure the academic departments of the School.

Over the last five years there has been a reduction in the number of full-time faculty in the School of Education, resulting in three departments of very unequal sizes. One in particular, Secondary Education,

will have only six faculty members in September 2018. The present Department of Teaching Learning and Culture, is twice as large as the other two.

The profile of the graduate students in the School of Education working toward initial or professional certification as teachers, completing non-certification master's degree programs, or taking courses for professional development, has changed over the last few years. Their numbers have also changed.

The needs and priorities of the New York City Department of Education and the New York State Department of Education, and their policy initiatives directed toward schools of education, have changed over the last few years, making collaborations among faculty who are now in separate departments more important than ever.

The proposed new departments, (1) Leadership and Human Development and (2) Curriculum and Instruction are relatively equal in size in regard to number of faculty, number of students and number of programs. There are opportunities for collaboration among existing programs and opportunities for the development of new programs to maintain or increase enrollment, such as one in Global Education that is under discussion at present with the Colin Powell School of Civic and Global Leadership.

There are no associated costs with the departmental reorganization. By separate resolution submitted as part of the Chancellor's University Report, the faculty in the Department of Teaching, Learning and Culture; the Department of Secondary Education; and the Department of Leadership & Special Education will be transferred and appointed as appropriate to the new departments and advised of their seniority therein. Pending approval of the resolution by the Board of Trustees, Department Chairs and members of the Executive Committees will be elected in May 2018.

**NO. 6. COMMITTEE ON FACULTY, STAFF AND ADMINISTRATION: RESOLVED,** That the following items be approved:

**A. HOSTOS COMMUNITY COLLEGE - AMENDMENTS TO THE CHARTER OF GOVERNANCE:**

WHEREAS, The Charter of Governance for Hostos Community College was last amended by the Board of Trustees on June 30, 2014, effective July 1, 2014; and

WHEREAS, Hostos Community College has proposed amendments to its Charter of Governance, including a role for adjunct faculty members in governance; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York adopt the proposed amendments to the Charter of Governance for Hostos Community College, effective May 8, 2018.

**NOTE: A red-lined version of the changes may be obtained from the Office of the Secretary of the Board of Trustees upon request.**

EXPLANATION: Hostos Community College ("the College") has proposed amendments to its Charter of Governance ("Charter") that were adopted by the College Senate on October 15, 2015 and December 15, 2015 and are recommended by the College President. Most notably, the amendments add two adjunct faculty members to the voting membership of the Senate, to be elected by adjunct faculty members in at-large vote. Those adjuncts would serve for one academic year, in contrast to full-time faculty members, who serve for three academic years. The amendments also establish a timetable for elections.

In addition, the Charter would rename the "Public Administration Unit" the "Public Policy and Law Unit." This proposal is for a change in name only and would not create or eliminate any units. The Charter further adds a new unit, the "Media Design Unit," to the Department of Humanities.

Finally, the Grants Committee's revised function would allow for review of grant proposals at any stage, instead of only initial stages, and would provide for continual outreach to faculty to encourage and support their participation in grant writing to fund their research.

Amendments were adopted by the CUNY Board of Trustees on June 30, 2014, effective July 1, 2014. Past amendments were approved in April 1995. The Charter of Governance was originally approved on September 30, 1992.

**Eugenio María de Hostos Community College**

The City University of New York

**CHARTER OF GOVERNANCE**

Effective July 1, 2014\*

**ARTICLE I: FUNCTIONS OF THE COLLEGE SENATE**

**SECTION 1**

The College Senate will, in consultation with the administration and other groups in the College, recommend policy on all College matters, except for those within the domain of the President or any other Officer of the College or The City University of New York, as set forth in the By-laws of the Board of Trustees. The Senate shall be specifically responsible for the formulation of academic policy and for consultative and advisory functions related to the programs, standards, and goals of the College.

The College Senate shall:

- A. Undertake any course of action within its authority, to help achieve the mission of the College within the College community and The City University.
- B. Serve in an advisory capacity and have representation on all committees established by the President, the Vice Presidents, and/or the Deans to further the mission of the College, especially Search Committees established by the College.
- C. Have the power to formulate new policy recommendations and to review already existing ones in areas including but not limited to the following:
  1. Awarding of degrees, honors and credits
  2. Degree requirements
  3. Development of curricula
  4. Development of new academic and student services programs (including interdisciplinary and exchange programs) and review of existing ones, as well as developing, reviewing, and implementing policies related to disabled students
  5. Grading practices and standards
  6. College Library
  7. College admission procedures and requirements
  8. Evaluation of faculty
  9. Affirmative Action/504 compliance
  10. Budget and Finance
  11. Grants
  12. Facilities
  13. Creating any standing, ad hoc, and special committees as it deems necessary
  14. Proposing amendments to, and revisions of, the By-laws of the Board of Trustees
  15. Recommending any other actions that the Senate may deem appropriate
- D. Perform other functions including but not limited to participation in the search committees for Vice Presidents and all Deans.

**SECTION 2 ATTENDANCE**

- A. Every member of the Senate undertakes the responsibility of attending Senate sessions. Members, who are absent more than three times per academic year without a reasonable explanation sent in writing to the Chairperson of the College Senate, will be removed from office and another representative shall be elected in their place.
- B. All Senate and Senate committee meetings shall be conducted according to the latest edition of Robert's Rules of Order Newly Revised to the extent the same does not conflict with the Open Meetings Law.

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\* Amendments were adopted by the CUNY Board of Trustees on June 30, 2014, effective July 1, 2014. Past amendments were approved in April 1995. The Charter of Governance was originally approved on September 30, 1992.

## ARTICLE II: MEMBERSHIP IN THE COLLEGE SENATE

### SECTION 1 SENATE MEMBERSHIP

- A. The Senate membership shall consist of representatives from the full-time faculty, adjunct faculty, non-teaching instructional staff, students, and classified staff (Gittlesons, campus peace officers, and maintenance).
- B. In addition, there shall be ex-officio and non-voting members as specified herein.

### SECTION 2 FULL-TIME FACULTY MEMBERSHIP

- A. Whenever the term "faculty" is used in this article without further qualification, it refers to the full-time, non-adjunct faculty.
- B. Senate members representing faculty must hold the rank of Professor, Associate Professor, Assistant Professor, Lecturer, or Instructor.
- C. College departments shall be represented by one representative for each academic unit (where such units exist), who shall be nominated and elected by members of their units.
- D. Departments without units (which for the purpose of representation on the Senate will include Counseling) shall be represented in proportion to their faculty members: one representative per every ten (10) faculty members or fraction thereof, who shall be elected by the members of their department.
- E. There shall be faculty members At-large elected by general ballot according to the following ratio: one faculty member/alternate per every twenty (20) faculty members or fraction thereof. These shall be elected by the faculty in attendance at the Stated Meeting of the Faculty and Staff at the beginning of the academic year. Absent the scheduling of such meeting by the Office of the President by September 1<sup>st</sup>, the Executive Committee shall schedule said meeting during the month of September for the sole purpose of conducting this election.
- F. Full-time faculty who are College representatives to the UFS are automatically members of the College Senate. They shall be elected according to the same procedures and criteria that apply to all other Senators.
- G. The PSC Chapter Chairperson shall automatically be a member with full senatorial rights.

### SECTION 3 NON-TEACHING INSTRUCTIONAL STAFF MEMBERSHIP

- A. To be a member of the Senate representing the non-teaching instructional staff, a person must be in one of the following non-teaching instructional titles: College Laboratory Technician (CLT) or Higher Education Officer (HEO).
- B. Each category mentioned above shall be represented in proportion to its membership: one representative per every fifteen (15) members or fraction thereof.

### SECTION 4 CLASSIFIED STAFF

- A. Gittlesons (civil service staff) shall have one (1) representative to the College Senate.
- B. All other classified staff shall have one (1) representative to the College Senate.

### SECTION 5 STUDENT REPRESENTATIVES

- A. Student representation will constitute one (1) student for every four (4), or major fraction thereof, of the non-student voting members of the Senate. Student representatives will be elected as provided by the Student Government Organization Constitution. Additional representatives shall be elected according to procedures for the election of officers stipulated in the Student Government Organization Constitution.
- B. Every student representative to the Senate must be certified by the Registrar's Office as being a Hostos Community College student in good academic standing.

### SECTION 6 EX-OFFICIO

Ex-Officio membership without a vote shall be:

- A. The College Administration including:
  - 1. The President or designee, and
  - 2. The Vice Presidents, Deans, or designees;
- B. The Chair of the HEO Organization; and
- C. A Parliamentarian designated by the Executive Committee of the Senate, who is not a member of the Senate, but who will attend its meetings and rule on questions of procedure.

### SECTION 6 ADJUNCT FACULTY MEMBERSHIP

The adjunct faculty shall be represented in the Senate by two (2) members, who shall be elected by means of general ballot by and from among such faculty.

### SECTION 8 ELECTION PROCEDURES AND TERMS OF OFFICE

- A. Staff members and full-time faculty members shall serve for a period of three academic years.
- B. Adjunct faculty members shall serve for a period of one academic year.
- C. Student representatives shall serve for a period of one academic year.
- D. The Elections Committee shall carry out all the necessary elections for the Senate.
- E. All election results shall be determined by a majority of those voting. If necessary, additional balloting will be conducted with the name(s) of candidate(s) having the fewest votes eliminated to the point of having twice as many candidates as positions until the vacant positions are filled. Notification of the election results must be promulgated no later than one week after the close of elections.

- F. The Chair and the Senate Executive Committee (together and none individually) may be removed from office by means of a petition signed by two-thirds of the members eligible to vote. Said petition is to be presented in a sealed envelope during a regularly scheduled meeting of the Senate to the Vice Chair or Secretary of the Executive Committee and turned over unread to the Senate Elections Committee meeting in emergency session and must be recorded in the official records of the Senate. Furthermore, it is to be verified by said committee at said meeting, and the committee is to provide for elections at the next regularly scheduled meeting of the (now) suspended Senate.

#### SECTION 9 TIME TABLE

- A. For staff members and full-time faculty members:
1. Regular elections shall be conducted during the second week of classes following the Spring Recess of the third year of the current Senate.
  2. Special elections for the remainder of the original term shall be held to fill any vacancies as they arise.
- B. For adjunct faculty members:
1. Regular elections shall be conducted in May of each year, after academic appointments have been made for the Fall semester.
  2. If an elected adjunct faculty member fails to be reappointed to the College for the Spring semester, an election shall be held in December for his or her replacement, who shall take membership in the Senate on the first day of the Spring semester and serve the remainder of the original term.
  3. Special elections for the remainder of the original term shall be held to fill any other vacancies as they arise.
- C. On the last meeting of the Spring semester, the Senate shall hold annual elections to nominate a pool of faculty representatives to serve on the Hostos Association, Auxiliary Services, and Discipline committees. These names will be forwarded to the President, who will appoint members to the committees/bodies from the list.

#### SECTION 10 ELECTIONS OF OFFICERS AND THE COMMITTEE ON COMMITTEES

- A. The Senate Chairperson shall have faculty rank or faculty status.
- B. The Senate Chairperson and all members of both the Executive Committee and the Committee on Committees shall be nominated and elected by simple majority at the first meeting of the newly elected Senate to be called by the outgoing chairperson.

#### SECTION 11 THE EXECUTIVE COMMITTEE

- A. Membership:
1. The Executive Committee shall be composed of nine voting Senators: six (6) faculty, two (2) students, and one (1) member of the non-teaching instructional staff (HEOs or CLTs).
  2. The Chairperson of the Senate will be the Chair of the Executive Committee and one of its nine members.
  3. The Committee will elect a Vice Chairperson, a Recording Secretary, and a Corresponding Secretary from among its members. The term of the Recording Secretary shall be one year.
  4. Non-student members shall serve for three (3) years. Student members shall serve for one (1) year.
- B. Functions of the Executive Committee:
1. To serve as liaison between the President of the College and the Senate.
  2. To transact such business as may be necessary between meetings of the Senate.
  3. To exercise any further powers and duties that may be conferred upon it by the Senate.
  4. To develop any procedures needed to implement any charge given to it and to review existing procedures when needed.
  5. To create ad hoc committees after consultation with the Senate.
  6. To meet at least once a month during the academic year and expedite Senate business.
  7. To schedule regular and special Senate meetings, to determine what is appropriate Senate business, and to prepare agendas for such meetings.
- C. Functions of the Officers:
1. Duties of the Chairperson shall include but not be limited to the following:
    - (a) To conduct elections for the membership of the Executive Committee and Committee on Committees.
    - (b) To preside at all meetings of the Senate and the Executive Committee.
    - (c) To initiate election procedures to fill all vacancies of the Senate.
    - (d) To make pro-temp appointments in the event of any Officer's absence.
    - (e) To represent the Senate at all academic and official functions.
    - (f) After consultation with the Executive Committee, to appoint Senators to represent the Senate in non-Senate Committees.
  2. The Vice Chair shall serve as Acting Chairperson in the absence of the Chairperson.
  3. Duties of the Recording Secretary shall include:

- (a) The taking of minutes of Senate and Executive Committee meetings and submitting them to the Chairperson and the Committee on Committees.
  - (b) Taking attendance at Executive Committee and Senate meetings.
  - (c) Maintaining records of all Senate Executive Committee proceedings.
  - (d) Sending copies of all Senate Proceedings to the College Library.
4. Duties of the Corresponding Secretary shall include the distribution of minutes and agendas to appropriate committees or individuals.

### **ARTICLE III: SENATE MEETINGS**

#### **SECTION 1 REGULAR MEETINGS**

- A. The Senate shall hold regular meetings once a month during the academic year on the third Thursday of the month.
- B. The notice of each monthly meeting shall include the agenda, together with a written statement regarding any policy matter to be presented at the meeting. Such documents shall be distributed to each Senator during the week prior to the meeting. Announcements of all Senate meetings shall be sent to the College-wide community and to the general public by press release one week prior to the meeting.

#### **SECTION 2 PROCEDURES**

- A. The order of business at all meetings shall conform to the newest edition of Robert's Rules of Order Newly Revised.
- B. The Chairperson, in consultation with the Parliamentarian, shall decide on all questions of quorum and parliamentary procedure, unless it is otherwise stipulated in this Charter.
- C. The hour of adjournment shall be specified on the agenda and adhered to and no binding resolutions, motions or general discussions shall be considered beyond that hour without the approval of 2/3 of the voting members present.
- D. All votes shall be by secret ballot except for routine matters by unanimous consent. The ballots shall be recorded and available to the public upon request.
- E. All senate meetings shall be open. Upon recognition by the Chair, all who attend the Senate meeting shall have the right to speak.

#### **SECTION 3 MINUTES OF SENATE MEETINGS**

The Recording Secretary will take and maintain minutes, which shall include attendance. A copy of the minutes of each meeting of the Senate shall be distributed to each of the members of the Senate at the same time that the notice of agenda of the meeting is distributed.

#### **SECTION 4 SPECIAL MEETINGS**

- A. These meetings may be called by the Executive Committee of the Senate or by any ten (10) Senators upon presentation to the Chairperson of a written and signed request for the meeting.
- B. Agendas for special meetings shall be distributed with the notice of such meetings.

### **ARTICLE IV: COLLEGE STRUCTURE**

#### **SECTION 1 DEPARTMENTS/DISCIPLINES**

- A. The structure of Hostos Community College shall be composed of divisions, each headed by a Vice President. At present, the College consists of the divisions of:
  - 1. Academic Affairs,
  - 2. Administration and Finance,
  - 3. Continuing Education and Workforce Development,
  - 4. Institutional Advancement, and
  - 5. Student Development and Enrollment Management.
 When altering the function of these divisions, the President of the College shall first consult with the Senate.
- B. The Division of Academic Affairs shall be comprised of Departments, Units, and Programs of Study.
- C. Within the context of the academic structure, a Department is an administrative entity composed of a single discipline or related disciplines or Programs of Study grouped together to represent the shared interests of the represented Units. A Department may or may not have Units.
- D. An Academic Unit is an administrative entity within an Academic Department; the Unit is responsible for instruction in a particular program, discipline, or related disciplines.
- E. A Program of Study is an organized body of courses that lead to a Certificate or degree or another defined academic goal.

#### **SECTION 2 RESPONSIBILITIES OF THE SENATE**

- A. The Senate shall have the power to review proposals for, and recommend, the creation of new Academic Units and/or programs of study, the elimination of existing Academic Units or programs of study, and the transfer of Academic Units and/or Programs of Study from one Department to another.
- B. The process to be followed for the implementation of such a proposal will be:
  - 1. Presentation of proposal to the Department(s) that houses (and/or will house) the Academic Unit or Program, followed by a Departmental vote.

2. Presentation of the proposal for review to the appropriate Vice Presidents(s).
3. Presentation of the proposal to the Senate.
4. Senate vote and recommendation to the President of the College.
5. Approval by the President.
6. Transmission of the proposal by the President's Office to the Board of Trustees, and the Board's approval.
7. When a transfer of an Academic Unit or Program of Study or faculty is from one Department to another, both Departments must approve the transfer.

#### **ARTICLE V: COLLEGE-WIDE PERSONNEL AND BUDGET COMMITTEE**

##### **SECTION 1 MEMBERSHIP OF PERSONNEL AND BUDGET COMMITTEE**

The College-Wide Committee on Personnel and Budget shall be composed of the following members:

- A. The President of the College;
- B. The Provost and Vice President for Academic Affairs;
- C. All Department Chairpersons;
- D. Four At-Large faculty members elected from and by qualified faculty. No At-Large representative shall be from the same unit as the Departmental Chairperson; and
- E. The Vice President for Student Development and Enrollment Management.

##### **SECTION 2 CHAIRPERSON**

- A. The President of the College shall serve as Chairperson of the College-Wide P & B; in his/her absence, the Vice President for Academic Affairs shall serve as Chair.
- B. The Labor Designee and a senior member of the administration designated by the President of the College shall sit with the College-Wide P & B at the invitation of the President.

##### **SECTION 3 EXCEPTIONS**

- A. Teaching Faculty members holding or released to serve in an administrative position within the College and not teaching at least one course of their regular load are not eligible to serve as At-Large representatives.
- B. Vice Presidents, Deans, and senior administrators cannot serve as At-Large representatives to the P & B.

##### **SECTION 4 ELECTION OF AT-LARGE FACULTY**

The selection and election of the four At-Large faculty representatives to the College-Wide P & B shall proceed as follows:

- A. Each academic Department and the Division of Student Development and Enrollment Management shall nominate one candidate.
- B. Such nomination shall occur at the time of Departmental elections.
- C. All nominees must be tenured and hold professorial rank.
- D. The names of all nominees will be submitted to the Elections Committee of the Senate, which will conduct the election with the assistance of the Division of Academic Affairs.
- E. All faculty members with professorial ranks; lecturers (full-time) and instructors who have been reappointed on an annual salary basis for a third or later year of continuous full-time service; and tenured CLT's shall be eligible to vote in College-Wide At-large Faculty P & B elections.
- F. All eligible voting members shall elect the four representatives by simple majority of valid votes cast.
- G. In the event no candidates obtain a simple majority, a run-off election will be held. The two candidates with the fewest votes will be dropped.
- H. These procedures shall be repeated until all four (4) At-Large candidates are elected.
- I. There shall only be one (1) At-Large representative from any given Department at any time.

#### **ARTICLE VI: ACADEMIC DEPARTMENTAL STRUCTURE**

##### **SECTION 1 DEPARTMENTS AND UNITS**

The following shall constitute the College's Departments and Units (disciplines or programs) within Departments:

- A. Allied Health Sciences Department
  1. Dental Hygiene Unit
  2. Radiologic Technology Unit
  3. Nursing Unit
- B. Behavioral and Social Sciences Department
  1. Behavioral Sciences Unit
  2. Social Sciences Unit
  3. Public Policy and Law Unit
- C. Business Department
  1. Business Management/Accounting Unit
  2. Office Technology Unit
- D. English Department
- E. Education Department

1. Early Childhood Education Unit
  2. Gerontology Unit
  3. Physical Education Unit
  4. Health Unit
- F. Humanities Department
1. Black Studies Unit
  2. Latin American and Caribbean Studies Unit
  3. Modern Languages Unit
  4. Visual and Performing Arts Unit
  5. Media Design Unit
- G. Language and Cognition Department
- H. Library Department
- I. Mathematics Department
- J. Natural Sciences Department
1. Biology Unit
  2. Physical Sciences Unit

## SECTION 2 DEPARTMENTAL CHAIRPERSONS

- A. Each Department shall have a Chairperson (who may also serve as Unit Coordinator). In accordance with the By-laws, the Chairperson of the Library Department will be appointed by the President of the College.
- B. All Chairpersons, except the Chairperson of the Library Department, shall be elected by secret ballot for a term of three years by a majority vote of all eligible voting members of the instructional staff in the Department.
- C. In Departments other than the Library, all professorial ranks with tenure shall be eligible to run for Departmental Chairperson. Exceptions may be made only when a Chairperson without tenure is recruited from outside the College.
- D. Voting shall take place during the first full week in May. There shall be discussion prior to the vote.
- E. All professorial ranks (professors, associate professors, and assistant professors); lecturers (full-time) and instructors who have been reappointed on an annual salary basis for a third or later year of continuous full service; and tenured CLT's are eligible to vote in Departmental elections.
- F. The duties of a Chairperson shall follow CUNY By-Laws definition, except as amended by this governance plan.
- G. Duties of Department Chairperson  
The Department Chairperson shall be the executive officer of his/her Department and shall carry out the Department's policies as well as those of the faculty and the board that are related to it. He/she shall:
1. Be responsible for Departmental records and preside at meetings of the Department.
  2. Assign courses to and arrange programs of instructional staff members of the Department. (The execution of this duty may be delegated to the Unit Coordinators.)
  3. Initiate Departmental policy and actions concerning the recruitment of faculty and other Departmental affairs subject to the powers delegated by these by-laws to the staff of the Department in regard to educational policy, and to the appropriate Departmental committees in the matter of promotions.
  4. Represent the Department before the faculty and the Board.
  5. Serve as chair of the Department's Committee on Personnel and Budget.
  6. After receiving the tentative unit budgets, prepare the tentative Departmental budget, subject to the approval by the Department's Committee on Personnel and Budget. Transmit the tentative Departmental budget to the Vice President for Academic Affairs with his/her own recommendations.
  7. Arrange for careful observation and guidance of the department's instructional staff members. This duty may be delegated by the Department Chairperson to the Unit Coordinator or to a tenured professorial member in accordance with the collective bargaining agreement.
  8. Make a full report to the President and to the College-Wide Personnel and Budget Committee of the action taken by the Department Committee on Personnel and Budget when recommending an appointee for tenure.
  9. Hold an annual evaluation conference with every member of the department, other than full professors, after observation and prepare a memorandum thereof. This duty may be assigned to a qualified member of the Departmental Committee on Personnel and Budget in accordance with the collective bargaining agreement. Tenured full professors may be evaluated.
  10. Generally supervise and administer the department. The Chairperson may delegate some specific duties to the Unit Coordinators.
  11. Hold Departmental meetings at least once a month.
  12. Promote collegial relations and intradepartmental collaboration.
  13. Represent all units within the Department and act as liaison for the Department and its units to other departments and units.
- H. Acting Chairpersons

1. In case of a temporary vacancy, the Department will nominate candidates from a list of eligible faculty members coming from the Departmental P & B.
2. The name of the Departmental candidate for Acting Chairperson, voted on by the Department, shall be submitted to the President.
3. If the President should reject the candidate, the process will be repeated until a suitable candidate is selected.

### SECTION 3 UNIT COORDINATORS

- A. Each Unit shall have a Coordinator who shall be elected by that Unit for a three-year term.
- B. The election of Unit Coordinators shall take place following that of the Department Chairperson during the first full week of May.
- C. All professorial ranks, tenured and untenured, and lecturers with Certificates of Continuous Employment shall be eligible to run for Unit Coordinators. The Department Chairperson may also be elected as a Coordinator. There can only be one (1) Coordinator who is untenured in any given department. Tenured CLT's can vote in this election.
- D. Duties of Unit Coordinators
  1. Unit Coordinators shall serve as the primary administrators for matters pertaining to their respective units.
  2. Supervise the Unit's curriculum.
  3. Assign courses to and arrange programs of instructional staff members of the Unit as delegated by the Department Chairperson.
  4. Arrange for careful observation and guidance of the Unit instructional staff members in consultation with the Department Chairperson.
  5. Prepare the tentative Unit budget.
  6. Be responsible for the Unit's records.
  7. Disseminate information to and from staff members within the Unit.
  8. Initiate action concerning the recruitment of Unit faculty as assigned by the Department Chairperson.
  9. Represent the Unit in the Departmental P & B Committee.
  10. Coordinate program accreditation (where applicable).

### SECTION 4 DEPARTMENTAL PERSONNEL AND BUDGET COMMITTEE

- A. All constituted Departments shall have a Departmental Personnel and Budget Committee (P & B) to review matters in their purview.
- B. The membership of Departmental P & B shall consist of:
  1. The Chairperson;
  2. Unit Coordinators, where applicable;
  3. In Departments with fewer than five (5) Units, where possible, there shall be five (5) members, except where the total full and part-time faculty exceeds fifty (50), in which case there shall be seven (7) members. At-Large faculty members shall be elected as needed in order to reach the required membership; only one of these may be untenured, which person may be a lecturer with a certificate of continuous employment;
  4. In Departments with five (5) or more Units, the total membership of the P & B shall be to the nearest odd number, with the remaining positions to be elected At-Large. An untenured faculty member, who may be a lecturer with a certificate of continuous employment, can only be elected to this position if all coordinators are tenured; and
  5. In Departments with two or more Units, no more than 60% of the membership of the Departmental P & B should come from one Unit.
- C. Tenured CLT's within a Department are eligible to vote in Departmental P & B elections but cannot be candidates.
- D. All At-Large members of the Departmental P & B shall be elected at the same time as all other Departmental elections are held, for a term of office of (3) years.
- E. The functions of the Departmental Personnel and Budget Committee shall include but not be limited to:
  1. Recommendations of all actions concerning initial appointments, reappointments, tenure, CCE, and promotions (except full professor).
  2. Interviewing of all prospective faculty and instructional staff candidates for employment.
  3. Approval of all actions concerning travel money allocations, Departmental budget, the Departmental plan for the year, and budget allocations to units within the department.
- F. New units will get automatic representation in Departmental P & B Committees as soon as they have been formally approved by all appropriate governance structures.

## ARTICLE VII: SENATE COMMITTEES

### SECTION 1 STANDING COMMITTEES OF THE SENATE

The standing Committees of the Senate shall include but not be limited to the following:

- A. The Committee on Committees

- B. Academic Standards Committee
- C. Admission and Retention Committee
- D. Affirmative Action Committee
- E. Budget and Finance Committee
- F. Committee on Disability Issues
- G. Curriculum Committee
- H. Elections Committee
- I. Executive Committee
- J. Facilities
- K. Grants Committee
- L. Institutional Research Committee
- M. Instructional Evaluations Committee
- N. Library Committee
- O. Scholarship and Awards Committee

#### SECTION 2 RULES CONCERNING SENATE STANDING COMMITTEES

- A. All Senate committees shall record and maintain minutes of their meetings and submit copies of them to the Executive Committee and the Committee on Committees.
- B. All Senate standing committees shall follow the Charter as to their functions.
- C. All Senate standing committees shall prepare annual summaries of their activities to be submitted to the Executive Committee no later than the last scheduled meeting of the Senate each academic year.
- D. All Senate committees shall elect their own officers, with the understanding that ex-officio members shall not be eligible to run for office of any standing, ad hoc, or special committee.
- E. Unless otherwise stipulated in the Charter or sanctioned by the Senate, each of the standing committees shall consist of not less than six (6) and not more than twelve (12) members.
- F. Unless otherwise stipulated, on each standing committee there will be two (2) student members and two (2) members representing the non-teaching instructional staff. Student members will serve for a term of one (1) year.

#### SECTION 3 ATTENDANCE AT STANDING COMMITTEES MEETINGS

Any member who is absent from three (3) meetings without written notification shall be asked to resign and will be replaced by the Committee on Committees.

#### SECTION 4 THE COMMITTEE ON COMMITTEES

- A. Membership:
  - 1. The Committee on Committees shall be composed of nine (9) Senate members, including two (2) student members and one (1) member from the non-teaching instructional staff, elected by the members of the Senate.
  - 2. Student members will be elected every year at the first meeting of the Senate. Other members will be elected at the first meeting of each newly formed Senate.
- B. Function:
  - 1. To assign members from different College constituencies to the specific Senate standing committees before the second meeting of the Senate for the academic year.
  - 2. To determine the number of members to be assigned to each committee, unless otherwise specified in the Charter of Governance.
  - 3. To advise all Senate Committees in the development of internal operating procedures and to submit these procedures to the Senate for approval.
  - 4. To consider and resolve issues relating to membership status and replacement of any committee member.
  - 5. To disseminate information about opportunities for service on all standing and ad-hoc committees.
  - 6. To maintain current lists of membership in all Senate Committees.
  - 7. To maintain a file of the minutes of all Standing Committee meetings.

#### SECTION 5 ACADEMIC STANDARDS COMMITTEE

- A. Membership:
 

The membership of the Academic Standards Committee will be assigned by the Committee on Committees
- B. Function:
 

It is the charge of the Academic Standards Committee to preserve and maintain the academic policy and procedures of the College. The Academic Standards Committee shall:

  - 1. Recommend to the Senate policy regarding academic probation, attendance, graduation, honors, grading, and other issues related to academic standards.
  - 2. Hold hearings on student appeals regarding academic dismissal. Appeals of dismissal shall be processed by the Office of the Dean of Students in collaboration with the Chairperson of the Academic Standards Committee. Specific procedures are outlined in detail in the Hostos Community College Catalog.
  - 3.

## SECTION 6 ADMISSIONS AND RETENTION COMMITTEE

## A. Membership:

Membership shall be determined by the Committee on Committees to include regular faculty and the following:

1. Director of Admissions and Recruitment
2. Office of the Registrar
3. Vice President for Student Development and Enrollment Management
4. One Counselor
5. One Student representative
6. Two HEOs

## B. Function:

1. (a) To review and recommend to the Senate College-wide policies regarding admission and retention.  
(b) To review and recommend to the Senate policies regarding the matriculation of non-degree students.  
(c) To review and recommend to the Senate College-wide policies on the acceptance of external course work towards a Hostos Community College Associate's Degree.
2. In consultation with all appropriate parties, to hear and act upon those student appeals that result from the policies set forth in the above areas.
3. To maintain liaison with University personnel responsible for developing or changing admission, matriculation, and transfer credit criteria on a University-wide basis, and to report any proposals for such changes to the Senate.
4. To maintain liaison with College and University personnel responsible for developing special programs that might affect admission and external course work policies.
5. To make recommendations to the Hostos Senate on ways to increase the recruitment of students and maximize the retention of students.

## SECTION 7 AFFIRMATIVE ACTION COMMITTEE

## A. Membership:

1. Membership shall be determined by the Committee on Committees.
2. The Affirmative Action Officer shall serve as an ex-officio member.

## B. Function:

1. To advise and assist the College Affirmative Action Officer in the implementation of affirmative action regulations and policies at the College, including hiring, tenure and termination of employment.
2. To meet regularly with the President in matters concerning the progress of affirmative action.

## SECTION 8 BUDGET AND FINANCE COMMITTEE

## A. Membership:

Membership will be chosen by the Committee on Committees.

## B. Function:

To research, inform, and make recommendations to the Senate and the College community on financial and budgetary matters.

## SECTION 9 COMMITTEE ON DISABILITY ISSUES

## A. Membership:

1. Membership shall be determined by the Committee on Committees.
2. The Coordinator of Services for Students with Disabilities shall serve as an ex-officio member.

## B. Function:

1. To review existing college policies and procedures related to disability and to recommend to appropriate college offices and governance entities changes in such policies and procedures for the purposes of:
  - (a) achieving institutional compliance with federal, state, and local laws regarding non-discrimination on the basis of disability; and
  - (b) recommending ways of eliminating all barriers that might hinder or even prevent the fullest functioning of individuals who are students and/or employees of the College.
2. To collaborate in the development and provision of educational activities regarding disability issues of importance to the College community.

## SECTION 10 CURRICULUM COMMITTEE

## A. Membership:

1. The membership of the Curriculum Committee shall be composed of one tenured or CCE representative from each academic Department of the College, one (1) 13.3B HEO, and two (2) elected Student Senate representatives duly certified by the Vice President for Student Development and Enrollment Management
2. The representatives shall be elected by each Department from its Curriculum Committee and by the Division of Student Development and Enrollment Management, and their names submitted to the Committee on Committees for final approval.
3. The Vice President for Academic Affairs or his/her designee and the Registrar shall serve as ex-officio members.

## B. Function:

The Curriculum Committee shall have the following duties:

1. To evaluate and recommend new courses in accordance with Board of Trustees guidelines.
2. To evaluate and recommend any modifications of current courses in the curriculum, including credits, hours, titles, course descriptions, language of instruction, prerequisites, co-requisites, etc.
3. To review and recommend approval of degree requirements and distribution requirements for existing departments.
4. To review and recommend approval of all Letters of Intent and final proposals for all degree and certificate programs.
5. To review Letters of Warning and apprise the Senate.
6. To recommend to the College Senate the creation of subcommittees as the need arises, to cover such areas as skills across the curriculum, program review, etc.
7. To present to the College Senate, for its approval, any items voted upon and recommended by the committee.

## C. Charges of the College-Wide Curriculum Committee:

1. To establish and maintain the standards and integrity of the College curricula.
2. To review existing curricula periodically and recommend changes where appropriate.
3. To encourage the development of new courses, concentrations, and programs consistent with the mission of the College by providing a College-wide forum for consideration of all new courses and program proposals.
4. To review all curriculum proposals for their conformity to the College mission and objectives of the Department.
5. To review and approve the final draft of the curricular offerings in the College Catalog.
6. To preserve the institutional history of the Committee by yearly submitting the minutes, records, and reports to the College Archives housed in the Library.
7. To make recommendations regarding all curriculum proposals, and to transmit all such recommendations to the Executive Committee of the College Senate and the College Senate at large.

## SECTION 11 ELECTIONS COMMITTEE

## A. Membership:

Membership will be chosen by the Committee on Committees.

## B. Function:

1. To develop and recommend procedures for elections pertaining to the Senate that are otherwise not described in this Charter.
2. To implement those election procedures approved by the Senate.

## SECTION 12 EXECUTIVE COMMITTEE

(For membership and functions, see Article II, Section 11.)

## SECTION 13 FACILITIES COMMITTEE

## A. Membership:

1. Membership to be determined by Committee on Committees.
2. The Director of Campus Facilities serves as an ex-officio member of this committee.

## B. Function:

1. To assess and consult on whether existing College facilities are being utilized to optimal capacity.
2. To forecast future College needs in regard to facilities.
3. To recommend policy regarding utilization and allocation of existing space.
4. To make recommendations regarding acquisition of new space.
5. To investigate complaints regarding the improper use of facilities.
6. To report to the Senate on its findings.

## SECTION 14 GRANTS COMMITTEE

## A. Membership:

1. Membership to be determined by Committee on Committees.
2. The Grants Officer shall serve as an ex-officio member of this committee.

## B. Function:

1. To review grant proposals at any stage at the request of the faculty.
2. May make suggestions for grants to be initiated at the college.
3. To inform the Senate as to the purpose and nature of all grants awarded to the College.
4. To provide leadership, encourage, promote, and support expanding grant opportunities on campus.

## SECTION 15 INSTITUTIONAL RESEARCH COMMITTEE

## A. Membership:

1. Membership to be determined by the Committee on Committees.
2. The committee will include an equal number of faculty members from Liberal Arts and Career Programs and one (1) faculty member from the Division of Student Development and Enrollment Management.
3. A representative from the Office of Institutional Research will be an ex-officio member.

## B. Function:

1. The committee will facilitate research bearing on College educational programs and retention. To that end, it will assist research conducted in the College in compliance with the provisions of the Committee on Human Subjects, request data on behalf of research projects, recommend that studies be undertaken, submit all recommendations for research to the full Senate for approval, and disseminate results to the College community.
2. The committee will collaborate with and serve as a resource for other committees.
3. The committee will regularly report its findings to the Senate.

## SECTION 16 INSTRUCTIONAL EVALUATIONS COMMITTEE

## A. Membership:

Membership to be determined by the Committee on Committees.

## B. Function:

1. To develop procedures and instruments for the classroom observation of faculty members by peers.
2. To develop procedures and instruments for the student evaluation of faculty.
3. To review the student evaluation process and the tabulation of results, and make recommendations thereon.
4. To report to the Senate on the procedures and instruments.

## SECTION 17 LIBRARY COMMITTEE

## A. Membership:

1. Every academic Department shall select one of its members to serve on this committee. That member will then function as the liaison between his or her Department and the Library. One of the members must be a member of the Library faculty.
2. The Chief Librarian shall serve as an ex-officio member of this committee.

## B. Function:

1. To evaluate current Library holdings and media services as they relate to the current and future needs of each Department, Unit, and Program.
2. To make recommendations.
3. To report to the Senate on the recommendations.

## SECTION 18 SCHOLARSHIPS AND AWARDS COMMITTEE

## A. Membership:

Membership to be determined by the Committee on Committees.

## B. Function:

1. To serve as an in-house resource to individuals or groups.
2. To develop standard criteria for selection of candidates and recipients of scholarships and awards.
3. To determine the recipients of Hostos scholarships and prizes in accordance with established criteria.
4. To locate and obtain additional resources for scholarships and awards.

## SECTION 19 AD HOC COMMITTEES

The Executive Committee of the Senate shall create ad hoc committees as the need arises, and shall delineate their functions and membership.

### ARTICLE VIII: REVISION AND AMENDMENT PROCEDURES

Any modification of this Charter as presently accepted shall be made according to the following procedures:

## SECTION 1

Motions to amend this Charter may be proposed by the Executive Committee or by the written petition of no fewer than ten (10) Senators.

## SECTION 2

Such motions to amend must be discussed at two (2) consecutive meetings of the Senate before being brought to a vote.

## SECTION 3

Such motions must be approved by two-thirds (2/3) of the total membership of the Senate.

## SECTION 4

Approved amendments shall be submitted to the President for approval and recommendation to the Board of Trustees.

## B. COLLEGE OF STATEN ISLAND - AMENDMENTS TO THE GOVERNANCE PLAN:

WHEREAS, The College of Staten Island's Governance Plan was last amended by the Board of Trustees effective November 23, 2009; and

WHEREAS, The College of Staten Island has proposed amendments to its Governance Plan; now therefore be it

RESOLVED, That the proposed amendments to the Governance Plan of the College of Staten Island be adopted, effective May 8, 2018.

EXPLANATION: The proposed amendments to the Governance Plan of the College of Staten Island (“the College”) were approved on March 19, 2018 by referendum of the Instructional Staff conducted at the initiative of the President and are recommended by the President.

The amendments create several new Faculty Senate Committees, including the Academic Facilities Committee, the Academic Freedom Committee, the Academic Technology Committee, the Faculty Personnel Policy Committee, and Admissions Committee. They further would add a Facilities Committee to the Committees of the College Council.

Additionally, the amendments memorialize the existing schools and programs at the College, maintaining the Division of Humanities and Social Sciences and the Division of Science and Technology, while recognizing the Schools of Business, Education, and Health Sciences. They further identify the College’s Undergraduate Interdisciplinary Programs, which include African and African Diaspora Studies; American Studies; Certificate in Latin American, Caribbean, and Latina/o Studies; Disability Studies; International Studies; Science, Letters and Society; East Asian Studies; Women’s, Gender, and Sexuality Studies; Computer Science/Mathematics; and Information Systems and Informatics.

Under the proposed amendments, the Library Department Faculty would be empowered to elect a Chair of the Library Appointments Committee if the Chief Librarian were ineligible to serve on that Committee. If the Chief Librarian were a member of the Executive Compensation Plan, the Chief would not be able to serve on that Committee.

The amendments also limit the number of members of the Faculty Senate to 54 to ensure orderly debate and efficient operations of the Senate, while providing for representation of each Department.

The amendments propose general election procedures for the Council, providing a schedule of elections and a plurality voting procedure to be used in selecting members of all committees of the Council and Faculty Senate, except for, most notably, Executive Committees of the Council and Senate. Under the voting procedures, open seats for each body would be filled by the person with the highest number of votes among the remaining eligible candidates.

Finally, the proposed amendments incorporate editorial changes to clarify the Plan’s provisions.

## COLLEGE OF STATEN ISLAND GOVERNANCE PLAN

### PREAMBLE

The College of Staten Island (“CSI” or “College”) is a unit of The City University of New York (“CUNY” or “University”) under the jurisdiction of the Board of Trustees, its policies and bylaws, ~~the~~ collective bargaining agreements, and applicable laws~~legal statutes~~. The College is an educational community that offers a full range of bachelor’s degree programs, master’s degrees in a number of liberal arts and sciences and professional disciplines, and, in selected fields, associate’s degrees that articulate with upper-division curricula. In addition, the College is a doctoral-degree-granting institution that also participates in the consortial doctoral programs offered by the CUNY Graduate Center.

Everyone participating~~Participation~~ in the College community ~~means that everyone~~ has important, legitimate, and respected roles and responsibilities in sustaining and furthering the goals of the College. This Governance ~~p~~lan (also referred to herein as Bylaws) ~~intends was created in order~~ to preserve the opportunity for voice and vote ~~to the~~ on behalf of all constituencies of the College, and to further the ideals of collegiate governance, which define institutions of higher learning. As a public, urban college, the College ~~of Staten Island of The City University of New York~~ believes that the intellectual, personal, ethical, professional, and civic development of students remains at the heart of its mission. Equally, the College must support the intellectual, ~~and~~ scholarly, and professional development of faculty and staff in order to advance the course of knowledge. As the only public institution of higher learning on

Staten Island, ~~it must~~ CSI serves the wider community by providing continuing education, community programs, cultural and artistic events, and athletic opportunities.

**GOVERNANCE OF THE COLLEGE COMMUNITY  
ARTICLE I. LEGISLATIVE BODIES  
THE COLLEGE COUNCIL AND THE FACULTY SENATE**

**Section 1. The College Council:**

**Section 1a. ~~Establishment and Purpose~~**

The College Council ("Council") shall be responsible for furthering the general interests of the College community; for the preservation of academic freedom; for the committees that it supervises; for the convocation of the whole community in town meetings; for debate and recommendations on issues concerning College organization, institutional planning, and budget; and ~~to receive~~ ing and responding to information regarding ~~larger~~ educational and political issues affecting the College and University.

~~The operation of the Council shall be governed by the latest edition of ROBERT'S RULES OF ORDER, except where it conflicts with express provisions of the Governance Plan.~~

~~A quorum shall consist of more than half of the voting membership.~~

~~Seats for which vacancies exist shall not count for the purpose of computing a quorum.~~

**Section 1ba. Council Membership**

The Council shall consist of the following seventy-four members ("Members").

- (1) The fifty-four ~~M~~members of the Faculty Senate: Members and alternates will be selected as described in ~~(see Section 2ca)~~. (Includes the College President ("President"), College Chief Academic Officer, and two Full Academic Deans designated by the President.)
- (2) The seven-member Steering Committee of the Higher Education Officer's series: members and alternates will be selected as described in Sections 4 and 1d(2). ~~(See Section 3)~~.
- (3) The President of the Student Senate (or designee) and seven student representatives, elected by the student body (see Article IV). Student representatives shall serve for one-year terms. Election of alternates for the student representatives is recommended.
- (4) Five additional ~~M~~members of the College Administration selected by: the President. The President may also select alternates for these Members.
- ~~(3)(5) Alternate members ("Alternates") may be enfranchised as described in Section 1c(4). Chief Academic Officer, Deans of Science and Technology and of Humanities and Social Sciences, and five additional administrators selected by the President.~~

**Section 1bc. Eligibility Requirements and Election Proceedings for the Council and Other Governance Bodies**

The following policies apply to all Governance Bodies described herein or created pursuant to this Governance Plan, unless stated otherwise.

- (a1) All full-time members of the instructional staff, except those serving in visiting or substitute titles, and those on retirement leave, and those identified in paragraph (2) of this section, are eligible to serve and to ~~vote~~ participate in the elections.
- (b2) A member of the instructional staff who has received a notice of non-reappointment or submitted a resignation shall not be eligible to serve or to participate in ~~the election procedures~~.
- (c3) Student representatives on the Council, and on committees of the Council or Faculty Senate must have a minimum grade point average of 2.50 at the time of their election and during their terms of office.
- (4) When Governance Bodies require or allow Alternates, these shall be selected in the same manner as Members (by election or appointment). An Alternate is authorized to vote at a meeting only when requested to do so by a Member (who is unable to vote at the meeting), or by the Chair or Convener if necessary, unless the given body has a different procedure. The Member or Alternate must notify the Chair or Convener of the substitution
- (5d) Elections shall occur in May of each year for vacancies anticipated in the following academic year except that elections for student representatives shall occur when Student Government elections are held.

- (e) ~~Vacancies in the Council Membership (including Faculty Senate members) created by leaves, retirements, resignations, terminations, or failure to maintain eligibility requirements shall be filled by with Alternates, when possible, selected as described in Sections 1b, 2c, 1c(4) and/or 1d(2). In the absence of an Alternate, a new member shall be selected by the same procedure used for the original Member, special election and/or designation, in accordance with the procedure used to fill the position formerly occupied by the Council member.~~
- (6f) ~~Elections shall be supervised by the Committee on Organization of the College Council (see below).~~
- (g) ~~Council members may be recalled by a vote of two-thirds of the constituency they represent. A vacancy created by such recall shall be filled in accordance with the provisions of paragraph (d5) of this section.~~

### **Section 1d. Election Procedures for the Council and other Governance Bodies**

- (1) ~~Elections shall occur in the spring semester of each academic year for vacancies anticipated in the following semester, except that elections for student representatives shall occur when Student Government elections are held and elections for academic Department representatives shall occur when Departmental elections for Chair and/or appointments committees are held in accordance with Sections 2a(4) and 2b(2). Elections will be effective the first day of the following fall semester.~~
- (2) ~~When selecting members of Governance Bodies by election, the following plurality-voting procedures will be used, except for the Executive Committees of the Council and Faculty Senate, or if stated otherwise.~~
- (2.1) ~~For each body, after votes are tallied, each open seat will be filled by the person with the highest number of votes among the remaining (not yet elected) eligible candidates. Alternates shall be selected from the list of candidates still remaining, using the same procedure.~~
- (2.2) ~~If there are ties, a runoff election will be held as soon as possible.~~
- (2.3) ~~If additional Members or Alternates are needed, a new election will be held as soon as possible.~~
- (2.4) ~~Any problems that arise will be resolved by the appropriate Executive Committee (Council or Faculty Senate). Vacancies may be filled on an interim basis by the appropriate Executive Committee.~~
- (3) ~~Elections shall be supervised by the Committee on Organization (Section 1g(1)), unless stated otherwise.~~
- (h) ~~Elected delegates to the Faculty Senate and the Steering Committee of the Higher Education Officers shall include alternates to serve in the absence of the official representative. Alternates for the departmental chair and departmental representatives shall be elected in each department. Alternates are to be informed in a timely manner to attend and vote in the Council and Senate in the event of an absence of a representative and are urged to attend all other meetings without vote and without counting as part of the whole number for the purpose of determining whether a quorum is present or a majority have approved an action.~~

### **Section 1ee. Organization and Meetings of the College Council**

- (a1) ~~The operation of the Council shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised* ROBERT'S RULES OF ORDER, except where it conflicts with express provisions of the Governance Plan or the laws of the State of New York.~~
- (2) ~~The College Council shall meet at least once a month during the fall and spring semesters, academic year and/or more often as its business requires.~~
- (3b) ~~A special meeting may be called either upon petition to the Executive Committee of the Council by at least 20% of the membership of the body, or by the President. A petition shall state the purpose of the meeting.~~
- (4e) ~~A quorum is a majority (more than half) of the whole membership, notwithstanding absences and vacancies. A quorum is necessary to conduct a meeting, carry a motion, or take any action.~~
- (5) ~~The College Council shall may devise and adopt its own bylaws, consistent with the provisions of the Governance Plan, and the applicable the bylaws and policies of the CUNY Board of Trustees, and the policies of the Board.~~
- (6) ~~Meetings of the Council may be audio- or video-recorded. In addition to actions taken, minutes of the proceedings may include transcripts or summaries of selected discussions.~~

### **Section 1f. Executive Committee of the Council**

- (d) ~~Upon approval of the Governance Plan by the Board of Trustees, the Executive Committee of the current College Council shall serve as an organization committee, and shall move with deliberate speed to develop procedures to assume responsibility for the development of procedures to implement the provisions of this document.~~

(1) Selection:

~~(e)~~ There shall be an Executive Committee ~~the members of which~~ shall be elected by and from the membership of the ~~College~~ Council. Each member is to be elected for a two-year term. The election process shall occur at the ~~organizational meeting of the Council's first meeting of the academic year, to be held in September, or as soon as possible thereafter.~~ The Composition is as follows:

Chair~~person~~

Vice Chair~~person~~

Secretary

Two members ~~servi~~ng-at-large (elected in alternate years)

Chair~~person~~ of the Faculty Senate, *ex-officio* with vote, elected in the Faculty Senate (Section 2f(1))

Except for the Chair of the Faculty Senate, members are elected in the order above and take office immediately. To be elected, a candidate must receive a majority of the votes of the whole Council membership, notwithstanding absences and vacancies. Repeated or runoff elections will be held if necessary.

~~Terms:~~ Terms shall be staggered on the adoption of this charter with the length of term for the at large representative initially set at one year.

(2) Duties of the Executive Committee:

~~(2.1)~~ To carry out the business of the ~~College~~ Council between meetings.

~~(2.2)~~ To implement resolutions, policy statements, and recommendations of the ~~College~~ Council.

~~(2.3)~~ To prepare an agenda for the approval of the ~~College~~ Council and ~~to~~ provide minutes of meetings.

~~(2.4)~~ To consult with the President on a monthly basis with regard to general College business and the selection of search committees for members of the Executive Pay-Compensation Plan. Report on these consultations in the Council.

~~(2.5)~~ To consult with the Chief Academic Officer regarding matters of general academic interest. Report on these consultations in the Council.

~~(2.6)~~ Convene Council committees whose chair has not yet been selected or cannot perform her/his duties.

~~(2.7)~~ At its option, appoint a Parliamentarian who may vote only if already a voting member of the Council. The Parliamentarian shall use the latest edition of Robert's Rules of Order, Newly Revised to advise the Council on questions of procedure.

(3) Duties of Members of the Executive Committee:

~~Officers:~~

~~(a3.1)~~ The Chair~~person~~ shall preside over the ~~College~~ Council and ~~the its~~ Executive Committee, and represent the Council to all groups, both within and outside the College.

~~(b3.2)~~ The Vice Chair~~person~~ shall preside over the ~~College~~ Council in the absence of the Chair~~person~~, and, in the event that the Chair~~person~~ cannot continue in office, shall assume the position of Chair. The Vice Chair~~person~~ shall ensure that the standing committees of the Council meet regularly and perform their duties. In the absence of a designated committee chair, the Vice Chair shall act as convener, without vote.

~~(3.3e)~~ The Secretary shall take the minutes of the ~~College~~ Council and Executive Committee meetings; ~~to~~ conduct Executive Committee correspondence at the direction of the Executive Committee, and ~~to~~ preside over the ~~College~~ Council in the absence of the Chair~~person~~ and Vice Chair~~person~~. In the absence of the Secretary, one of the at-large members of the Executive Committee shall fulfill these duties.

**Section 1g. (f) Committees of the College Council**

All committee members shall serve three-year terms, unless otherwise noted, and except that student committee members shall serve one-year terms. All committee members are eligible for re-election unless otherwise noted.

None of the Council committees are policy-making bodies, which means that all recommendations by the committees regarding College policy are either advisory, or must be forwarded to the Council, or other governance body, for evaluation and consideration before further action.

When needed, Alternates will be selected as described in Sections 1d(2) and/or 1c(4) and may be enfranchised as described in Section 1c(4).

**(1) Committee on Organization**

(1.1) Purpose:

(1.1.1) Solicit nominations and conduct elections for Members and Alternates of the following, using appropriate voting procedures (see Sections 1c and 1d).  
~~To oversee the operation of the Charter and bylaws of the governance of the College.~~

~~To solicit nominations for elected positions.~~(1.1.1.a) All elected bodies enumerated in this Governance Plan except for those within Departments (Article III) and the Student Government (Article IV), including committees mandated by CUNY (Article VI).~~To conduct elections for Council and Committee positions.~~

(1.1.1.b) Ad hoc elected committees established by the College Council or Faculty Senate.

(1.1.1.c) CSI representatives to the CUNY University Faculty Senate (Section 3).

(1.1.2) Oversee and facilitate elections, verify eligibility of voters and candidates, and ensure that the seats in the Council, the Faculty Senate, and their respective committees, are filled in accordance with the current Governance Plan.

(1.1.3) Maintain records of nominations, votes, and election participation, and summarize them in a report to the Executive Committee of the Council at least once each year.

(1.1.4) Oversee a Council/Faculty Senate website, accessible to all members of the college community which includes links to notices of deadlines for nominations and voting, nomination forms, information on election-candidate eligibility, names of current members and chairs of Governance Bodies, with their term expiration dates, and items submitted for posting by the Executive Committees of the Council or Faculty Senate or the Chairs of governance committees.~~To recommend the membership composition of Council Committees.~~

~~To solicit nominations for Committees enumerated in Article V.~~

(1.2) Membership:

Five members to be elected from the College community by the College Council. Chair to be elected by the Committee on Organization.

Support for the activities of the committee (such as dissemination of election materials and website maintenance) shall be provided by the Office of the President.

## **(2) Bylaws Committee**

(2.1) Purpose:

(2.1.1) ~~To e~~Conduct ongoing periodic reviews of the Governance Plan of the College and to recommend revisions and bylaw changes to the Plan.

(2.1.2) ~~to d~~Develop procedures for recommendations on the transformation of existing Departments, and creation of new departments, and modification of the College's division or school structure, in conjunction with the Institutional Planning Committee. Develop guidelines or templates for the preparation of proposals for recommendations on the creation, modification, or dissolution of academic units.

(2.2) Membership:

~~Four members to be elected at large;~~ Chairs of the College Council, ex officio with vote, Chair of the Bylaws Committee.

~~;~~Chair of the Faculty Senate, ex officio with vote.

~~;~~~~a~~ Co-Chair of the Higher Education Officer Steering Committee, ex officio with vote, ( to be selected by the Committee.);

Two members appointed by the President.

One student selected by the Student Senate and approved by the President.

Four members elected at large by and from the full-time instructional staff.

## **(3) Administrative Review and Evaluation Committee**

(3.1) Purpose:

In consultation with the Executive Committee of the Council, ~~t~~~~To~~ conduct ongoing evaluation of administrative posts-units and their incumbents and report the confidential findings to the Executive Committee of the Council and appropriate supervisor~~the President~~.

(3.2) Membership:

Five members elected at large by and from the full-time instructional staff. Chair to be elected by the Administrative Review and Evaluation Committee.

**(4) Institutional Planning Committee**

(4.1) Purpose:

~~To~~ Review and assess the mission, and goals, and strategic plans of the College; substantial and recommend changes in academic offerings and new educational programs; proposals for the creation, reorganization, or dissolution of centers, Departments, Schools, Divisions, or new types of academic units; and major administrative initiatives in finance, technology, economic development, enrollment management, community relations, student affairs, and institutional advancement.

(4.2) Membership:

(4.2.1) The President, Chair.

(4.2.2) Six faculty members to be elected at large, elected by and from the full-time faculty, with at least three two from each per dDivision and at most no more than one from each per dDepartment or School.

(4.2.3) Five members appointed by the President.

Chair: The President

**(5) Budget Committee**

(5.1) Purpose:

To work with the Administration on the formulation of the budget request; to advise on priorities for expenditure and to propose reallocation as necessary; to report to the College Council about budget and fiscal issues affecting the College and the University.

(5.2) Membership:

Five members ~~to be~~ appointed by the Council Executive Committee; Chair appointed from the Committee membership by the Executive Committee.

**(6) Facilities Committee**

(6.1) Purpose:

Make recommendations to the College Administration regarding current conditions of campus facilities and their utilization. Participate in the planning for expansion or reconfiguration of campus facilities.

(6.2) Membership:

Vice President of Finance and Administration.

Two members appointed by the President.

One member elected by and from the Higher Education Officer Series.

One student elected by the Student Senate and approved by the College President.

Members of the Academic Facilities Committee (Section 2h(5)).

Chair of the Academic Facilities Committee (Section 2h(5)) to chair Facilities Committee.

**Section 2. The Faculty Senate: ~~Establishment and Purpose~~**

**Section 2a. Purpose**

The Faculty Senate shall be responsible for the principal academic policy decisions of the College including admissions criteria, academic programs, degree requirements, and graduation requirements; and shall participate in decisions on Departmental reorganizations, and academic reorganizations at the college, division, or school level. ~~The faculty consists of all full-time members of the instructional staff serving in the titles of professor, associate professor, assistant professor, instructor, and lecturer.~~ Recommendations from the Faculty Senate regarding educational matters shall be forwarded to the College Council for information and/or to the Administration for action and/or implementation, as appropriate.

**Section 2b. Faculty and Academic Units**

The following definitions are used throughout this Governance Plan.

~~(2) An academic unit is a group of Faculty Members within the College who have curricular and/or scholarly responsibilities. The academic units of the College include the following:~~

~~"Department": The unit to which each Faculty Member is appointed and considered for promotion and tenure or a certificate of continuous employment. Responsible for developing, teaching, and assessing a curriculum leading to one or more degrees and/or certificates. Headed by an elected Chair (except for the Library Department), and having a specific organization and duties as enumerated in Article III.~~

~~“Departmental or Interdisciplinary Program”: A set of Faculty Members from one or more Departments who are responsible for developing, teaching, and assessing a curriculum that may lead to degrees and/or certificates. No formal role in faculty appointment, tenure, and promotion. Headed by an elected or appointed Director.~~

~~“Division”: A collection of Departments with a broad but related array of disciplines, with an emphasis on the liberal arts and/or sciences. Headed by a Dean with a faculty appointment at CSI.~~

(1) ~~“Faculty Members” (also referred to as “full-time faculty”) The faculty consists of all full-time members of the instructional staff serving in the titles of distinguished professor, professor, associate professor, assistant professor, clinical professor, instructor, distinguished lecturer, and/or lecturer. A quorum shall consist of more than half of the voting membership. Seats for which vacancies exist shall not count for the purpose of computing a quorum.~~

(2) ~~An academic unit is a group of Faculty Members within the College who have curricular and/or scholarly responsibilities. The academic units of the College include the following:~~

~~“Department”: The unit to which each Faculty Member is appointed and considered for promotion and tenure or a certificate of continuous employment. Responsible for developing, teaching, and assessing a curriculum leading to one or more degrees and/or certificates. Headed by an elected Chair (except for the Library Department; see Article III, Section 2f), and having a specific organization and duties as enumerated in Article III.—The Chief Librarian is appointed by the President (Article III, Section 2f).~~

~~“Departmental or Interdisciplinary Program”: A set of Faculty Members from one or more Departments who are responsible for developing, teaching, and assessing a curriculum that may lead to degrees and/or certificates. No formal role in faculty appointment, tenure, and promotion. Headed by an elected or appointed Director.~~

~~“Division”: A collection of Departments with a broad but related array of disciplines, with an emphasis on the liberal arts and/or sciences. Headed by a Dean with a faculty appointment at CSI.~~

~~“School”: A set of one or more Departments with a specific focus or theme, often associated with a profession, or related by similar accreditation needs. Headed by a Dean with a faculty appointment at CSI.~~

~~If additional types of academic units are approved, this list will be updated to reflect the changes.~~

(3) ~~Divisions, Schools, and Programs~~

~~The two divisions are: Division of Humanities and Social Sciences: Business; Education; (the Departments of English, Speech/World Literature; History; Media Culture; Modern Languages; Performing and Creative Arts; Philosophy, Political Science and Global Affairs; Economics, and Philosophy; Psychology; Sociology and Anthropology; and Social Work; World Languages and Literatures Student Services).~~

~~Division of Science and Technology: (the Departments of Biology; Chemistry; Computer Science; Engineering Science and Physics; and Library; Mathematics; Nursing).~~

~~When new departments are established they shall be assigned to a division or if abolished, removed therefrom.~~

~~School of Business (the Departments of Accounting and Finance, Economics, Management, and Marketing).~~

~~School of Education (the Departments of Curriculum and Instruction and Educational Studies).~~

~~School of Health Sciences (the Departments of Nursing, Physical Therapy, and Social Work).~~

~~To enable representation on governance bodies, the Library Department will be treated as a member of the Division of Science and Technology.~~

~~When changes in academic units are approved, this list will be updated to reflect the changes.~~

(4) ~~The Undergraduate Interdisciplinary Programs are African and African Diaspora Studies; American Studies; Certificate in Latin American, Caribbean, and Latina/o Studies; Disability Studies; International Studies; Science, Letters and Society; East Asian Studies; Women's, Gender, and Sexuality Studies; Computer Science/Mathematics; and Information Systems and Informatics.~~

~~When interdisciplinary program changes are approved, this list will be updated to reflect the changes.~~

## **Section 2ca. Faculty Senate Membership**

(1) ~~For each Department, including the Library Department, one Departmental Representative elected by and from the Department faculty for a three-year term. Election of an Alternate for each is recommended.~~

(1) ~~One full-time Faculty Member elected by and from the Directors of the Undergraduate Interdisciplinary Programs, elected for a three-year term. The elected individual may not continue to serve in this position, if, during the term of office, the individual ceases to serve as a Director. Chairs of academic departments, and one representative elected by each department, to serve for three-year terms.~~

(2)

- (3) A cohort of Faculty Members-at-large elected by and from the full-time faculty for three-year terms. The cohort size plus the number of Departments shall total forty-five. At least one-fifth of the members shall be from the Division of Humanities and Social Sciences, at least one-fifth shall be from the Division of Science and Technology, and at least one-fifth shall be from the faculty from the Schools.  
~~The two divisions are: Division of Humanities and Social Sciences: Business; Education; English/Speech/World Literature; History; Media Culture; Modern Languages; Performing & Creative Arts; Political Science, Economics, and Philosophy; Psychology; Sociology, Anthropology, and Social Work; Student Services.~~  
~~Division of Science and Technology: Biology; Chemistry; Computer Science; Engineering Science and Physics; Library; Mathematics; Nursing.~~  
~~When new departments are established they shall be assigned to a division or if abolished, removed therefrom.~~
- (3)(4) Two employees serving members-at-large elected by and from the full-time employees serving in titles in the College Laboratory Technician series elected by all full-time employees serving in titles in the College Laboratory Technician series to serve for three-year terms.
- (4)(5) Two teaching adjunct faculty members elected by and from the adjunct faculty for one-year terms. All teaching adjunct members of the instructional staff are eligible to serve, as representatives of the adjunct staff provided they remain active members of the adjunct teaching staff, and do not hold full-time titles at the College.
- (6) The President, *ex officio* with vote.
- (7) The Chief Academic Officer, *ex officio* with vote.
- (8) and the two divisional of the full Academic Deans who head the Divisions and Schools, *ex officio* with vote, to be designated by the President. The remaining Academic Deans shall serve *ex officio* without vote, and may serve as Alternates for the voting Deans, as described in Section 1c(4).
- (5)(9) For members in categories (2)-(5), Alternates will be elected as described in Section 1d(2). Alternates may be enfranchised as described in Section 1c(4).

### Section 2bd. Eligibility and Timing of Elections and Eligibility

- (1) Elections for Departmental representatives and alternates shall occur when spring semester elections are held for Department Chairs and/or appointments committees (Article III, Sections 2a and 2b) and are effective the first day of the following fall semester, shall coincide with elections for Chairpersons.
- (2) General elections shall occur in the spring semester and are effective the first day of the following fall semester. At large elections shall occur in May of the preceding academic year.
- (3)(2)
- (4)(3) Faculty Members on visiting or substitute lines and faculty on retirement leave are ineligible to vote or hold office.
- (5)(4) A Faculty Member of the faculty who has received a notice of non-reappointment or submitted a resignation shall not be eligible to participate in the election procedure, vote or hold office.

### Section 2ee. Organization and Meetings of the Faculty Senate

~~The College Faculty Senate shall devise and adopt its own Bylaws, consistent with the provisions of the Governance Plan, the bylaws of the Board of Trustees, and the policies of the Board.~~

~~Upon approval of the Governance Plan by the Board of Trustees, the current Executive Committee of the general faculty shall serve as an organization committee, and shall move with deliberate speed to develop procedures to assume responsibility for the development of procedures to implement the provisions of this document.~~

- (1) The operation of the Faculty Senate shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised*, except where it conflicts with express The College Faculty Senate shall devise and adopt its own Bylaws, consistent with the provisions of the Governance Plan or the laws of the State of New York, the bylaws of the Board of Trustees, and the policies of the Board.
- (2)(1)
- (2) Meetings of the Faculty Senate shall occur be held monthly during the academic year fall and spring semesters, or more often as its business requires. Meeting dates and times will be coordinated with College Council meetings where possible.
- A special meeting may be called either upon petition to the Faculty Senate Executive Committee by at least 20% of the membership of the body Faculty Senate, or by the President. A petition shall state the purpose of the meeting.
- (3) Upon approval of the Governance Plan by the Board of Trustees, the current Executive Committee of the general faculty shall serve as an organization committee, and shall move with deliberate speed to develop

~~procedures to assume responsibility for the development of procedures to implement the provisions of this document.~~

- (4) ~~A quorum is a majority (more than half) of the whole membership, notwithstanding absences and vacancies. A quorum is necessary to conduct a meeting, carry a motion, or take any action.~~
- ~~(5) The College Faculty Senate shall may devise and adopt its own Bbylaws, consistent with the provisions of the Governance Plan and, the bylaws and policies of the Board of Trustees, and the policies of the Board.~~
- (6) ~~Meetings of the Senate may be audio- or video-recorded. In addition to actions taken, minutes of the proceedings may include transcripts or summaries of selected discussions.~~

## Section 2f. Executive Committee of the Faculty Senate

### (1) Selection:

~~There shall be a Faculty Senate Executive Committee, with members elected by and from the Senate for two-year terms at the organizational-first meeting of the Senate in September of the academic year, to be held in September or as soon as possible thereafter. The Executive Committee shall consist of composition is as follows:~~

~~— A Chair  
person, a Vice Chair  
person, a Secretary  
, and eOne at-large member-at-large~~

~~Members are elected in the order above, and take office immediately. To be elected, a candidate must receive a majority of the votes of the whole Faculty Senate membership. Repeated or runoff elections will be held if necessary.-~~

### (2) Duties of the Executive Committee:

- ~~(2.1) Carry out the business of the Faculty Senate between meetings.~~  
~~(2.2) Review curriculum proposals and other resolutions or recommendations for the Faculty Senate.~~  
~~(2.3) Take appropriate action on resolutions, policy statements, and recommendations of the Senate.~~  
~~(2.4) Prepare agendas and minutes for Faculty Senate meetings, for approval by the Senate.~~  
~~(2.5) The Chairperson will preside over the meetings of the Senate and represent the faculty to groups within and without the College as needed.~~

~~The Executive Committee shall prepare the agenda for the Senate, shall eConsult with the Chief Academic Officer and other academic officials on a monthly basis. Report on these consultations in the Faculty Senate, shall review curriculum proposals, and shall provide minutes of decisions taken by the Senate.~~

- ~~(2.6) Convene Faculty Senate committees whose chair has not yet been selected or is absent.~~  
~~(2.7) May appoint a Parliamentarian, who may vote only if already a voting member of the Senate. The same individual may serve as Parliamentarian for both the College Council and Faculty Senate. The Parliamentarian shall use the latest edition of *Robert's Rules of Order, Newly Revised* to advise the Faculty Senate on questions of procedure.~~

### (3) Duties of the Members of the Executive Committee:

- ~~(3.1) The Chair shall preside over the meetings of the Senate and represent the faculty to groups within and outside of the College.~~  
~~(3.2) The Vice Chair shall preside over the Faculty Senate in the absence of the Chair, and, in the event that the Chair cannot continue in office, shall assume the position of Chair. The Vice Chair shall ensure that Faculty Senate committees meet regularly and perform their duties. In the absence of a designated committee chair, the Vice Chair shall act as convener.~~  
~~(1) (3.3) The Secretary shall take the minutes of the Faculty Senate and Executive Committee meetings, conduct Executive Committee correspondence at the direction of the Committee, and preside over the Faculty Senate in the absence of the Chair and Vice Chair. In the absence of the Secretary, the member-at-large shall fulfill these duties. The Executive Committee shall prepare the agenda for the Senate, shall consult with the Chief Academic Officer and other academic officials, shall review curriculum proposals, and shall provide minutes of decisions taken by the Senate.~~

- ~~(3)(1) Meetings of the Faculty Senate shall occur monthly during the academic year or more often as its business requires. Meeting dates and times will be coordinated with College Council meetings where possible. A special meeting may be called either upon petition to the Executive Committee by at least 20% of the membership of the body, or by the President. A petition shall state the purpose of the meeting.~~

## Section 2g. d. Committees of the Faculty Senate

**Admissions Committee**

~~Purpose: The Admissions Committee shall consider all matters affecting the admission of students to the College.~~

~~Membership: 1. Six faculty to be elected at large, with at least two from each division for a three-year term.~~

~~2. Chair to be elected from members of the Committee.~~

~~3. Three Staff members (without vote)~~

~~The Director of Admissions~~

~~The Director of Testing~~

~~The Director of Advisement~~

**Curriculum Committees of the Faculty Senate**

The Faculty Senate is the primary body responsible for formulating policy on academic matters and, in particular, curriculum. To facilitate its work on curriculum, it employs several committees. Decisions reached by the curriculum committees are forwarded to the Executive Committee of the Faculty Senate for review of, presentation to, and action by the Faculty Senate. Approved items are forwarded to the administration for action and/or implementation.

The College Faculty Senate Curriculum Committees ("Curriculum Committees") shall review, evaluate, and make recommendations concerning all departmental and interdepartmental undergraduate programs including majors, minors, pre-majors, and concentrations, and the courses within such programs. All departmental-curricular programs proposals shall originate in the appropriate Department or program, including the Macaulay Honors College and Verrazano School. Each Division or School may create internal bodies to forward items from Departments to the appropriate Curriculum Committee of the Faculty Senate. Interdisciplinary courses and programs shall be considered by all involved Departments and appropriate subcommittees.

All Curriculum Committee members shall serve three-year terms, unless otherwise noted, except that student members shall serve one-year terms. All members are eligible for re-election unless otherwise noted. None of the Faculty Senate Curriculum Committees are policy-making bodies, and all recommendations made by such Curriculum Committees are subject to review for further action in accordance with the Governance Plan; that is, all recommendations from Decisions reached by the Curriculum Committees regarding curriculum or policy are must be forwarded to the Executive Committee of the Faculty Senate for evaluation and consideration, and for any further action.

When needed, Alternates will be selected as described in Sections 1d(2) and/or 1c(4) and may be enfranchised as described in Section 1c(4), presentation to and action by the Faculty Senate.

**(1A) General Education Committee**

(1.1) Purpose:

Review. The General Education Committee shall recommend, evaluate, and make review recommendations concerning all College-wide curricular requirements including the courses that satisfy such requirements. May recommend policies on general education.

(1.2) Membership:

(1.2.1) The Chair shall be the Chief Academic Officer or a designee selected from faculty appointed to academic departments, elected by and from the General Education Committee at the first meeting of the fall semester.

(1.2.2) One representative from each academic Department that chooses to have a member, elected for a one-year term. This election should be made prior to the end of the previous spring semester so that a representative can be in place for the first meeting in the fall and the committee membership is clearly defined.

(1.2.3) One member elected by the Directors of the Undergraduate Interdisciplinary Programs from the full-time faculty. One faculty member elected in each academic department for a three-year term.

(1.2.4) The Associate Provost overseeing undergraduate studies, or Provost's designee, ex officio without vote. Divisional Deans.

(1.2.5) One undergraduate student elected for a one-year term by the College Council Student Senate and approved by the Provost, for a one-year term.

**(2B) Undergraduate Curriculum Committee**

(2.1) Purpose:

Review. The Undergraduate Curriculum Committee shall recommend, evaluate, and make review recommendations concerning all departmental, interdepartmental and interdisciplinary undergraduate programs including majors, minors, pre-

majors, certificates, and concentrations, and the courses within such programs. All departmental programs curricular proposals shall originate in the appropriate Department or program.

(2.2) Membership:

(2.2.1) The Chair shall be elected by and from the committee at the first meeting of the fall semester.

(2.2.2) Each Divisional Academic Deans who shall serve as Co-Chairs, heading a Division or School, ex officio, without vote.

(2.2.3) Associate Provost overseeing undergraduate studies, or Provost's designee, ex officio, without vote.

(2.2.4) One representative from each academic Department that chooses to have a member, elected for a one-year term. This election should be made prior to the end of the previous spring semester so that a representative can be in place for the first meeting in the fall and the committee membership is clearly defined. One faculty member elected in each academic department for a three-year term.

(3.2.5) Two representatives—One member elected by the —coordinators-Directors of the of uUndergraduate interdisciplinary pPrograms from the full-time faculty.

(4.2.6) One undergraduate student member elected for a one-year term by the College Council Student Senate and approved by the Provost for a one-year term.

**(3E) Graduate Studies Committee**

(3.1) Purpose:

The Graduate Studies Committee shall rReview, evaluate, and make recommendations concerning all graduate programs and courses. Departmental pPrograms shall originate in the appropriate Department e, r Departments, or program. In addition, the Graduate Studies Committee shall consider all matters affecting the academic standing of graduate students at the College. Decisions related to individual students are final.

(3.2) Membership:

(3.2.1) The Chair shall be elected by and from the Graduate Studies Committee at the first meeting of the fall semester.

(3.2.2) Membership shall be composed of eCoordinators of graduate programs.

(3.2.3) ; eOne faculty member ex-officio from the Library elected by the full-time faculty.

(3.2.4) One graduate student elected by the Faculty Senate (one-year term).

(3.2.5) Associate Provost overseeing graduate studies, or Provost's designee, ex officio, without vote.

(2) Chair: The Chief Academic Officer or faculty designee.

(3.2.6) Divisional Each Academic-Dean heading a Division or School, ex officio, without votes.

(4) One graduate student elected by the College Council for a one-year term.

**Section 2hd. Other Committees of the Faculty Senate**

All committee members shall serve three-year terms, unless otherwise noted, except that student members shall serve one-year terms. All members are eligible for re-election unless otherwise noted.

None of the Faculty Senate committees are policy-making bodies, and all recommendations made by such committees are subject to review for further action in accordance with the Governance Plan, except that decisions related to individual students are final: that is, all recommendations by the committees regarding College policy are either advisory or must be forwarded to the Faculty Senate, or other governance body, for evaluation and consideration and for any further action.

When needed, Alternates will be selected as described in Sections 1d(2) or 1c(4) and may be enfranchised as described in Section 1c(4).

**(1) Admissions Committee**

(1.1) Purpose:

The Admissions Committee shall cConsiders all matters affecting the admission of students to the College.

(1.2) Membership:

(1.2-1.1) The Chair shall be elected by and from the Admissions Committee at the first meeting of the fall semester.

- (1.2.2) From each Division and School, one representative elected from the full-time faculty of that unit and by the full-time faculty.
- (1.2.3) ~~Six Four faculty members to be elected at large elected, with at least two from each division for a three-year term, by and from the full-time faculty.~~
- (1.2.4) Vice President overseeing enrollment management, *ex officio*, without vote. ~~2. Chair to be elected from members of the Committee.~~
- ~~3. (1.2.5) Three Staff members, *ex officio*, (without vote):~~  
 The Director of Admissions  
 The Director of Testing  
 The Director of Advisement

**(23) Course and Standing Committee**

- (2.1) *Purpose:*  
~~The Course and Standing Committee shall c~~Consider all matters affecting the academic standing of undergraduate students at the College. Decisions relating to individual students are final.
- (2.2) *Membership:*
- (2.2.1) The Chair shall be elected by and from the Course and Standing Committee at the first meeting of the fall semester.
- (2.2.2) Two representatives from each Division and one representative from each School, elected from the full-time faculty of that unit by the full-time faculty.
- (2.2.3) Six members-at-large elected by and from the full-time faculty
- (2.2.4) Of the members in categories (2.2.1), (2.2.2), and (2.2.3) combined, there shall be at most one from any Department.
- (2.2.5) One undergraduate student elected for a one-year term by the Student Senate and approved by the Provost.
- (2.2.6) One representative from the Registrar's office, *ex officio*, with vote.
- (2.2.7) Associate Provost overseeing undergraduate studies, *ex officio*, without vote.  
~~The Committee shall consist of the Chief Academic Officer or a designee who is a member of the faculty serving as Chairperson (ex officio) without vote. One member shall be a member of the staff of the Registrar's Office (ex officio). One member shall be elected from each academic department for a term of three years.~~

**(43) Library Committee**

- (3.1) *Purpose:*  
~~The Library Committee shall consider policy and serve as a~~Advisory to the Chief Librarian on policies related to the Library.
- (3.2) *Membership:*
- (3.2.1) ~~Chair and Convener: The~~ Chief Librarian, Chair.
- (3.2.2) ~~One faculty member s~~elected by and from in each dDepartment for a three-year term
- (3.2.3) One undergraduate student elected for a one-year term by the Student Senate and approved by the Provost.
- (3.2.4) One graduate student selected for a one-year term by the Graduate Studies Committee and approved by the Provost.
- (3.2.5) One member elected by the Directors of all Interdisciplinary Programs from the full time faculty.

**(54) Research Committee**

- (4.1) *Purpose:*  
~~Review -To and~~ assess ~~and review~~ the research policies of the College, ~~to~~ recommend directions for research development, and ~~to~~ advise the ~~a~~Administration about ways to on encouraging and expanding ing research opportunities.
- (4.2) *Membership:*
- (4.2.1) The Chair shall be elected by and from the Research Committee at the first meeting of the fall semester.
- (4.2.2) Two representatives from each Division and one representative from each School elected from the full-time faculty of that unit by the full-time faculty.
- (4.2.3) Two members-at-large elected by and from the full-time faculty. Six faculty to be elected at large with three from each division for three-year terms. Chair to be elected by membership.

**(5) Academic Facilities Committee****(5.1) Purpose:**

Advise the College Council Facilities Committee of faculty requirements for teaching, research, office space, and related facility matters. Members are also on the College Council Facilities Committee.

**(5.2) Membership:**

(5.2.1) The Chair shall be elected by and from the Academic Facilities Committee at the first meeting of the fall semester.

(5.2.2) From each Division and School, one representative elected from the full-time faculty of that unit by the full-time faculty.

(5.2.3) Four members-at-large elected by and from the full-time faculty.

**(6) Academic Freedom Committee****(6.1) Purpose:**

As stated in the 1940 Statement of Principles on Academic Freedom of the American Association of University Professors, adopted by the University's Administrative Council on June 8, 1946, "to promote public understanding and support of academic freedom and tenure and agreement upon procedures and to assure them" in the College and University. Consistent with these purposes, the Academic Freedom Committee will serve as a resource to the College community and may submit reports and recommendations to the Executive Committee of the Faculty Senate.

**(6.2) Membership:**

Five full-time faculty members holding the rank of tenured full professor appointed by the Executive Committee of the Faculty Senate.

Chair to be elected by the Committee.

**(7) Academic Technology Committee****(7.1) Purpose:**

Consider all matters related to the academic technology needs of faculty and students. Serves as liaison to CUNY-wide instructional technology committee.

**(7.2) Membership:**

(7.2.1) The Chair shall be elected by and from the Academic Technology Committee at the first meeting of the fall semester.

(7.2.2) The Chief Technology Officer, ex officio, with vote.

(7.2.3) For each Division and School, one representative elected from the full-time faculty of that unit by the full-time faculty.

(7.2.3) Four members-at-large elected by and from the full-time faculty.

(7.2.4) One student elected by the Student Senate and approved by the Provost.

**(8) Faculty Personnel Policy Committee****(8.1) Purpose:**

The Faculty Personnel Policy Committee shall serve as the primary faculty consultative body to the Faculty Senate on matters related to personnel policies and practices. It is responsible for generating proposals for consideration concerning institutional policies and procedures that best support the work of the faculty at the College. The Faculty Personnel Policy Committee is subordinate to the Faculty Senate, and, as such, all policies and regulations recommended by the Faculty Personnel Policies Committee shall be presented to the Faculty Senate for approval, except for those matters that are specifically delegated to the Committee.

**(8.2) Membership:**

(8.2.1) The Chair shall be elected by and from the committee at the first meeting of the fall semester.

(8.2.2) The Chief Academic Officer, or designee.

(8.2.3) Two tenured full or associate professors from each of the Divisions, and one tenured full or associate professor from each School, each elected from the full-time faculty of that unit by the full-time faculty for three-year terms.

(8.3.4) One member from the Faculty Senate elected by the Faculty Senate for a three-year term.

(8.3.5) One member elected annually by and from the College Personnel and Budget Committee, who may be one of the previously listed members.

### Section 3: ~~Election of Representatives to the~~ University Faculty Senate Representatives

The College of Staten Island shall elect a delegation, including Alternates, to the University Faculty Senate of CUNY, the faculty governance body for academic matters of University-wide concern. The size of the delegation is to be determined by regulations of the University Faculty Senate.

Full-time faculty elected to the University Faculty Senate should be tenured or serving in tenure-eligible titles and shall serve in staggered three-year terms.

Membership: Full-time faculty elected to the University Faculty Senate shall serve in staggered three-year terms. Alternates shall be chosen from the recipients of the next highest vote after the election of delegates. The Any individual elected to represent the College Laboratory Technician series, adjunct faculty, and/or ~~and~~ substitute faculty shall serve a one-year term. An alternate shall be chosen from the recipient of the next highest vote following the election of a delegate.

### Section 4. The Higher Education Officer (HEO) Steering Committee

#### (4.1) Purpose:

~~The Higher Education Officer (HEO) series Steering Committee shall call~~ Convene and conduct meetings; ~~coordinate HEO-series activities; establish ad hoc committees; receive and distribute to all employees in the HEO series (HEOs) reports of its committees; and serve as a vehicle for bringing HEO concerns to the President, College Council, and other appropriate College constituencies.~~

#### (4.2) Membership:

~~The Higher Education Officer (HEO) series Steering Committee shall be composed of seven elected members elected by and from the HEO-series staff, for staggered~~ Members of the Committee shall serve for three-year terms, to be staggered in accordance with procedures to be developed by the organizational committee described in Section 1c (f)(1). Two Co-Chairs shall be elected by the Committee each academic year. Alternates shall be elected at the same time as Steering Committee Members, to act as substitutes on the Council and other committees when needed.

### Section 5. Meeting of the College Community

A special meeting of the College community may be called either upon petition to the Executive Committee of the College Council by at least 10% of the instructional staff, or by the President. A petition shall state the purpose of the meeting.

## ARTICLE II. PERSONNEL AND BUDGET COMMITTEE AND THE APPEALS COMMITTEE

### Section 1A. College Personnel and Budget Committee

#### Section 1a. CompositionPurpose

The College Personnel and Budget Committee shall receive recommendations for appointment, reappointment, reappointment with tenure, certificate of continuous employment, and promotion for members of the instructional staff in the titles of professor, associate professor, assistant professor, instructor, lecturer, and titles in the College Laboratory Technician series, and shall recommend action thereon to the President. It shall also hear appeals from negative Departmental recommendations. The Committee may also recommend to the President special salary increments. The Committee shall also make recommendations on the annual College Budget Request prepared by the President. The President shall consider these decisions in making recommendations on such matters to the Board.

#### Section 1b. Membership

##### (1) Voting members:

~~There shall be a College-wide Personnel and Budget Committee composed of the e~~ Elected Chairpersons of the academic Departments and; the Chair of the Library Department Appointments Committee; and the Chairperson of the Department of Student Services as voting members.

##### (2) Non-voting members:

~~The non-voting members shall be t~~ The President, the Chief Academic Officer, and each of the other full academic Deans heading a Division or School.

The President or, in the absence of the President, the Chief Academic Officer, shall serve as Chairperson of the Committee.

### **Section 21c. Functions, Responsibilities, Meetings and Procedures**

~~The Committee shall receive recommendations for appointment, reappointment, reappointment with tenure, certificate of continuous employment, and promotion for members of the instructional staff in the titles of professor, associate professor, assistant professor, instructor, lecturer, and titles in the College Laboratory Technician series, and shall recommend action thereon to the President. It shall also hear appeals from negative departmental recommendations. The Committee may also recommend to the President special salary increments. The President shall consider these decisions in making recommendations on such matters to the Board.~~

- ~~(1)~~ Minutes of the proceedings of the Committee shall be kept. Proceedings of the Committee shall be governed by the latest edition of ~~ROBERT'S RULES OF ORDER~~*Robert's Rules of Order, Newly Revised*, except where it conflicts with express provisions of the Governance Plan. All actions of the Committee regarding the rank and status of full-time personnel will be voted by secret ballot, and the results of all actions shall be recorded in the minutes.
- ~~(2)~~ All meetings are in Executive Session. Records of all proceedings regarding a candidate will be available only to the committee members and other individuals responsible for review and recommendations for appointments, reappointments, reappointments with tenure, certificates of continuous employment, and promotions.
- ~~(3)~~ Actions of the committee shall be communicated to candidates by the President or the Chief Academic Officer, in accordance with procedures defined by the Board of Trustees. No reason shall be assigned for a negative recommendation. All affirmative recommendations shall be submitted to the President, as outlined in procedures defined by the Board of Trustees.
- ~~(4)~~ A Committee member may not vote on a candidate in the member's Department.
- ~~(5)~~ In any vote involving a recommendation for appointment, reappointment, reappointment with tenure, a certificate of continuous employment, and/or promotion, a majority of the whole number of eligible voting members must be present. Members may vote only if present and a majority of the whole number of eligible voting members, in a secret ballot, must vote affirmatively to pass a positive recommendation.
- ~~(4)(6)~~ A candidate with a negative Departmental recommendation may appeal directly to the Committee. However, if the Committee decision is also negative, the candidate may not appeal to the Appeals Committee (Section 2).

### **Section 1d. Committees of the Personnel and Budget Committee**

- ~~(2)~~ A three-member subcommittee, elected annually and including at least one member from each academic division, shall form the Budget Subcommittee of the College Personnel and Budget Committee, charged with participating in the formulation and allocation of the College budget and with proposing recommendations to the College Personnel and Budget Committee. The Budget Subcommittee shall review the annual College budget request prepared by the President for the central administration and make suggestions and recommendations in the appropriate time period.

~~A six-member subcommittee on the allocation of faculty lines shall be elected annually. It shall be composed of three faculty elected from among the Chairpersons (excluding the Chairperson of the Department of Student Services), the two divisional Deans, and the Chief Academic Officer.~~

~~Minutes of the proceedings of the Committee shall be kept. Proceedings of the Committee shall be governed by the latest edition of ROBERT'S RULES OF ORDER, except where it conflicts with express provisions of the Governance Plan. All actions of the Committee will be voted by secret ballot and the results recorded in the minutes.~~

~~Records of all proceedings regarding a candidate will be available only to the committees and individuals responsible for review and recommendations for appointments, reappointments, reappointments with tenure, certificates of continuous employment, and promotions.~~

~~Actions of the committee shall be communicated to candidates by the President or the Chief Academic Officer in accordance with procedures defined by the Board of Trustees. No reason shall be assigned for a negative recommendation. Affirmative recommendations shall be submitted to the President, as outlined in procedures defined by the Board of Trustees.~~

~~In any vote involving a recommendation for appointment, reappointment, reappointment with tenure, a certificate of continuous employment, and promotion, a majority of the whole number of voting members must be present and a~~

~~majority of the whole number of voting members, in a secret ballot, must vote affirmatively to pass a positive recommendation.~~

~~The Personnel and Budget Committee may adopt internal procedures to aid in its deliberations consonant with bylaws and policies of the Board of Trustees. Such procedures could include using subcommittees of the whole reflecting disciplinary clusters in divisions to make recommendations regarding reappointment, tenure, and promotion to the Committee of the whole.~~

**(1) Lines and Budget Subcommittee (of the College Personnel and Budget Committee)**

(1.1) Purpose:

Make recommendations regarding the allocation of faculty lines and College Laboratory Technician lines. Participate in the formulation of the academic-affairs portion of the college budget, by reviewing the academic-affairs portion of the annual College Budget Request prepared by the President for the University Administration, and making suggestions and recommendations during the appropriate time period.

(1.2) Membership:

(1.2.1) The Chief Academic Officer, Chair.

(1.2.2) Each Academic Dean who heads a Division or School.

(1.2.3) Faculty members-at-large, in number equal to the number of administrative members, elected by and from the (voting) Department Chairs on the College Personnel and Budget Committee, with at least two from each Division and at least one from the combined Schools.

**(2) Additional Subcommittees**

The Personnel and Budget Committee may create additional procedures or subcommittees to aid in its deliberations, consonant with bylaws and policies of the Board of Trustees.

**Section 2B. The Appeals Committee**

**Section 42a. Composition Purpose**

~~The Appeals Committee shall receive and evaluate appeals resulting from negative recommendations decisions of the College by the Personnel and Budget Committee rejecting positive departmental recommendations regarding reappointment, reappointment with tenure, certificates of continuous employment, and promotion, except when there has also been a negative Departmental recommendation [see Section 1c(6)]. The Committee shall make its recommendations to the President.~~

**Section 2b. Membership**

~~(1) The Appeals Committee shall be composed of six faculty to be elected by the faculty at large from the tenured associate and full professoriate in the College, and the Chief Academic Officer, *ex officio*, serving as Chairperson with full voting rights.~~

~~(2) Six faculty members-at-large, elected from the full-time tenured associate and full professors, by the full-time faculty. At least four members shall have the rank of full professor. There shall be at least two members from each Division, at least one member from the combined Schools, and at most one member per Department or School.~~

~~The term of office shall be three years, and terms shall be staggered. Alternates shall be selected as described in Article I, Section 1d(2), except that when a vacancy must be filled, the only eligible candidates are those in a Department or School different from those of the remaining Committee members. It is desirable for this committee to have up to four Alternates at the rank of full professor.~~

~~Any faculty member serving as an administrator and/or in a title in the Executive Compensation Plan may not serve.~~

~~(3) Each of the Divisional academic Deans heading a Division or School, *ex officio*, without vote, shall serve as members of the Committee without vote.~~

~~(4) No voting member of the College Personnel and Budget Committee shall be a voting member of the Appeals Committee.~~

~~(4)(5) Faculty serving in visiting or substitute titles, on retirement leave, or who have received notice of non-reappointment or submitted their resignation are not eligible to serve on or to vote for faculty members of the Appeals Committee.~~

~~Two faculty shall be elected from each division with no more than one faculty member from each department. The term of office shall be three years, each term staggered at the outset by numbers of votes received. The individuals from each division receiving the next highest number of votes after the six faculty who are elected shall serve as alternates.~~

~~The Chief Academic Officer shall convene the Committee as needed.~~

## **Section 2. Function**

~~The Appeals Committee shall receive appeals from decisions of the College Personnel and Budget Committee rejecting positive departmental recommendations regarding reappointment, reappointment with tenure, certificates of continuous employment, and promotion. The Committee shall make its recommendations to the President.~~

## **Section 32c. Procedures**

- (1) ~~The Chief Academic Officer (Chair) shall convene the Committee as needed.~~
- (2) ~~The Appeals Committee shall keep minutes of its proceedings. Proceedings shall conform to the latest edition of ROBERT'S RULES OF ORDER *Robert's Rules of Order, Newly Revised*, except where it conflicts with express provisions of the Governance Plan. Ballot results, obtained by secret ballot, will become part of the minutes, and Records of proceedings with respect to a candidate shall be available only to committees and individuals responsible for review and recommendations on reappointments, promotion, certificates of continuous employment, and tenure.~~
- (3) ~~The President or the Chief Academic Officer shall communicate to the candidate the action of the Committee, in accordance with procedures outlined by the Board of Trustees. No reason shall be assigned for a negative recommendation. Affirmative recommendations shall be forwarded to the President in accordance with procedures defined by the Board of Trustees.~~
- (4) ~~In all votes a majority of the whole number of voting members must be present; members must be present to vote; and a majority of the whole number of voting members, in a secret ballot, must vote affirmatively to pass a positive recommendation.~~
- (5) ~~A faculty Committee member may not deliberate or vote on a candidate in the member's Department. (The number of votes required for recommendation is unchanged in such a case.) In such a case, the member should be absent from the discussion, with an eligible Alternate serving instead, if available.~~
- (6) ~~Associate professors shall recuse themselves from votes and discussion of cases related to promotion to full professor, with eligible alternates serving instead. If there are fewer than four eligible participants, a special election will be held. The quorum will reflect the number of eligible participants. The total number of voting members in such cases will be the number of eligible participants. For a positive recommendation, a majority, as in part (4), is needed.~~

## **ARTICLE III. ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS**

### **Section 1. Department Membership and Voting Rights Organization**

- (a1) ~~The "faculty members" of a Department are its full-time members of the instructional staff serving in the titles of distinguished professor, professor, associate professor, assistant professor, clinical professor, instructor, distinguished lecturer, and lecturer. Unless stated otherwise, all faculty members on paid status may vote and participate on Departmental committees.~~
- (2) ~~A faculty member who is retiring shall retain his or her voting rights during his or her the last year of service, before the commencement of retirement leave. A faculty member who has received notice of non-reappointment or submitted a resignation may not vote. Any faculty member serving as an administrator and/or in a title in the Executive Compensation Plan may not vote.~~
- (3) ~~Those in visiting and substitute professorial titles, or other members who have been appointed on an annual-salary basis may be enfranchised by the Department to vote on Departmental matters other than the election of the Chair, the election of the Appointments Committee, or on appointments or promotions.~~

### **Section 2. Department Organization and Elections**

~~Each Department, subject to the provisions of the Board of Trustees bylaws and the College Governance Plan, shall have control of the educational-academic policies of the Department through the vote of all its faculty members. If the department so desires, it may, by a majority vote of the faculty, as defined in Article I, Section 2, of the department present and voting, a quorum being present, enfranchise persons in visiting and substitute professorial titles and other members who have been appointed on an annual-salary basis to vote on departmental matters other~~

~~than the election of the Appointments Committee and the election of the Chairperson. A faculty member who is retiring shall retain his or her voting rights during his or her last year of service before the commencement of retirement leave. A faculty member who has received notice of non-reappointment or submitted a resignation may not vote. Each academic dDepartment shall cooperate with related academic Ddepartments and with the College agencies-administration in general in the development and achievement of College-wide objectives.~~

### Section 2a. Department Chair

- (b1) The executive officer of the dDepartment shall be the dDepartment Chairperson, who shall be a tenured full professor or, associate professor, or assistant professor elected by secret ballot for a term of three years.
- (2) In determining those eligible to vote in Ddepartmental elections for Department Chair, no administrator serving in a title on the University's eExecutive staff-Compensation Plan shall participate in such proceedings, nor be counted among those eligible to vote during the period of service in such title. Proxy or mail voting shall not be permitted.
- (3) The candidate for Ddepartment Chairperson must be tenured or have been approved by the Board for tenure at the time of election, except in Ddepartments less than seven years old. When a Department has no eligible candidates, the Department may elect a member of professorial rank from a different Department, or may request that the President appoint a Chair from among the tenured full and associate professors in the College. All Such elections for Chair shall be subject to the subsequent approval of the President and the Board of Trustees.
- (4) ~~The present system of staggered departmental elections shall be continued. Except for new Departments, Eeach dDepartment Chairperson shall be elected during the first full week in May, by the end of the first full week in May of the year of at the~~ expiration of the current term of office, at a meeting at which a majority of the whole number of members of the dDepartment eligible to vote pursuant to Sections 1↓ (a) and (b) of this article are present, and a majority of the whole number of members eligible to vote, vote affirmatively.
- (5) When new Departments are created, they will normally be established at the start of the first fall semester following approval by the Board. All elections usually held in May should be held at an initial Department meeting that takes place before the first Faculty Senate/College Council meeting of the academic year, normally held in September. The Provost shall be responsible for the appointment of a disinterested convener from outside the Department to oversee the elections. After the first year, elections revert to a staggered schedule, to be determined by the Dean of the Department's academic unit.
- (6) Should the Department's choice not meet approval of the President, the Department may hold a new election for Chair by the date of commencement of that year under the same voting regulations. The results of the new election shall be subject to the approval of the President and the Board of Trustees.
- (7) Chairpersons shall take office as of July 1 of the year in which they are elected and at three-year intervals thereafter, in accordance with the procedures of paragraphs (3)-(6).
- (8) Vacancies due to resignation shall be filled by election for the unexpired term. Vacancies due to academic leave, such as sabbatical leave, shall be filled by election for the term of the leave.
- (1) ~~(2)(9)~~ (c) In any case where the President does not approve the (final) election of a dDepartment Chairperson, or at such other time as the interests of the College may require the removal of a Chairperson and the election or appointment of a new one, the President shall confer with the dDepartment and thereafter shall report to the Board of Trustees any subsequent action by the dDepartment with respect thereto, together with his/her own recommendation for a Chairperson, made in accordance with Section 9.1c of the University bylaws. In those cases where the dDepartment disagrees with the President's recommendation, it may submit its own report to the Board.

### Section 2b. Appointments Committee

- ~~(d) The library shall constitute an academic department of the College. For purposes of divisional representation, the library will be a part of the Division of Science and Technology. The Chairperson thereof shall be designated by the President. Such Chairperson, in addition to the duties of department Chairperson as enumerated in Section 3 of this article, shall be charged with the administration of the library facilities of the College and shall perform such other duties as the President may assign. Such Chairperson is hereby authorized to use the additional title of Chief Librarian.~~
- (e) ~~The student services area shall constitute an academic department of the College. For the purposes of divisional representation, the Department of Student Services will be part of the Division of Humanities and Social Sciences. The Chairperson thereof shall be the Chief Student Affairs Officer and shall be designated by the President. Such Chairperson, in addition to the duties of department Chairperson as enumerated in Section 3 of this article, shall be charged with the administration of the student services of the College and shall perform such other duties as the President may assign.~~

The Department of Student Services includes the SEEK Program (Search for Education, Elevation, and Knowledge). The SEEK Director shall be appointed by the President of the College.

- (f1) There shall be in each Department an Appointments Committee consisting of the Department Chairperson and of four other faculty members who are assistant, associate, or full professors. ~~Four of the faculty~~ All members of the Appointments Committee must be tenured, ~~except if the department has fewer than four such members.~~ Faculty serving in visiting or substitute titles and those faculty on retirement leave, who have submitted a resignation or received notice of non-reappointment are not eligible to serve. The Department Chairperson shall be the Chairperson of the Committee.
- (2) Each of the four faculty members shall be elected for a three-year term by a majority vote of the faculty in the Department. Election shall be by secret ballot and held at the same time that the Department Chairperson is elected. A vacancy in the office of the Chairperson prior to the expiration of the term of office ~~when such vacancy which~~ necessitates a special election for a new Chairperson shall not affect the terms of the other Committee members.
- (3) Vacancies due to resignation shall be filled by election for the unexpired term. Vacancies due to academic leave, such as sabbatical leave, shall be filled by election for the term of the leave.
- ~~(3)~~(4) In Departments with fewer than four-five tenured faculty members will elect remaining members from outside the Department, the President, after consultation with the President or designee, departmental faculty, shall appoint an ad hoc committee to make recommendations on appointments with tenure in lieu of an to form the Appointments Committee.

### Section 2c. Representatives for College-Wide Committees

When Department elections for the Chair and Appointments Committee are held, each Department shall elect a representative to the Faculty Senate/College Council and any other College or University committees that require Departmental representatives, along with an Alternate for each, to act as a substitute when needed. Departments are encouraged also to identify nominees for at-large positions at this time.

### Section 2d. Promotion Committees

For each candidate eligible for promotion to the rank of associate or full professor, a Department promotion committee shall be formed, consisting of all Department faculty whose rank is higher than the candidate's current rank. Faculty serving in visiting or substitute titles, and faculty notified of non-reappointment, who have submitted resignations, or on retirement leave are not eligible to serve on a promotion committee. In Departments with fewer than three full professors, the promotion committee shall consist of all full and associate professors in the Department. The Chair of the Promotion Committee shall be the Department Chair. If the Chair does not have the appropriate rank, the Chair shall serve without vote.

### Section 2e. Other Department Committees

(g) Each Department may name such other committees as it chooses and shall have the fullest measure of autonomy consistent with the maintenance of general educational-academic policy.

### Section 2f. Library Department

- (1) ~~(d)~~ The library shall constitute an academic Department of the College. For purposes of divisional governance representation, the Library will be a part of the Division of Science and Technology. The Chief Librarian Chairperson thereof shall be designated by the President. Such Chairperson Chief Librarian, in addition to the duties of Department Chairperson as enumerated in Section 34b items 1, 2, 3, 6, 8, 9, and 13 of this article, shall be charged with the administration of the library facilities of the College and shall perform such other duties as the President may assign. ~~Such Chairperson is hereby authorized to use the additional title of Chief Librarian.~~
- (2) The library shall also have a Chair of the Library Department Appointments Committee. This person will have duties 4, 5, 7, 10, 11, and 12 of a Department Chair, as enumerated in Section 4b of this article. If the Chief Librarian is not serving in a title in the Executive Compensation Plan, this shall be the Chief Librarian. Otherwise, the Department faculty will elect the Chair of the Library Department Appointments Committee following the procedures for electing a Chair. The elected Chair must be tenured and have the rank of Associate or Full Professor.

### Section 23. Duties of the Departmental Appointments Committee

- (1) The Departmental Appointments Committee shall be responsible for making recommendations for ~~its~~ faculty members and ~~for those in~~ titles in the College Laboratory Technician series concerning appointments, reappointments, tenure, and ~~budget~~certificates of continuous employment. It shall also make recommendations to the Department Chair on the tentative Department budget request and serve as a ~~d~~Departmental Executive Committee. ~~(The d~~Department Chair~~person~~ shall serve as Chair~~person~~ of the ~~d~~Departmental Appointments Committee.)
- (2) The Committee shall keep minutes of its proceedings. The proceedings shall conform to the latest edition of ~~ROBERT'S RULES OF ORDER~~Robert's Rules of Order, Newly Revised, unless otherwise specified.
- (3) The actions of the Departmental Appointments Committee shall be by secret ballot and the results of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be available only to the committees and individuals responsible for the review and recommendation of appointments, reappointments, certificates of continuous employment, tenure~~promotions~~, and promotions~~tenure~~.
- (4) It shall be the duty and responsibility of the Chair~~person~~ to communicate to the candidate the action of the Committee in accordance with the procedures of the Board, ~~but No~~ reason shall be assigned for a negative recommendation.
- ~~(4)~~(5) The affirmative recommendations of the Committee shall be submitted by the ~~d~~Department Chair~~person~~ to the President and the College ~~p~~Personnel and Budget Committee in accordance with the procedures set forth in the bylaws of the University.

### Section 34. Duties of Department Chairperson

#### Section 4a. General Duties

The ~~d~~Department Chair~~person~~ shall be the executive officer of the Department and shall carry out the ~~d~~Department's policies as well as those of the faculty and the Board of Trustees that are related to the Department. The Chair~~person~~ shall provide leadership in the areas of teaching effectiveness, curriculum, and program development, and ~~in the fostering of~~ collegial and professional relationships among the staff.

#### Section 4b. Specific Duties

~~More specifically, t~~The Chair~~person~~ shall:

- (1) be responsible for Departmental records;
- (2) ~~be responsible for~~ assign~~ing~~ courses to and arrang~~ing~~e programs of instructional staff members of the ~~d~~Department;
- (3) be responsible for the recruitment of faculty subject to the approval of the ~~d~~Department Appointments Committee;
- (4) represent the ~~d~~Department before the College Council and the Faculty Senate, if elected by the department to do so;
- ~~(5)~~ ~~represent the Department before~~, the College Personnel and Budget Committee, the faculty, and the Board of Trustees;
- ~~(5)~~ preside at meetings of the ~~d~~Department;
- ~~(6)~~ be responsible for the work of the ~~d~~Department's Appointments Committee;
- ~~(7)~~ prepare the tentative Departmental budget, subject to ~~the~~ approval by the ~~d~~Department's Executive Appointments Committee;
- ~~(8)~~ transmit the tentative Departmental budget to the President with his/her own recommendation;
- ~~(9)~~~~10~~ arrange for careful observation and guidance of the ~~d~~Department's instructional staff members, in accordance with the provisions of the collective bargaining agreement;
- ~~(10)~~1 make a full report to the President and to the College Personnel and Budget Committee of the action taken by the ~~d~~Department Appointments Committee when recommending an appointee for tenure on the following: (a) teaching effectiveness, (b) professional and creative work, (c) service to the ~~d~~Department, college, profession, and community;
- ~~(14)~~2 hold evaluation conferences (or delegate this duty to an Appointments Committee member) in accordance with the provisions of the collective bargaining agreement; and
- ~~(12)~~3 generally supervise and administer the Department.

### Section 45. Procedures for Appointments

(See also Article II.)

- (a1) Recommendations for appointment of faculty to a ~~d~~Department shall be initiated by the ~~d~~Department. The President may also initiate a recommendation for appointment in accordance with the responsibilities ~~as~~ listed in Section 11.4 of the bylaws of the University. The President may recommend that such appointee be designated as ~~d~~Department Chair in accordance with Section 9.1c of the bylaws of the University~~person~~. Such recommendation by the President for appointment and designation as ~~d~~Department Chair~~person~~ may be made either at the time of election of ~~d~~Department Chair~~person~~ or at such other time as the educational interests of the College may require. Before recommending such appointment or designation, the President shall confer with the members of the ~~D~~department and with the College Personnel and Budget Committee.
- (b2) All appointments and reappointments of faculty and reappointments with a certificate of continuous employment or tenure to a ~~d~~Department shall be recommended to the College Personnel and Budget Committee by the Chair~~person~~ of the ~~d~~Department after consultation with the President in accordance with the vote of the majority of the members of the ~~D~~department's Appointments Committee. A minority of ~~any~~ the Appointments Committee shall have the power to submit a minority recommendation to the College Personnel and Budget Committee.
- ~~(1)(3)~~ A candidate who fails to receive an affirmative recommendation from the Departmental Appointments Committee shall have the right to appeal to the College Personnel and Budget Committee.
- (e4) All appointments and reappointments of faculty and, individuals in titles in the College Laboratory Technician series, and reappointments with tenure to a ~~d~~Department, shall be recommended to the President by the College Personnel and Budget Committee in accordance with the vote of the majority of the members of the Committee. A minority of the Committee shall have the power to submit a minority recommendation to the President.
- (5) A candidate who was positively recommended by the Department appointments committee, but who fails to receive an affirmative recommendation from the College Personnel and Budget Committee, shall have the right to appeal to the Appeals Committee.
- (6) Transfer of faculty from existing Departments must follow the procedures and established guidelines for reassignment of faculty, including preservation of tenure or certificate status, and the use of the date of first appointment to break ties in seniority, consistent with applicable law. (See Section 6212 of NY State Education Law.) Appeals from negative recommendations of the College Personnel and Budget Committee may be initiated pursuant to the provisions of Article II, Section B.

## Section 65. Procedures for Promotions

(See also Article II.)

- (1) ~~—~~ Promotions to the rank of assistant professor, associate professor, and full professor shall be recommended to the College Personnel and Budget Committee by the Chair~~person~~ of the ~~D~~department only after an affirmative vote of a majority of all faculty members of the department, as defined in Article I, Section 2, holding rank higher than the rank of the candidate under consideration on the corresponding promotion committee (see Section 2d). A minority of any Departmental promotion committee shall have the power to submit a minority recommendation to the College Personnel and Budget Committee. ~~Faculty serving in visiting or substitute titles, and faculty notified of non-reappointment, who have submitted resignations, or on retirement leave are not eligible to serve on a promotions committee.~~
- ~~(2)(1)~~
- (3) ~~—~~ In departments containing fewer than three full professors, promotion to the rank of full professor shall be recommended by all full professors and associate professors in the department.
- (4) ~~—~~
- (2) ~~—~~ A minority of any departmental promotion committee shall have the power to submit a minority recommendation to the College Committee on Personnel and Budget. A candidate for promotion who fails to receive an affirmative recommendation from ~~the a~~ ~~d~~Departmental promotion committee shall have the right to appeal to the College Personnel and Budget Committee.
- ~~(5)(3)~~ A candidate for promotion who was positively recommended by the Department promotions committee, but who fails to receive an affirmative recommendation from the College Personnel and Budget Committee, shall have the right to appeal to the Appeals Committee.

## Section 67. Voting Procedures

- (1a) No administrator in a title ~~ejn~~ the University's eExecutive staff Compensation Plan shall be eligible to serve as, or vote in for, serve, or be counted in determining a quorum or toward any required majority involving any departmental committee in the election of the Chair; ~~including a member of the Appointments Committee~~; ~~the office of the Chairperson~~, or a member of any dDepartmental committee, including a recommendation on Departmental promotion committee.

- (b2) A vote of a ~~simple~~ majority of those present, a quorum being present, is necessary to enfranchise visiting and substitute faculty to vote on ~~Departmental~~ matters, pursuant to ~~Article III, Section 1 (a), Section 1 (3), except that such faculty cannot be enfranchised to serve as, or vote in the election of, the Chair or member of the Appointments Committee, nor to vote on any appointment or promotion.~~
- (e3) ~~In an Election for Department Chairpersons and each member of the Department Appointments Committee, a majority of the whole number of members of the Department eligible to vote, pursuant to Section 11(a) and (b) of this article, must be present at the time of the vote, and a majority of the whole number of members eligible to vote notwithstanding absences and vacancies must vote affirmatively.~~
- (d4) ~~Affirmative votes on appointments, reappointments, reappointments with tenure, and certificates of continuous employment:~~ In any vote involving a recommendation for appointment, reappointment, reappointment with tenure ~~or, and~~ a certificate of continuous employment, a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in secret ballot notwithstanding absences and vacancies, must vote affirmatively to pass a positive recommendation.
- (5e) ~~Affirmative votes on promotion:~~ In ~~any~~ vote involving a ~~Departmental~~ recommendation for promotion, a majority of faculty eligible to vote pursuant to Sections ~~51 and 2d~~ of this article must be present ~~and voting~~, provided, however, that eligible faculty on fellowship leave or leave for special purpose who are not present at the time of the vote, shall not be counted to establish a quorum or the whole number of voting members. A majority of the whole number of voting members, in secret ballot, must vote affirmatively to pass a positive recommendation. An affirmative recommendation shall be by a majority vote.
- (6) ~~Tie votes: A tie vote in a case affecting an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to prevail. Tie votes or a failure to achieve a majority in the election of the Department Chair, members of the person or for representation on Appointments Committee, s or representatives to on the Faculty Senate shall be resolved by action of the President.~~
- ~~In a vote involving a promotion recommendation by the College Personnel and Budget Committee and the College Appeals Committee, a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in secret ballot, must vote affirmatively to pass a positive recommendation.~~

### Section 8. Meetings of the Department and its Committees

- (1) Each Department shall have regularly scheduled meetings during each semester, normally on the first Thursday of each month.
- (2) The Department Appointments Committee and Promotion Committees will be convened by the Chair as needed.
- (3f) In mMeetings of the entire department, and other designated Department committees, the conduct of the proceedings, including the determination of a quorum and of a majority affirmative vote, shall conform to the latest edition of ~~ROBERT'S RULES OF ORDER~~ Robert's Rules of Order, Newly Revised, unless otherwise specified. It is the responsibility of the Department Chairperson, except as specified above, to circulate the minutes of meetings of the entire Department of each departmental committee to all members of the Department.

## ARTICLE IV. CONSTITUTION OF THE STUDENT GOVERNMENT

### Section 4. Student Government

#### a) Membership

The Student Government shall be composed of 25 representatives as follows:

- Four Freshman seats
- Seven Sophomore seats
- Six Junior seats
- Five Senior seats
- One Graduate seat
- One President
- One Vice President

#### b) Elections

An annual election shall be held during the month of April. At the annual election students shall be elected to serve on the Student Government into the specific seats as listed in Section (4) Membership. At the annual election, student representatives shall also be elected to serve on the following bodies: College Council, Faculty-Student Disciplinary Committee, Auxiliary Services Corporation and the CSI Association, Inc. Subsequent vacancies shall be filled by the Student Government at the second meeting in October by a majority vote of the senators currently serving on the Student Government after a minimum of two week's appropriate notice, unless more than 1/5th (20%) of the seats

are vacant and contested. In that case a special election (voted by the student body) will be held by the last week in October to fill the vacancies. In the spring semester, subsequent vacancies will be filled by the Student Government at the last meeting in February, by a majority vote of the senators currently serving on the Student Government after a minimum of two weeks appropriate notice.

### **c) Terms of Office**

Senators elected in the annual election shall hold office beginning June 1 and ending May 31 of the following year. Senators elected by special election shall hold office for the remainder of the academic year. The term of office for all Senators shall automatically expire upon no longer meeting eligibility requirements, graduation, withdrawal, or dismissal from the college. Students may not serve in Student Government for more than a total of five years. Students shall be permitted to serve in the same office in Student Government for a maximum of two years. Senators are expected to attend all regular and special meetings. Any senator with a total of four unexcused absences during the fall semester which will include the first two meetings in June or three unexcused absences during the spring semester shall be automatically removed from office. An excused absence includes attending a meeting of a college committee or organization that s/he has been assigned or elected to in his/her capacity as a Student Government senator. Other excused absences are at the discretion of the President.

### **d) Meetings**

- 1) Regular Meetings. The Student Government shall hold regular meetings during the first two weeks in June, the first week of the fall semester and at least every second week thereafter, and during the first week of the spring semester and at least every second week thereafter, except upon waiver by two-thirds of the Student Government.
- 2) Special Meetings. Special meetings may be called by the president of the Student Government, or by a petition signed by one-third of the Student Government, or by a petition signed by 500 members of the student body. Special meetings are defined as ones at which one item of business is discussed. Notification of such meetings must be made in writing to all senators at least three business days prior to such a meeting.
- 3) Student Government Open Forum. A Student Government Open Forum shall be held a minimum of one time per semester. The President of the Student Government shall be responsible for convening these meetings.
- 4) Quorum. One-half plus one of the total senators shall constitute a quorum.
- 5) Parliamentary Rules. Procedures shall accord with the latest edition of ROBERT'S RULES OF ORDER, except when inconsistent with this Constitution, Article XV of the Bylaws of the Board of Trustees and the laws of the City, State and Nation.

### **e) Duties and Responsibilities**

The Student Government shall:

- 1) Elect the chairpersons of its commissions;
  - 2) Approve the composition of commission memberships; (number of senators and students at large)
  - 3) Consider disciplinary action against any officer, senator, commission member, or any other person responsible to and under the jurisdiction of the Student Government, on receipt of formal written charges by the Student Government.
- The Student Government must act on the charges within ten days of receipt. The latest edition of ROBERT'S RULES OF ORDER shall prevail at hearings or trials.
- 4) Advise and inform the student body, the faculty, and the administration on pertinent matters; and advocate for the student body;
  - 5) Investigate and act on any matter affecting the general welfare of the student body;
  - 6) Direct the president of the Student Government as to the implementation of any measure enacted by the Student Government;
  - 7) Refer any pertinent matter to a referendum of the student body;
  - 8) Call meetings of the student body, pursuant to Section 4(d) of this constitution;
  - 9) Remove from office any senator who has a total of four unexcused absences during the fall semester which will include the first two meetings in June or three unexcused absences during the spring semester including special meetings;
  - 10) Determine the disposition of the earmarked student activity fee where Student Government is designated as the allocating body pursuant to Article XV and Article XVI of the Bylaws of the Board of Trustees, which provide for a public hearing;
  - 11) Charter or otherwise authorize teams (excluding intercollegiate), publications, organizations, associations, clubs or chapters, and refuse, suspend, or revoke any charter or authorization for cause after a hearing;
  - 12) Delegate responsibility for the implementation of its specific functions hereunder to any officer or committee it may appoint. Develop committees according to the needs of the student body such as, but not limited to, International Affairs Committee, Community Service Committee and have the following standing committees: Staffing and Publications.
  - 13) Interpret this constitution by majority vote of its total currently serving membership.

## **Section 5. President of the Senate**

### **a) Election and Term of Office**

The President and Vice President must have a minimum GPA of 2.5. The president and vice-president are elected by the student body in the general election. Upon resignation, dismissal, or incapacitation of the president, the current vice president shall serve as president and an in-house election shall take place to elect a new vice-president from amongst the members of the Senate, with the new president and vice president serving until the end of the elected term of office of the outgoing president.

### **b) Duties and Responsibilities**

The President of the Student Government, or the Vice President of the Student Government should the President be unable to fill his/her duties shall:

- 1) Preside over meetings of the Student Government;
- 2) Give a timely report of all activities undertaken on behalf of the Student Government;
- 3) Prepare the agenda for meetings of the Student Government;
- 4) Implement measures enacted by the Student Government and submit periodic progress reports;
- 5) Preside over meetings of the student body;
- 6) Represent the student body at official functions;
- 7) Represent the student body in the College Council either directly or through a designee;
- 8) Prepare a transition document at the end of their term of office, which will provide an overview of the Student Government's accomplishments, ongoing initiatives and future goals.

## **Section 6. Commissioners**

The Student Government shall elect one of its number as commissioner of each of eight standing commissions charged with drafting legislation for consideration by the Student Government and recommending methods of implementing such legislation. No senator shall hold more than one commissioner position on the Student Government except in the case of a sudden vacancy whereby a commissioner could hold a temporary commissioner position on another commission until such time as the vacancy can be permanently filled. Each Commissioner shall appoint additional members, which shall be reported to the Student Government prior to members taking their seat on the commission. The Commissions are as follows: Commission on Finances, Commission on Clubs, Commission on Campus Center and Student Facilities, Commission on Student Services, Commission on Academic and Curricular Affairs, Commission on Elections, Commission on Part-time, Evening and Weekend Students, Commission on Disabled Students & Veteran's Affairs.

### **a) Election and Term of Office**

Only Senators shall be eligible to serve as Commissioners. The election process for commissioners shall begin at the second meeting of the Student Government. Commissioners will be elected by majority vote of the Senators present and shall serve for a term of one year (June 1 - May 31).

### **b) Duties and Responsibilities**

The Commissioners shall:

- 1) Submit to the Student Government the commission bylaws, membership and operating procedures by the second meeting of the fall semester and the meeting schedule for fall and spring by the second meeting of each semester.
- 2) Report a minimum of once per month to the Student Government on the operation, finances and activities of the commission;
- 3) Maintain the commission's funds in conformity with the accounting procedure of The College of Staten Island Association, Inc.;
- 4) Report to the Student Government commission membership, which comprise no more than two senators, in addition to the Commissioner, including the appointment of a deputy commissioner who must be a Student Government senator, who will assume the duties of the commissioner should the commissioner be unavailable to fulfill said duties;
- 5) Prepare a transition document at the end of their term of office, which will provide an overview of the commission's accomplishments, ongoing initiatives and future goals.
- 6) The Club Commissioner cannot be an officer of any chartered club; the Election Commissioner cannot serve on the Student Election Review Committee.

## **Section 7. Duties & Responsibilities of Student Government Members:**

- (a) Each semester Student Government senators shall establish office hours. Members shall furnish their availability for office hours to the Student Government Coordinator in writing by the second meeting of each semester.
- (b) Each senator must serve on a minimum of one committee or commission, but no more than three commissions.

### Section 8. Meetings of the Student Body

The Student Government may call discretionary meetings of the student body to inform the students of actions taken by the Student Government, to discuss other pertinent matters, and to solicit student opinion. Motions passed at such meetings shall be considered resolutions advising the Student Government, without binding effect.

## ARTICLE V. AMENDMENTS

### Section 1. Amendments to Articles I through III

A proposal to alter any provision of Articles I through III may be initiated by the President or by a two-thirds vote of the College Council. Such proposals shall then be submitted to a referendum of the instructional staff. The proposed amendment is to be deemed adopted if approved by a majority of those voting (provided that at least 30% vote), by the President, and by the Board of Trustees.

### Section 2. Amendments to Article IV

Amendments to Article IV (Constitution of the Student Government) may be proposed by: a) a majority of the Senators present at a meeting of the Student Government, or b) a petition containing the signatures of 10% of the student body. An amendment shall be adopted when approved by majority vote of the student body in referendum, provided that at least 10% of the student body vote, by the President and by the Board of Trustees.

## ARTICLE VI. COMMITTEES OF THE COLLEGE ESTABLISHED PURSUANT TO BOARD OF TRUSTEES BYLAWS OR UNIVERSITY POLICY

1. College Association
2. Faculty-Student Disciplinary Committee
3. Auxiliary Enterprises Board
4. Sexual Harassment Panel
5. Affirmative Action
6. Pluralism and Diversity
7. Americans with Disabilities

Act Adopted by the Board of Trustees on October 26, 1981, Cal. No. 6.B. Amended by the Board of Trustees on January 26, 1987, Cal. No. 9.C; June 29, 1987, Cal. No. 6.D.; February 26, 1990, Cal. No. 5.A.; May 28, 2002, Cal. No. 7.B.; June 24, 2002, Cal. No. 8.C.; November 27, 2006, Cal.No. 6.E.; and November 23, 2009, Cal. No. 6.A.

~~(g) Tie votes: A tie vote in a case affecting an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to prevail. Tie votes or a failure to achieve a majority in the election of a department Chairperson or for representation on Appointments Committees or on the Faculty Senate shall be resolved by action of the President.~~

### Section 7. Procedures for Department Committees

~~Each department committee shall keep minutes of its proceedings. The proceedings shall conform to the latest edition of ROBERT'S RULES OF ORDER. It is the responsibility of the Department Chairperson, except as specified above, to circulate the minutes of each departmental committee to all members of the department.~~

## C. QUEENS COLLEGE - AMENDMENTS TO THE ACADEMIC SENATE CHARTER:

WHEREAS, The Queens College Academic Senate's Charter was last amended by the Board of Trustees on January 26, 2015, effective March 3, 2015; and

WHEREAS, Queens College has proposed amendments to its Charter; now therefore be it

RESOLVED, That the proposed amendments to the Queens College Academic Senate's Charter be adopted, effective May 8, 2018.

EXPLANATION: The proposed amendments to the Queens College Academic Senate's Charter were approved by the Academic Senate on April 6, 2017 and are recommended by the College President. The amendments would redistribute at-large seats that were specifically held for Adult Collegiate Education ("

ACE") students and students from the Graduate Division. The change is proposed in light of declining enrollment in both the ACE program and the Graduate Division. ACE and Graduate students will still be able to run for any of the at-large seats open to all students.

Additionally, the amendments would revise selection and review procedures for Academic Officers, including Academic Deans, the Provost, and the Chief Librarian. Specifically, the amendment would change review of incumbent Academic Officers' qualifications from every five (5) years to review on an "as-needed" basis. The amendments also would include Senate nominees on search committees for the selection of the Provost and Chief Librarian. These changes would allow the Senate more input into the College's selection of Academic Officers.

## **QUEENS COLLEGE ACADEMIC SENATE CHARTER**

### **C O N T E N T S**

|                     |  |
|---------------------|--|
| <b>Section I</b>    | <b>Responsibilities of the Academic Senate</b>                 |
| <b>Section II</b>   | <b>Membership of the Academic Senate</b>                       |
| <b>Section III</b>  | <b>Election of Members</b>                                     |
| <b>Section IV</b>   | <b>Meetings of the Academic Senate</b>                         |
| <b>Section V</b>    | <b>Rules of Order</b>  |
| <b>Section VI</b>   | <b>Officers and Executive Committee</b>                        |
| <b>Section VII</b>  | <b>Term Limits for Officers</b>                                |
| <b>Section VIII</b> | <b>Academic Senate Committees</b>                              |
| <b>Section IX</b>   | <b>College-Wide Committees</b>                                 |
| <b>Section X</b>    | <b>Selection and Review of Academic Officers</b>               |
| <b>Section XI</b>   | <b>Voting Rights of Lecturers, Promotion to Full Professor</b> |
| <b>Section XII</b>  | <b>Presidential Search Committees</b>                          |
| <b>Section XIII</b> | <b>Amending the Academic Senate Charter</b>                    |

## **QUEENS COLLEGE ACADEMIC SENATE CHARTER**

### **SECTION I – Responsibilities of the Academic Senate**

The Academic Senate shall be responsible, subject to the Board of Trustees of the City University of New York, for the formulation of policy relating to the admission and retention of students, curriculum, granting of degrees, Campus Life, and the nomination of Academic (full) Deans (as outlined in Section X). The Academic Senate shall also be responsible for and shall establish rules governing the use of the College name by organizations and clubs. It shall make its own bylaws consistent with the Bylaws of the Board of Trustees, and conduct the educational affairs customarily cared for by a college faculty.

### **SECTION II – Membership of the Academic Senate**

The Academic Senate shall be a representative body of 60 Senators and 60 Alternates elected by faculty and students, and of those ex officio nonvoting members designated in Section II, paragraph F of this Charter. For the purpose of this Charter, the faculty is defined as all full-time Queens College persons in the titles of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer; students are defined as all Queens College undergraduate and graduate students.

The 60 Senators shall be apportioned as follows:

- A. Faculty - 40
  1. Each academic department shall elect one (1) Senator.
  2. The balance of the 40 faculty Senator seats shall be divided as follows:
    - a) One (1) faculty Senator elected at large from the Division of the Arts.
    - b) One (1) faculty Senator elected at large from the Division of the Social Sciences.
    - c) One (1) faculty Senator elected at large from the Division of Mathematics and the Natural Sciences.

- d) One (1) faculty Senator elected at-large from the Division of Education.
- e) The remaining faculty Senators shall be elected at large, College-wide with one seat open for a member of the adjunct faculty of Queens College. If no adjunct faculty member runs for the seat, it will be filled by a member of the full time faculty.

B. Students -20

Students seeking office are subject to academic standards and requirements as set by CUNY Board of Trustees.

- 1. Undergraduate ~~Eleven (11)~~ Ten (10)
  - a. Three (3) undergraduate student Senators shall be elected by undergraduate students from each of the following groups:
    - i. Lower sophomore, upper freshman, and lower freshman classes;
    - ii. Lower junior and upper sophomore classes;
    - iii. Upper senior, lower senior, and upper junior classes.

- b. One (1) SEEK student Senator shall be elected at large by SEEK students.

~~c. One (1) ACE student Senator shall be elected at large by ACE students.~~

~~2. One (1) Graduate Division student Senator shall be elected at large by Graduate Division students.~~

~~3. Eight (8) At-Large Ten (10)~~

- a. Ten (10) student Senators shall be elected at large, College-wide, from all divisions and schools of the College.

C. Alternates may vote and be counted as part of the quorum when properly seated.

D. Faculty Senators and Alternates shall serve a term of two (2) years.

- a) Half of the faculty Senators and Alternates shall be elected each year.

E. Student Senators and Alternates shall serve a term of one (1) year.

F. 1. Ex officio nonvoting membership shall be extended to:

- a) chairpersons of Academic Senate committees, the Parliamentarian of the Academic Senate, and the Ombudsman;
- b) the College President, Provost, Vice-Presidents, Deans, Business Manager, and Registrar;
- c) the ~~Presidents~~ President of the ~~Day Session, Evening, Graduate, ACE and SEEK governments; Association~~
- d) the President of the Queens College Alumni Association;
- e) the chairperson of the Queens College chapter of the Professional Staff Congress;
- f) the Chief Librarian;
- g) or a designee of any of the preceding.

- 2. These members shall have the privilege of the floor, the right to make motions, participate in debate, and all other privileges of membership in the Academic Senate, with the exception of voting or being an officer of the Academic Senate.

### SECTION III – Election of Members

A. Election of Senators and Alternates shall take place during the spring semester.

B. 1. All full-time faculty members of academic departments may vote in departmental elections to fill departmental Academic Senate seats.

2. All full-time faculty within an academic division may vote to fill their faculty divisional Academic Senate seats.
  3. All full-time faculty of Queens College may vote to fill College-wide at large Academic Senate seats.
- C. The certification of class standing and faculty status shall be made by the Registrar and the Provost, respectively, or their designees.
- D. 1. A vote to recall a Senator may be initiated by a petition signed by persons to the Senator's constituency. The number of valid signatures on such a petition must be not less than one-fourth of the total number of ballots cast in the Senator's category in the election at which the Senator was elected.
2. If a majority of the ballots at the recall election are cast against the Senator, his/her seat shall be declared vacant, and a special election shall be held to fill the unexpired portion of his/her term.
3. The cost of a recall vote and special election shall be borne by those initiating the successful recall petition.
4. The Executive Committee shall be responsible for determining the validity of the petition, as well as resolving other questions relating to both elections.
- E. The Academic Senate may adopt bylaws regarding the removal from office of habitually absent Senators.

#### **SECTION IV – Meetings of the Academic Senate**

- A. The first meeting of a new Academic Senate shall take place no later than June 1st, if possible, at which time it succeeds the preceding Academic Senate.
- B. This first meeting shall be convened by the Holder of the Chair of the Elections Committee, who shall serve as Holder of the Chair pro tempore, until a permanent Holder of the Chair is elected.
- C. The Academic Senate shall meet regularly on the second Thursday of each month from October through May. The January meeting of the Academic Senate shall be optional at the discretion of the Academic Senate's Executive Committee.
- D. Regular meetings of the Academic Senate shall be open to all members of the Queens College community, and all shall have the right to speak on the floor.
- E. The Academic Senate may hold special meetings in accordance with its Bylaws.
- F. The Academic Senate shall be free to hold executive sessions, without any nonmembers present, save such as may be invited.

#### **SECTION V – Rules of Order**

- A. The business of the Academic Senate shall be conducted according to Robert's Rules of Order Revised (latest edition) unless, a quorum being present, a 2/3 majority of members present and voting deems otherwise.
- B. A quorum shall consist of one more than one-half of the voting membership.

#### **SECTION VI – Officers and Executive Committee**

- A. The Academic Senate shall elect annually from its elected voting membership its Holder of the Chair, Deputy Holder of the Chair, Secretary, and such other officers as it deems necessary. A Recording Secretary, not necessarily a member of the Academic Senate, may be appointed by the Holder of the Chair.

- B. There shall be a nine-member Executive Committee of the Academic Senate which will be responsible for preparing an agenda for all meetings and for carrying on the business of the Academic Senate between regular meetings. It shall have such other duties as will be assigned to it by the members of the Academic Senate. The officers of the Academic Senate shall be members of the Executive Committee, with the remainder of the positions filled by election by the Academic Senate so that there shall be three (3) student members.

#### **SECTION VII – Term Limits for Officers**

Officers of the Academic Senate may serve no more than four (4) consecutive years in any one (1) office.

#### **SECTION VIII – Academic Senate Committees**

The Academic Senate shall create such standing, ad hoc, and special committees as it shall deem necessary.

- A. Committee membership shall be open to all members of the instructional staff and to all students who have a cumulative index of at least 2.0 and are not on probation.
- B. All committee members shall be elected by the Academic Senate in accordance with its Bylaws.
- C. Committees normally shall be composed of an equal number of members of the instructional staff and students, except when otherwise considered appropriate because of the nature of the problem to which the committee will address itself. All committees shall report to the Academic Senate at least once each year.
- D. Each committee shall elect from among its membership a Holder of the Chair or Co-holders of the Chair.
- E. When feasible, appointments to all Senate committees shall be for a period of two years, on a rotating basis.
- F. A person may not serve as a voting member on more than two Academic Senate Committees, of which only one can be a standing committee.

#### **SECTION IX – College-Wide Committees**

The Academic Senate shall create such College-wide committees as it deems necessary.

#### **SECTION X – Selection and Review of Academic Officers**

A. ~~Academic (full) Divisional~~ Deans shall be nominated in the following manner:

- A1. The Academic Senate will elect a Search Committee consisting of ~~five~~four (4) full-time faculty members and ~~five~~four (4) students who are members of or majors in the departments or divisions to be included within the constituency for which the dean being sought will be responsible. Students elected to Academic Senate Search Committees as representatives from the Division of Education may be either co-majors in Elementary and Early Childhood Education or ~~l~~minors l majors in Secondary Education and Youth Services, or be matriculated in a graduate program in the Division. The Provost may appoint one (1) additional member to the Search Committee.

~~1. The Academic Senate shall elect an additional faculty member and an additional student, who are members of or majors in the Division of Education, to serve on the Search Committees for the Deans of Arts, Social Sciences, and Mathematics and Natural Sciences.~~

~~2. The Academic Senate shall elect an additional faculty member and an additional student, who are not members of or majors in the Division of Education, to serve on the Search Committee for the Dean of Education.~~

B

2. The Committee shall submit to the President a confidential list of three to five candidates from which the President shall nominate one to the Board of Trustees for approval. In the event the President rejects all the Search Committee's choices, the Committee will submit another list of names to the President for his or her consideration. This procedure shall be followed until a dean is selected.

C3. The Search Committee shall follow procedures consistent with Affirmative Action guidelines and shall hear nominations from any member of the campus community for the position of dean and shall consider for candidacy any person with distinction within his or her chosen field of study and with demonstrated administrative skill.

DB. Review of Dean's qualifications:

~~1. At the beginning of every fifth year of a Dean's term~~<sup>1.</sup> ~~As needed or upon request,~~ a Committee ~~(the composition of which shall correspond to~~ (the composition of which shall correspond to the composition of the Search Committee) shall be elected by the Academic Senate to review the Dean's performance through confidential consultations with departmental chairpeople, program directors, and other persons who are in a position to comment knowledgeably on the Dean's performance. The Review Committee will then make a confidential report to the President including a recommendation for or against continued appointment. Investigations of the Review Committee shall be conducted with the strictest confidentiality. The findings of the Review Committee shall be reported to the President no later than ~~May 30, of every fifth year of the Dean's term~~<sup>60 days after the appointment of the committee.</sup>

~~2. If the President does not reappoint the Dean, the Review Committee shall constitute itself as a Search Committee, as outlined above, and nominate additional candidates to the President for consideration.~~

~~3~~<sup>2.</sup> The term "Dean" in the above section refers to all ~~[full]~~ Academic Divisional Deans.

~~E. Review of the Provost:~~

~~C. At the beginning of every fifth year of the Provost's term~~<sup>Provost Search:</sup>

~~1. The Academic Senate shall elect (4) faculty members, one from each division, and four (4) students and transmit their names to the President for consideration as members of the Provost Search Committee. The President shall either choose at least two faculty and two students from the list submitted by the Senate or seek more nominations from the Senate which will be sent to the President by end of the next Senate Meeting. If no nominations are sent to the President by the Senate at its next meeting or the President declines to appoint any of the nominations that are sent, the President may fill the search committee without such nominations. The President shall determine the size and appoint the rest of the Provost Search Committee.~~

~~2. The Committee shall submit to the President a confidential list of three to five candidates from which the President shall nominate one to the Board of Trustees for approval. In the event the President rejects all the Search Committee's choices the Committee will submit another list of names to the President for his or her consideration. This procedure shall be followed until a Provost is selected or the President selects a new Search Committee following the procedure set forth in paragraph 1 above.~~

~~3. The Search Committee shall follow procedures consistent with Affirmative Action guidelines and shall hear nominations from any member of the campus community for the position of Provost and shall consider for candidacy any person with distinction within his or her chosen field of study and with demonstrated administrative skill.~~

D. Review of the Provost's qualifications:

~~1. As needed or upon request,~~ a Committee (the composition of which shall correspond to the composition of a ~~Dean's~~<sup>Provost's</sup> Search Committee) shall ~~be elected by the Academic Senate~~<sup>appointed as described in paragraph C above</sup> to review the Provost's performance through confidential consultations with departmental chairpeople, program directors, and other persons who are in a position to comment knowledgeably on the Provost's performance. The Review Committee will then make a confidential report to the President including a recommendation for or against continued appointment. Investigations of the Review Committee shall be conducted with the strictest confidentiality. The findings of the Review Committee shall be reported to the President no later than ~~May 30th of every fifth year of the Provost's term~~<sup>60 days after the appointment of the committee.</sup>

#### E. Chief Librarian Search:

1. The Academic Senate shall elect four (4) full-time faculty, including two (2) librarians, one (1) Graduate School of Library and Information Studies member, one (1) other faculty member, and two (2) students to serve on the Search Committee. The President may appoint up to 5 additional members to the Committee.

4. The Committee shall submit to the President a confidential list of three to five candidates from which the President shall nominate one to the Board of Trustees for approval. In the event the President rejects all the Search Committee's choices, the Committee will submit another list of names to the President for his or her consideration. This procedure shall be followed until a Chief Librarian is selected or the President selects a new Search Committee following the procedure set forth in paragraph 1 above.

5. The Search Committee shall follow procedures consistent with Affirmative Action guidelines and shall hear nominations from any member of the campus community for the position of Chief Librarian and shall consider for candidacy any person with distinction within his or her chosen field of study and with demonstrated administrative skill.

#### F. Review of the Chief Librarian:

At the beginning of every fifth year of the Chief Librarian's termAs needed or upon request, a Committee (the composition of which shall correspond to the composition of a Dean'sChief Librarian's Search Committee) shall be elected by the Academic Senate to review the Chief Librarian's performance through confidential consultations with departmental chairpeople, program directors, and other persons who are in a position to comment knowledgeably on the Chief Librarian's performance. The Review Committee will then make a confidential report to the President including a recommendation for or against continued appointment. Investigations of the Review Committee shall be conducted with the strictest confidentiality. The findings of the Review Committee shall be reported to the President no later than May 30th of every fifth year of the Chief Librarian's term60 days after the appointment of the committee.

### **SECTION XI – Voting Rights of Lecturers, Promotion to Full Professor**

- A. In addition to those faculty members authorized by the Bylaws of the City University of New York to vote in departmental elections for chair and for members of the departmental Personnel and Budget Committee, those lecturers who hold Certificates of Continuous Employment shall be entitled to vote.
- B. Nominations for promotion to Professor shall be forwarded to the College Committee on Personnel and Budget by the chairperson of the department together with the recommendation of the departmental Committee on Personnel and Budget.

### **SECTION XII – Presidential Search Committees**

Representatives of the Queens College faculty on Presidential Search Committees shall be elected as follows:

Faculty representatives, of a number to be designated by the Board of Trustees, shall be nominated either by the College Personnel and Budget Committee or by advance, written nomination ballot. Election of the faculty members to the Search Committee shall be by majority vote of the faculty representatives of the Academic Senate. The students will have no vote on faculty representatives.

### **SECTION XIII – Amending the Academic Senate Charter**

Proposed amendments to the Queens College Academic Senate Charter shall take the form of a resolution, directed to the Board of Trustees, requesting such amendment be enacted. The resolution shall be by a 2/3 majority vote, a quorum being present at a meeting no less than seven (7) calendar days following the written announcement of said proposed amendment.

**NO. 7. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT:** RESOLVED, That the following item be approved:

**A. QUEENS COLLEGE – SECURITY SYSTEM UPGRADE:**

RESOLVED, That the Board of Trustees of The City University of New York requests that the City University Construction Fund (the “Fund”) to execute a purchase order under a State OGS contract to Johnson Controls (JCI) to design and install security cameras and related work at Queens College. The cost of the purchase order shall be chargeable to the State Capital Construction Fund, DASNY Project # 3418509999, for an amount not to exceed \$800,000. The contract shall be subject to approval as to form by the Fund’s General Counsel.

EXPLANATION: The Fund, on behalf of the City University of New York, has selected the firm of Johnson Controls to install new security camera equipment with cabling, while incorporating existing camera equipment, into a new centralized video management system at Queens College. The new cameras will be positioned to monitor activities in the college parking lots, the Campus quad and large public spaces on the campus.

**NO. 8. SALK SCHOLARSHIPS:**

WHEREAS, Created by the Board of Estimate of the City of New York in 1955 to honor the City College graduate who developed the first anti-polio vaccine, the Jonas Salk scholarships are awarded annually to eight graduates of the CUNY senior colleges; and

WHEREAS, The scholarships are awarded to students who have been accepted to a U.S. medical school and have performed scientific research as an undergraduate; and

WHEREAS, The student’s research papers are reviewed and recipients are selected for their potential to make significant contributions to medical research; now therefore be it

RESOLVED, That the Board of Trustees approve the award of the Jonas E. Salk Scholarships to the following graduates who have been recommended by the Chancellor:

**WITH STIPEND**

|                          |   |
|--------------------------|---|
| Lisset A. Duran          | Macaulay Honors College at John Jay College             |
| Kevin Christian Gonzalez | The City College of New York                            |
| Elizabeth Gorodetsky     | Hunter College  |
| Jack Jnani               | Hunter College  |
| Anan Kazi                | Macaulay Honors College at The City College of New York |
| Marharyta Labkovich      | Hunter College  |
| Daniela Mikhaylov        | Macaulay Honors College at Hunter College               |
| Lily Lee                 | Macaulay Honors College at Brooklyn College             |
| Iqra Nadeem              | Brooklyn College  |