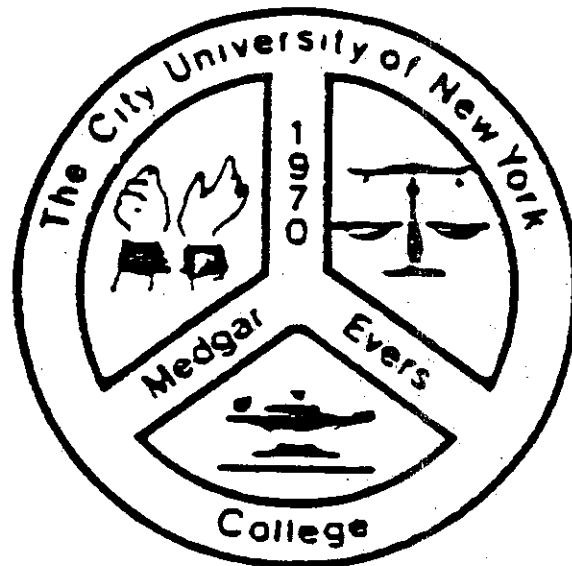


MEDGAR EVERS COLLEGE
of
The City University of New York



REVISED GOVERNANCE PLAN

**Revised Governance Plan
of
MEDGAR EVERS COLLEGE (CUNY)**

**Approved by the College Council
April 1, 1992**

**Ratified by the College Constituencies
April 20, 1992**

**Approved by the Board of Trustees
of The City University of New York
May 26, 1992 - Cal. No 6C**

GOVERNANCE PLAN OF MEDGAR EVERS COLLEGE
of
The City University of New York

ARTICLE 1 - DEFINITIONS

Section 1 Definitions: For the purpose of this Governance Plan, the following definitions shall apply:

- a. "Administrative Title Series" refers to persons employed in administrative positions of the College under the following titles:

Executive Titles
HEO Title Series

- (1) "Executive Titles" refers to persons employed in the Executive Compensation Plan titles and REM titles including, but not limited to:

President
Dean
Associate Dean
Assistant Dean

- (2) "HEO Title Series" refers to persons employed in the College under the following titles:

Higher Education Officer
Higher Education Associate
Higher Education Assistant
Assistant to Higher Education Officer
Higher Education Aide

- b. "Alumni Association" refers to that body whose membership consists of graduates of Medgar Evers College.
- c. "Civil Service Organization" refers to that body whose membership consists of the Civil Service Staff at Medgar Evers College.
- d. "Civil Service Staff" refers to persons who are employed at the College and are members of the classified Civil Service Staff.
- e. "College Community" refers to the aggregate of the following constituencies: Administrative Title Series, Alumni Association, Civil Service Staff, College Laboratory Technicians, Community Council, Faculty and Student Body.
- f. "College Laboratory Technician Series" refers to persons employed in Departments of the College under the following titles:

Chief College Laboratory Technician
 Senior College Laboratory Technician
 College Laboratory Technician

g. "Community Council" refers to that body known as "The Community Council of Medgar Evers College" which has assumed an advisory function to the President of the College.

h. "Department" refers to the teaching and non-teaching instructional units of the college:

(1) "Teaching Instructional Unit" refers to the following units:

Department of Accounting, Finance, Economics & Business Law
 Department of Allied Health Professions & Physical Education
 Department of Biology
 Department of Business & Public Administration
 Department of Computer Applications & Office Technology
 Department of Education
 Department of Interdisciplinary Studies
 Department of Languages, Literature, Communication Skills & Philosophy
 Department of Mass Communications, Creative and Performing Arts & Speech
 Department of Mathematics
 Department of Nursing
 Department of Physical Sciences and Computer Science
 Department of Social & Behavioral Sciences
 • Department of Special Programs

(2) "Non-Teaching Instructional Unit" refers to the following units:

Department of Library and Information Services
 Department of Student Affairs and Services

i. "Faculty" refers to persons employed in the Departments under the following titles:

Professor
 Associate Professor
 Assistant Professor
 Instructor
 Lecturer
 Adjunct Teaching Titles

j. "Faculty Organization" refers to that body whose membership consists of faculty of Medgar Evers College.

k. "HEO Organization" refers to that body whose membership consists of persons employed at Medgar Evers College in HEO series titles.

1. "School" refers to an amalgamation of instructional units. The certified Schools as of July 1, 1992, are:

School of Business & Public Administration
 School of Liberal Arts & Education
 School of Science, Health and Technology

- m. "Student Government Association" refers to all degree or non-degree seeking students registered full-time or part-time at Medgar Evers College.

ARTICLE 2 - POWERS AND FUNCTIONS OF THE COLLEGE COUNCIL

Section 1 Powers of the College Council: The Medgar Evers College Council is established as the legislative body of the College. It is responsible for policy formation on all matters not reserved now or hereafter by the New York State Education Law or the By-laws of the Board of Trustees of The City University of New York. It shall be responsible for legislative and advisory functions related to the programs, standards, and goals of the College.

Section 2 Policy Functions of the College Council: The College Council shall administer policy functions concerning the following:

- a. Academic affairs, including the development of curriculum, interdisciplinary programs and the awarding of credit.
- b. Academic requirements and regulations governing academic standing.
- c. Instruction and the evaluation of teaching.
- d. Long-range planning to achieve the overall goals of the College.
- e. Campus life and activities that promote the total educational program.
- f. Practices and procedures for the safeguarding of the academic and other rights of all members of the Medgar Evers College Community.
- g. Recommendations from the Standing Committees and other committees of the College Council.
- h. Other policy matters which may come to the attention of, or be assigned to, the College Council.

Section 3 Legislative Functions of the College Council: The College Council shall have the following legislative functions:

- a. To adopt by legislation the aforementioned policy functions.
- b. To take such other legislative actions as the Council may deem necessary.

Section 4 Advisory Functions of the College Council: The College Council shall have the following advisory functions:

- a. To propose amendments to, and revisions of, the By-laws of the Board of Trustees, and to recommend action to other bodies with jurisdiction over The City University of New York.
- b. To advise the President in the determination of budgetary priorities.
- c. To advise the President and the Provost concerning policies and procedures pertaining to faculty personnel matters.

ARTICLE 3 - MEMBERSHIP OF THE COLLEGE COUNCIL

Section 1 Representation: The College Council shall consist of representatives of the Administrative Title Series, Alumni Association, Civil Service Staff, College Laboratory Technician Series, Community Council, Faculty and Student Body.

Section 2 Voting Members of the Administrative Title Series: The voting members of the Administrative Title Series shall be as follows:

- a. All Deans
- b. One (1) representative elected from and by the full-time Administrative Series Title Staff in the Office of the President and in the Office of the Provost (exclusive of the Civil Service Staff).
- c. One (1) representative elected from and by the full-time Administrative Title Series Staff in the Office of the Dean of Finance and Development.
- d. One (1) representative elected from and by the full-time Administrative Title Series staff in administrative titles in Adult and Continuing Education.
- e. One (1) representative elected from and by the full-time staff in Administrative Title Series staff in the Office of the Comptroller.
- f. The President of the HEO Organization.

Section 3 Voting Member of the Alumni Association: The President of the Alumni Association shall be a voting member of the College Council.

Section 4 Voting Members of the Civil Service Staff: The voting members of the Civil Service Staff shall be three (3) representatives elected from and by the Civil Service Staff.

Section 5 Voting Members of the Community Council: The voting members of the Community Council shall be as follows:

- a. The President of the Community Council or his/her designee.
- b. One (1) representative elected from and by the non-college membership of the Community Council.

Section 6 Voting Members of the Faculty: The voting members of the faculty shall be:

- a. The chairpersons of the departments listed in Article 1 Section 1.h (1) and (2) of the Governance Plan.
- b. One (1) representative elected from and by the full-time faculty members of each department.
- c. Faculty representatives "at large" from each school equal in number to the number of departments in that school, and three (3) faculty representatives "at large" from among the faculties of the Departments of Library and Information Services, Special Programs, and Student Affairs and Services, elected at a meeting of the faculties, in accordance with ARTICLE VIII - ORGANIZATION AND DUTIES OF THE FACULTY, Section 8.7 FACULTY COUNCILS, of the By-laws of the Board of Trustees of CUNY.
- d. One (1) representative elected "at-large" by the adjunct faculty of the College. In the event that this position is not filled by October 1, the full-time faculty shall elect the adjunct representative by December 1 at a stated meeting of the faculty.
- e. The President of the Faculty Organization.
- f. One representative elected by the Faculty Organization.

Section 6.1 Procedures for Faculty Who Resign: If a member of the faculty resigns during his/her term as a member of the College Council, the affected constituency shall, within two weeks, replace the resigning faculty member. The newly elected member shall serve the remainder of the term of office.

Section 6.2 Procedures for Faculty Who Are Non-Reappointed: If a member of the faculty is non-reappointed, his/her status as a member of the College Council and the Council's committees shall cease. In such an event, the departmental Chairperson shall call for and conduct an election to replace the non-reappointed faculty member within two weeks of the date of notification of non-reappointment. The newly elected faculty member shall serve the remainder of the term of office.

Section 7 Voting Members of the Student Body: The voting members of the student body shall be:

- a. One (1) representative elected from and by each instructional department.
- b. One (1) representative elected from and by the students of Adult and Continuing Education.
- c. The President of each class or an alternate.
- d. The President of the Student Government Association or an alternate.

Section 8 Voting by The President of the College: The President of the College shall not vote except to break a tie.

Section 9 Term of Office of Members: The term of office of all elected members of the College Council shall be two years. No elected voting member shall serve more than two consecutive terms.

Section 10 Loss of Membership: An elected voting member of the College Council who has been absent for three consecutive meetings shall lose membership. Notification to that effect will be transmitted to the respective constituency for selection of a successor for the unexpired term. Voting members of the College Council who are serving by virtue of a position shall lose membership upon termination in the position. Voting members entitled to an alternate under this plan or the By-laws of The City University of New York, may be represented by that alternate at the Council's meetings. The presence of the alternate shall constitute an excused absence for that member.

ARTICLE 4 - ELECTIONS

Section 1 Call for Elections to the College Council: The chairperson of the College Council or a designee shall call, in writing, for all elections to the College Council by April 15th of each year. Additionally, the Chairperson or designee shall inform all constituent bodies of their election responsibilities and certify the results of elections.

Section 2 Time for Elections: Elections of representatives to the College Council shall be held by the end of the first full week in May. Election of student representatives to the College Council shall be held by September 30th of each year.

Section 3 Method of Voting: Each constituency eligible to elect representatives to the College Council shall do so by secret ballot at a meeting called for that purpose.

Section 4 Election Results: Election results shall be submitted in writing to the chairperson of the Council no later than five work days following the date of the election.

Section 5 Student Representatives: The Student Senate of the Student Government Association shall be responsible for conducting the election of student representatives, with the assistance of the Dean of Student Affairs and Services or a designee.

ARTICLE 5 - OFFICERS OF THE COLLEGE COUNCIL

Section 1 Chairperson: The President of the College shall be the Chairperson of the College Council. The Chairperson shall preside at all meetings of the College Council.

Section 2 Vice-Chairperson: The Vice-Chairperson of the College Council shall be elected from the voting membership of the College Council. The Vice-Chairperson shall serve as Chairperson protem in the absence of the Chairperson.

Section 3 Secretary: The Secretary of the College Council shall be elected from and by the voting membership of the College Council. The Secretary shall keep and disseminate a record of the proceedings of business conducted by the College Council.

Section 4 Parliamentarian: The Parliamentarian shall be appointed by the Chairperson with the approval of the Executive Board. The Parliamentarian shall be one versed in the rules and procedures of parliamentary law and the current edition of Robert's Rules of Order Newly Revised, and shall advise the Chairperson on questions of procedure in transacting the business of the College Council. The Parliamentarian may vote only if he/she is a voting member of the College Council.

Section 5 Election of Officers and Term of Office: The election of officers for this Council shall be held in October of the year in which the elections for voting members are held. The term of office of officers of the College Council shall be two years. Officers will remain in office until their respective successors are duly elected.

ARTICLE 6 - THE EXECUTIVE BOARD OF THE COLLEGE COUNCIL

Section 1 Members: The Executive Board of the College Council shall have the following members:

- a. The Chairperson of the College Council who shall serve as Chairperson of the Executive Board.
- b. The Vice-Chairperson of the College Council who shall serve as Chairperson protem in the absence of the Chairperson.
- c. The Secretary of the College Council who shall serve as the Secretary of the Executive Board.
- d. The Parliamentarian of the College Council (Non-Voting).
- e. Two representatives elected from among the faculty members of the College Council.
- f. Two representatives elected from among the student members of the College Council.
- g. One representative elected from among the administrative title series members of the College Council.
- h. One representative elected from among the three Civil Service Staff members of the College Council.
- i. One representative elected from among the Community Council members of the College Council.

Section 2 Executive Board Quorum: A quorum of the Executive Board shall be a simple majority of the voting members.

Section 3 Duties and Responsibilities: The Executive Board shall have the following duties and responsibilities:

- a. To schedule and prepare the agenda of all College Council meetings.
- b. To conduct business between regular meetings of the College Council.

- c. To conduct emergency business between regular meetings of the College Council. The College Council reserves the right to review all actions taken by the Executive Board to determine whether or not they become permanent policy.
- d. To publish and distribute meeting notices and agenda at least one calendar week preceding the scheduled meeting of the College Council. Such notices shall be posted in visible locations throughout the College, in addition to being distributed to all members of the College Council.
- e. To maintain all records of the College Council, one copy of which shall be housed on reserve in the Library and available for examination.
- f. To fulfill other responsibilities as assigned by the College Council.

Section 4 Notice of Meetings: The members of the Executive Board shall be given notice, orally and in writing, one calendar week in advance of the date and agenda of Executive Board Meetings.

Section 5 Term of Office of Elected Members of the Executive Board: The term of office of elected members of the Executive Board shall be two years.

ARTICLE 7 - MEETING PROCEDURES

Section 1 College Council Quorum: A quorum for College Council meetings shall be 40% of the voting membership.

Section 2 Rules of Order: The business of the College Council and the Executive Board shall be conducted according to the current edition of Robert's Rules of Order Newly Revised unless, with a quorum present, two-thirds of the members present and voting deem otherwise.

Section 3 Seating Plan: There shall be a seating arrangement which separates voting members from non-members. A membership list shall be provided at each meeting of the College Council.

Section 4 Voting Procedure: Except for the vote on approval of the minutes, which shall be by show of hands, all voting shall be by secret ballot unless, with a quorum present and the majority voting in favor, the Council decides to use one of the following methods:

- a. Voice Vote (ayes and nays)
- b. Show-of-hands or standing
- c. Roll call
- d. General Consent

ARTICLE 8 - MEETINGS

Section 1 Number of Meetings and Methods of Calling Meetings: The College Council shall convene at least two (2) regular meetings each semester. Special or emergency meetings of the College Council may be convened by any of the following methods:

- a. By call of the Chairperson of the College Council
- b. By call of the Executive Board with at least half of the membership of the Executive Board voting in favor
- c. By call of one-third of the members of the College Council

Section 2 Attendance at Meetings: Members of constituent bodies of the College Community may attend meetings of the College Council and, after gaining recognition by the Chairperson, speak on any issue before that body.

Section 3 Proposal of Agenda Items: Any member of the College Community may propose items to the Secretary for the College Council agenda. The agenda shall be prepared by the Executive Board and shall allow for items to be added from the floor.

Section 4 Moving Meetings to Executive Session: All meetings of the College Council shall be open; however, with a quorum present and two-thirds of the members present voting in favor, a meeting can be moved to executive session without any non-members present save invitees.

ARTICLE 9 - COMMITTEES

Section 1 General Charge: The College Council shall, at its discretion, establish committees, determine how they are to be constituted, and charge standing and special committees.

Section 2 Committee on Committees: The College Council shall meet during the second week in May to elect a Committee on Committees.

- a. **Functions:** The Committee on Committees shall recommend a slate of standing and special committees and shall review periodically the work all committees and submit its reports to the Executive Board for dissemination and inclusion in the agenda of the College Council. Additionally, it shall review the election results for all standing committees to ensure compliance with regard to the membership and election procedures for each committee. This review of committee membership shall be submitted to the Executive Board prior to the June commencement of the College.

- b. **Membership:** Membership on this Committee shall consist of seven (7) members elected from among the College Council membership according to the following distribution: four (4) faculty, two (2) students and on (1) member of the Administrative Title Series.
- c. **Election Procedures:** Representatives of the constituent groups shall be elected by the members of the respective groups during the second week in May.

Section 3 Election of Committee Officers: Each committee shall elect a Chairperson and Secretary from among its members. The committee shall submit reports to the College Council by the last meeting of each semester and at other times as necessary. The College Council Executive Board shall establish a calendar for committee reports.

Section 4 Standing Committees: Standing committees of the College Council shall be as follows:

a. **Committee on Academic Standards and Regulations**

(1) **Functions:** The Committee on Academic Standards and Regulations shall recommend policy governing academic regulations of the College, including probation status and graduate certification. It shall also be responsible for recommending policy on college-wide requirements for all academic programs offered in the College. It shall oversee and review the implementation of academic regulations, shall serve as an appeal body for students on academic matters, and shall submit recommendations to the College Council.

(2) **Membership:** Membership on this Committee shall consist of one (1) faculty member from each department, two (2) students, and the Provost. The Registrar and the Director of Admissions shall be non-voting members.

(3) **Election Procedures:** Faculty representatives to the committee shall be elected from and by the full-time faculty in each department. The two (2) student representatives shall be recommended by the Executive Board of the Student Government Association and approved by the Student Government Association.

b. **Committee on Affirmative Action**

(1) **Functions:** The Committee on Affirmative Action shall review policies of The City University of New York on affirmative action and recommend affirmative action policies to the College Council. This committee shall also review the implementation of all affirmative action policies in the College, and make appropriate recommendations to the College Council.

(2) **Membership:** The membership of this Committee shall consist of one (1) faculty member from each school; one (1) faculty member from among the Departments of Library and Information Services, Special Programs, and Student Affairs and Services; two (2) members from the HEO Title Series; one (1) member from the Civil Service Staff; one (1) member of the Administrative Title Series in the Office of Personnel; two (2) students; one (1) alumnus; one (1) representative from the Community Council; and the Affirmative Action Officer.

(3) **Election Procedures:**

- i) The faculty member from each school shall be drawn by lot by the President from a panel consisting of one (1) nominee from each department of the school.
- ii) The faculty member from among the Departments of Library and Information Services, Special Programs, and Student Affairs & Services shall be drawn by lot by the President from a panel consisting of one (1) nominee from each of the departments.
- iii) The two (2) members from among the HEO Title Series shall be drawn by lot by the President from a panel of five (5) nominees elected by the HEO Organization.
- iv) The Civil Service member shall be drawn by lot by the President from a panel consisting of three (3) nominees elected by the Civil Service Staff.
- v) The Administrative Title Series member from the Office of Personnel shall be drawn by lot by the President from among those members working in the Office of Personnel.
- vi) The two (2) student members shall be drawn by lot by the President from among a panel of five (5) students elected by the students.
- vii) The Alumni Association member shall be drawn by lot by the President from a panel consisting of three (3) nominees elected by the Alumni Association.
- viii) The Community Council member shall be drawn by lot by the President from among a panel of three (3) nominees elected from the membership of the Community Council.

c. **Committee on Commencement**

- (1) **Functions:** The Committee on Commencement shall coordinate the arrangements for the annual commencement ceremonies and other special events associated with commencement.

(2) **Membership:** The membership of the Committee on Commencement shall consist of one (1) faculty member from each department, two (2) members from the Administrative Title Series, the Provost, the Dean of Student Affairs and Services, the Director of Institutional Advancement and Public Affairs, the Senior Class President, the President of SGA, the Treasurer of SGA, three (3) senior class representatives, two (2) members of the Community Council, and one (1) member of the Alumni Association.

(3) **Election Procedures:** Each member is to be elected by the full-time members of the respective constituency.

d. Curriculum Committee

(1) **Functions:** The Curriculum Committee shall recommend college-wide policy in matters pertaining to academic programs, including new curricula, and changes in existing curricula. It shall also review the implementation of curricula.

(2) **Membership:** Membership on this Committee shall consist of the following: one (1) faculty member from each department; one (1) student from each department, two (2) of whom shall have voting privileges; the Provost; and one (1) representative from the Community Council. The Registrar shall be a non-voting member of the Curriculum Committee.

(3) **Election Procedures:** Faculty representatives to the Committee shall be elected by the full-time members of their respective departments. Student representatives shall be elected by the students in their respective departments. The voting student members shall be elected by the student representatives. The Community Council representative shall be elected by the membership of the Community Council.

e. Committee on Governance

(1) **Functions:** The Committee on Governance shall review, on a continuing basis, the process of governance at the College. It shall recommend changes in the administrative and governance structure and practices, and amendments to the Governance Plan. The committee shall consider recommendations from the administration, faculty, staff, and students for changes in this document. The committee shall prepare and present to the College Council a bi-annual evaluation of the College Governance Plan.

(2) **Membership:** Membership of this Committee shall consist of the President of the Faculty Organization, the Chairperson of the Campus Chapter of the Professional Staff Congress/CUNY, five (5) faculty members, one (1) student member from each class, two (2)

members from the Administrative Title Series, and one (1) member from each of the following groups: the Student Government Association, the Alumni Association, the HEO Title Series, the Community Council, and the Civil Service Staff.

(3) **Election Procedure:** The faculty members shall be drawn by the President from a panel consisting of one (1) nominee from each department. The other members shall be elected by the members of their respective groups.

f. Library Resource Committee

(1) **Functions:** The Library Resource Committee shall maintain active liason with the librarians assigned to college departments, and shall recommend ways of expanding and improving the library collection and services.

(2) **Membership:** Membership of this Committee shall consist of one (1) faculty member from each department, and one (1) student from each department.

(3) **Election Procedures:** Faculty representatives shall be elected by the full-time members of their respective departments. Student representatives shall be elected by the students from their respective departments.

g. Master Plan Committee

(1) **Functions:** The Master Plan Committee shall review long-range plans emanating from the President's Office.

(2) **Membership:** Membership of this Committee shall consist of the following:

- i) The President
- ii) One (1) tenured or certificated faculty member from each department
- iii) All Deans or their designees.
- iv) Class Presidents or their designees
- v) SGA President or designee
- vi) One (1) representative from the Community Council
- vii) One (1) representative from the Alumni Association

(3) **Election Procedures:** Faculty representatives shall be elected by the full-time faculty in their respective departments. The Community Council representative shall be elected from the Community Council membership. Student and Alumni representatives shall be elected by their respective groups.

h. Committee on Recruitment, Admissions, and Retention

(1) **Functions:** The Committee on Recruitment, Admissions, and Retention shall review, propose, and recommend policies pertaining to student recruitment, admissions, and retention.

(2) **Membership:** Membership on this Committee shall consist of one (1) faculty member from each department; eight (8) students elected by the Student Government Association; one (1) member from the Administrative Title Series; the Assistant Dean for Recruitment and Enrollment Management Services; the Dean of Student Affairs and Services; the Chairperson of the Academic Standards and Regulations Committee; and one (1) representative from the Community Council.

(3) **Election Procedures:** Faculty representatives to the committee shall be elected by the full-time faculty in their respective departments. Each student representative shall be elected by the Student Government Association. The representative from the Administrative Title Series shall be elected from among the full-time members of that group. The Community Council representative shall be elected from among the membership of the Community Council.

i. Committee on Teaching Evaluation and Development

(1) **Functions:** The Committee on Teaching Evaluation and Development shall review and recommend policies consistent with appropriate By-laws of The City University of New York and the applicable collective bargaining agreement. It shall continually assess evaluation instruments and procedures with a view toward their improvement. The Committee shall seek input from faculty and students regarding areas of concern and problems that may be addressed.

(2) **Membership:** Membership of this Committee shall consist of one (1) faculty member from each department, one (1) student member from each department, the Deans of Schools, and one (1) member from the Office of the Provost.

(3) **Election Procedures:** Faculty members shall be elected by the full-time faculty of their respective departments. Student members shall be elected from and by the student members of their respective departments and the elections shall be supervised by the Student Government Association. The Provost shall select the representative from the Office of the Provost.

j. Committee on Student Life

(1) **Functions:** The Committee on Student Life shall recommend policies regarding the improvement and expansion of student

services. It shall survey the faculty and students, on at least an annual basis, to determine views on these aspects of student affairs.

(2) **Membership:** Membership on this Committee shall consist of one (1) faculty member from each department; one (1) student from each department; two (2) members from the Administrative Title Series; the Dean of Student Affairs and Services; the Athletic Director; the President of the Student Government Association; the Director of Student Life; and one (1) representative from the Community Council.

(3) **Election Procedures:** Faculty representatives to the Committee shall be elected by the full-time faculty of their respective departments. Student representatives shall be elected from and by the student members of their respective departments and the elections will be supervised by the Student Government Association. The representatives from the Administrative Title Series and the Community Council shall be elected by their constituent groups.

k. Administrative Advisory Committee

(1) **Functions:** The Administrative Advisory Committee shall recommend policy on issues related to administrative support activities of the College (e.g. office services and equipment, security, and space allocation).

(2) **Membership:** Membership on this Committee shall consist of one (1) faculty member from each school; one (1) faculty member from among the Departments of Library and Information Services, Special Programs, and Student Affairs and Services; two (2) members of the Administrative Title Series; one (1) member of the Civil Service Staff; one (1) student; and the Dean of Finance and Development, ex officio.

(3) **Election Procedures:** Each faculty representative to this Committee shall be elected from and by the respective faculty at a meeting of the faculty. The Administrative Title Series representative shall be elected from among the Administrative Title Series Staff at a meeting of its members. The Civil Service Staff representative shall be elected from among the Civil Service Staff at a meeting of the Civil Service Staff. The student representative shall be selected by the Executive Board of the Student Government Association and approved by the Student Government Association.

l. Ratification Committee

(1) **Function:** The Ratification Committee shall be responsible for conducting the vote to consider ratification of amendments to the

Governance Plan in accordance with ARTICLE 13 - AMENDMENTS.

(2) **Membership:** Membership on this Committee shall consist of the Secretary of the College Council, and one (1) member from among the representatives of each of the following constituent groups: Faculty, Students, Administrative Title Series, Civil Service Staff, and Community Council Representatives of the College Council.

(3) **Election Procedures:** The election of the members of this Committee shall be by the College Council members at the time they elect the Executive Board.

ARTICLE 10 - DEPARTMENT/SCHOOLS - ORGANIZATION AND AFFAIRS

Section 1 Autonomy of Departments: The decentralized units for academic administration are the departments. Each department, subject to the approval of the College Council and the provisions of the By-laws of the Board of Trustees of The City University of New York, shall have substantial autonomy in directing its affairs, including control over educational policies. In elections for chairpersons, committee members and other elected officers, each full-time member of the faculty shall be allowed one vote. Except as specified in this document and in the By-laws of the Board of Trustees, the organizing and functioning of a department shall be determined by its members.

Section 2 Rules of Order: The business of the departments shall be conducted according to the current edition of Robert's Rules of Order Newly Revised, except when a quorum of 50% plus 1 is present and a simple majority of the members present and voting deem it necessary to alter this requirement. Voting shall be conducted by secret ballot if requested by any member.

Section 3 Chairperson: The executive officer of each department shall be the department chairperson, who shall carry out the department's policies, well as those of the faculty and the Board, as outlined in ARTICLE IX - ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS, Section 9.3, of the By-laws of The Board of Trustees of The City University of New York.

Section 4 Election of Chairpersons: Each department, except the Departments of Library and Information Services, Special Programs and Student Affairs and Services, shall by secret ballot elect its own chairperson from among the tenured professorial ranks for a term of three years. Exception: Where there are fewer than three tenured professors, associate professors and assistant professors in a department, and where the department has been in existence for less than seven years, the President may, after consultation with the departmental faculty, recommend the appointment

of a chairperson to the Board from among the members of the department who hold professorial rank. Where the department chairperson is recommended by the President pursuant to this sub-division, the chairperson need not be tenured. (Article IX, Section 9.1, Paragraph d. of the By-laws of the Board of Trustees of The City University of New York.)

A Chairperson shall be declared elected when the election results show that a candidate has received the highest number of votes and that the number of votes received is at least 50% plus 1 of the departmental membership eligible to vote.

The Chief Librarian, the Director of Special Programs and the Dean of Student Affairs and Services shall serve, by Presidential appointment, as chairpersons of their respective departments.

Section 5 Supervision of Election of Chairpersons: These elections shall be supervised by the Provost and Dean of Academic Affairs and be subject to the approval of the President and the Board of Trustees. Elections shall be held during the first full week of May in the year in which the chairperson's term expires. The new chairperson shall take office as of July 1, of the year in which the election is held.

Section 6 Deputy Chairpersons: A deputy chairperson may be appointed annually by the chairperson. The deputy chairperson shall assist the chairperson in administering the department and shall serve on behalf of the chairperson in the absence of the chairperson.

Section 7 Acting Chairpersons: A deputy chairperson shall, in the absence of the chairperson, serve as acting chairperson for a period not to exceed one month. If the chairperson of a department is absent for more than a month, or is absent beyond the end of a semester, the members of the department shall hold an election for an acting chairperson.

Section 8 Personnel and Budget Committee: In accordance with the By-laws of the Board of Trustees of The City University of New York, each department shall establish a Personnel and Budget Committee to advise the chairperson on all questions related to the department's budget and personnel matters including appointments, reappointments, promotions, and tenure. Exception: In departments with fewer than four (4) tenured faculty members, the President after consultation with the departmental faculty, shall appoint an ad hoc committee to make recommendations on appointments with tenure in lieu of a committee on appointments or a committee on personnel and budget. (Article IX, Section 9.1, Plan Two, Paragraph 2 of the By-laws of the Board of Trustees of The City University of New York).

Section 8.1 Voting Members: The Personnel and Budget Committee of each department shall consist of the following voting members:

- a. The chairperson of the department, who shall serve as the chairperson of the Personnel and Budget Committee. The Chairperson's membership on this committee shall cease when he/she leaves office.
- b. Full-time faculty representatives according to the following schedule:
 - (1) In departments having fewer than sixteen (16) full-time faculty members, four (4) faculty representatives elected by the full-time faculty members of the department. For the first election one (1) representative shall be elected for a three-year term, one (1) for a two-year term, and two (2) for a one-year term. Subsequent elections shall be for a three-year term.
 - (2) In departments having sixteen (16) to thirty (30) full-time faculty members, five (5) faculty representatives elected by the full-time faculty members of the department. For the first election one (1) representative shall be elected for a three-year term, two (2) for a two-year term, and two (2) for a one-year term. Subsequent elections shall be for a three-year term.
 - (3) In departments having thirty-one (31) or more full-time faculty members, six (6) faculty representatives elected by the full-time faculty members of the department. For the first election two (2) representatives shall be elected for a three-year term, two (2) for a two-year term, and two (2) for a one-year term. Subsequent elections shall be for a three-year term.
 - 4) In departments of fewer than four (4) full-time faculty, excluding the chairperson, all the full-time faculty shall constitute the department's P&B committee membership.
- c. At least four (4) members of a Departmental Personnel and Budget committee shall be tenured, except as stated in 7.1. b. 4, and have the rank of Assistant Professor or above. In departments with more than four (4) full time faculty, excluding the chairperson, but fewer than four (4) tenured full-time faculty, all tenured full-time faculty will be on the department's Personnel and Budget committee. Any remaining position shall be filled by election from the rank of lecturer with the Certificate of Continuous Employment and non-tenured full-time faculty of the Department. Only full-time reappointed faculty shall be allowed to vote at these elections.
- d. Student representatives to be elected as follows:

Two (2) students shall be elected in a general election conducted annually in May from among the students majoring in the department. The Student Government Association shall conduct the election of student representatives to the Personnel and Budget Committees of

the Departments of Library and Information Services, Special Programs, and Student Affairs and Services.

Section 8.2 Time of Elections and Appropriate Representation: Elections shall be held annually during the first week in May. Each department shall develop a plan to ensure appropriate representation from all disciplines within the department.

Section 8.3 Replacements: If a faculty representative to the Personnel and Budget Committee resigns or is not reappointed, or if a student representative leaves the department for any reason, the Departmental chairperson shall call a special meeting of all eligible voting members to elect a replacement. The Student Government Association shall conduct elections to replace student representatives to the Personnel and Budget Committees for the Departments of Library and Information Services, Special Programs and Student Affairs and Services.

Section 9 Alternates to College-wide Faculty Personnel and Budget Committee: Each department Personnel and Budget Committee shall elect from among its faculty membership an alternate to the College-wide Personnel and Budget Committee, who will exercise the voting rights of the chairperson when the chairperson is unable to attend the College-wide Faculty Personnel and Budget Committee meetings. Tenured faculty members shall be given preference as alternates to the College-wide Personnel and Budget Committee.

Section 10 Committee of Chairpersons: There shall be a committee of department chairpersons in each school to coordinate the work of the departments. The Dean of the School shall serve as Chairperson of the Committee of Chairpersons. The Committee of Chairpersons shall elect a sub-committee to advise the Provost on personnel matters related to Deans of Schools.

Section 11 Schools: The teaching instructional departments of the College shall be amalgamated into schools as follows:

a. School of Business and Public Administration

- (1) Department of Accounting, Finance, Economics and Business Law
- (2) Department of Business and Public Administration
- (3) Department of Computer Applications and Office Technology

b. School of Liberal Arts and Education

- (1) Department of Education
- (2) Department of Interdisciplinary Studies
- (3) Department of Languages, Literature, Communication Skills and Philosophy
- (4) Department of Mass Communications, Creative and Performing Arts and Speech
- (5) Department of Social and Behavioral Sciences

c. School of Science, Health and Technology

- (1) Department of Allied Health Professions and Physical Education
- (2) Department of Biology
- (3) Department of Mathematics
- (4) Department of Nursing
- (5) Department of Physical Sciences and Computer Science

Section 11.1 Dean of School: The administration of a school shall be the responsibility of a dean with faculty rank in a department of that school, who will execute his/her responsibilities as Dean of the School under the general supervision of the Provost. Each Dean of School shall carry out the policy of the school as determined by its faculty. Each Dean of School will be responsible for developing and maintaining a School Management Information System that will provide the faculty with information concerning courses and curricula, degrees and programs, student records, budget and facilities, and other information as determined by the department chairs and the faculty, to assist them in the performance of their duties.

Each Dean of School shall, under the general supervision of the Provost:

- a. Initiate and facilitate policy and action concerning the recruitment of faculty and school affairs subject to the powers delegated to the chair and staff of the departments in regard to educational policy, and to the appropriate departmental committees in personnel matters.
- b. Guide departmental chairs in the performance of their duties.
- c. Provide careful observation of and guidance for the department chairs.
- d. Perform curricula and program audits at regular intervals.
- e. Initiate, facilitate and encourage the school's faculty to be innovative in exploring alternative teaching strategies.
- f. Initiate, facilitate and encourage faculty development programs for his/her school.
- g. Initiate, facilitate and inspire his/her faculty to write grant proposals.
- h. Initiate, facilitate and guide school faculty in the area of student recruitment and overall guidance of students of the school.
- i. Develop in consultation with department chairpersons and the Assistant Dean for Enrollment Management, student recruitment/marketing programs for his/her respective School as well as retention strategies.

- j. Initiate, facilitate and perform research on student progress in programs within their respective schools. (Retention Studies).
- k. In addition, each Dean of School shall be charged with such other duties as the Provost may assign, which do not infringe upon the powers delegated by this Governance Plan and the By-laws of the Board of Trustees of The City University of New York to department chairs and faculty. Each Dean of School shall be evaluated at least once every two years by the faculty of each school. For purposes of this section, the term Dean shall apply to Dean, Associate Dean or Assistant Dean.

Section 11.2 Voting on College Council: The Deans of Schools shall be voting members of the College Council.

Section 11.3 Voting on Committees: The Deans of Schools shall be voting members of the Master Plan Committee and the Teaching Evaluation and Development Committee.

ARTICLE 11 - COLLEGE-WIDE FACULTY PERSONNEL AND BUDGET COMMITTEE

Section 1 Function: The College-wide Personnel and Budget Committee shall advise the President on all matters related to the Faculty and the College Budget.

Section 2 Chairperson: The President of the College shall be the Chairperson of the College-wide Faculty Personnel and Budget Committee.

Section 3 Voting Membership: The members of the College-wide Faculty Personnel and Budget Committee shall be as follows:

- a. One (1) tenured faculty representative "at large" from each school, elected by and from the faculty of the respective school,
- b. One (1) tenured or certificated faculty representative from among the Departments of Library and Information Services, Special Programs and Student Affairs and Services, elected by and from the respective faculties.
- c. Two (2) students elected "at large" by the student body during its Spring elections (Day and Evening Vice President may serve as alternates), and the President of the Student Government Association or a designee. The Student Government Association shall conduct the elections.

- d. Department Chairpersons.
- e. The Provost.

Section 3.1 Replacements: If a voting member, under Section 3.a through 3.e of Article Eleven, is unable to complete his/her term of office by reason of non-reappointment, resignation, etc., the President shall call upon the constituency losing the member to elect a replacement to complete the unexpired term. Likewise, replacements shall be elected for student members who are unable to complete their terms of office.

Section 4 Non-Voting Members: The non-voting members of the College-wide Faculty Personnel and Budget Committee shall be as follows:

- a. The Affirmative Action Officer
- b. The Executive Assistant to the President or such other presidential assistant as may be appointed by the President.

ARTICLE 12 - THE ACADEMIC REVIEW COMMITTEE

Section 1 Functions: The Academic Review Committee shall review all recommendations of Departmental Personnel and Budget Committees regarding appointments, reappointments, promotions, and appointment with tenure or certificate of continuous employment, and make appropriate recommendations to the President.

Section 2 Procedure: The Provost shall serve as the chair of the Committee and be responsible for scheduling the meetings.

Section 3 Membership: The membership of this Committee shall consist of the following:

- a. The Provost, ex officio (non-voting).
- b. One (1) tenured or certificated faculty member from each department, who is not a member of the College-wide Faculty Personnel and Budget Committee, elected at a meeting of the faculty of each department.
- c. Two (2) student representatives selected by the Executive Board of the Student Government Association and approved by the Student Government Association.

ARTICLE 13 - AMENDMENTS

Section 1 Amendments to the Governance Plan: Amendments to the Governance Plan shall be adopted by a two-thirds vote of the College Council membership and ratified by the College Community.

Section 2 Notice to Membership: The College Council shall be notified at least five work days in advance of the date of the meeting at which changes in the Governance Plan are to be considered. Before action may be taken, the Secretary shall read the proposed changes at no fewer than two successive meetings of the College Council.

Section 3 Ratification: Amendments to the Governance Plan shall be ratified by a referendum vote of the College Community and are subject to the approval of the Board of Trustees of The City University of New York before being implemented. The Ratification Committee shall conduct the ratification by vote. An amendment for ratification shall be presented to the college community prior to the ratification vote. Such vote shall be by secret ballot over a time period of not less than one (1) week. An amendment shall be considered ratified when four (4) of the six (6) college constituencies listed in Article 1, Section 1.e, approve the amendment by a majority vote of their membership. The referendum vote shall be certified by the College Council Chairperson.

ARTICLE 14 - EMPLOYEE DUE PROCESS

Section 1 Due Process: Due Process shall be enforced as declared in Article VII and Article XIV, of the By-laws of the Board of Trustees of The City University of New York, except to the extent that the same have been superseded by the provisions of the applicable collective bargaining agreements and the Rules and Regulations of The City University of New York Civil Service Commission.

ARTICLE 15 - PROCEDURES FOR APPOINTMENTS, PROMOTIONS, REAPPOINTMENTS, AND REAPPOINTMENTS WITH TENURE OR CCE

Section 1 Appointments: The procedures for all appointments, including the appointment of deans and directors, must conform to the Policies and Practices of The City University of New York, and to municipal, state and federal laws and regulations. Appropriate advertisements and searches must be conducted for all full-time positions, otherwise the position can be designated as acting. Under no circumstances can an acting position be converted into a permanent position without undertaking a proper search.

Section 2 Reappointments: Candidates for all reappointments shall be presented to the appropriate committees by the respective chairpersons. In the event that a candidate is a chairperson, the candidate shall be presented by the Dean of the School, except that chairs of departments not aligned with schools shall be presented by the Provost. No person who is applying for reappointment with tenure or certificate of continuous employment may participate as a member of the College-wide Faculty Personnel and Budget Committee, or the Academic Review Committee, when these committees are considering candidates for reappointment to the positions for which the member is a candidate. In this event alternates may serve in their place.

Section 3 Promotions: Candidates for promotions shall be presented to the appropriate committees by the respective chairperson. In the event that a candidate is a chairperson, then the candidate shall be presented by the Dean of the School, except that chairs of departments which are not aligned with schools shall be presented by the Provost. No person who is applying for promotion may participate as a member of the College-wide Faculty Personnel and Budget Committee, or the Academic Review Committee, when such committees are considering candidates for promotion to the professorial rank for which the member is a candidate. In this event, alternates may serve in their place.

ARTICLE 16 - TABLE OF DATES

By April 15 Election to College Council is called by the chairperson in writing.

May 1 to 7 Election of voting representatives to the College Council for the following year.

Election of departmental representative to standing committees

Election of Academic Review Committee members

Election of Department Chairpersons

Election of Department Personnel and Budget Committee members

May 1 to 31 Elections of faculty representatives to the College-wide Personnel and Budget Committee (for two years) at a Stated Meeting of the Faculty:

Election to the departmental Personnel and Budget Committee of two students from among the students majoring in each department.

May 7 to 15 Election of Committee on Committees by the College Council.

Election results submitted in writing to the Chairperson of the College Council.

- By May 31 Submission to Committee on Committees of all recommendations for membership on standing committees
- July 1 to June 30 Term of office for all representatives
- By Oct. 1 Election of one (1) representative "at large" by the adjunct faculty of the College.
- By Dec. 1 Election, at a Stated Meeting of the Faculty, of one additional full-time faculty representative "at large" to the College Council, if an adjunct faculty representative has not been elected by October 1st.
- By Dec. 15 Election, called by the Department Chairperson, of replacements for non-reappointed faculty.

ARTICLE 17 - NOTICES

Section 1 Notice of Proposed Changes: The College Council shall have at least five work days notice before changes in the Governance Plan may be considered.

Section 2 Notice of the Agenda: The members of the Executive Board shall be given one calendar week's notice, orally and in writing, of the date and agenda of Executive Board meetings.

Section 3 Notice of Publication of Proposals: The publication and distribution of proposals to be considered by the College Council shall be completed at least two weeks before the meeting of the College Council at which they are to be considered.

ARTICLE 18 - FACULTY STUDENT DISCIPLINARY PROCEDURES

Section 1 Faculty Student Disciplinary Committee: There shall be a Faculty Student Disciplinary Committee, the function of which will be to conduct hearings in student disciplinary cases. Disciplinary action against students shall be

initiated and processed in accordance with Article 15.3 of the By-laws of the Board of Trustees of The City University of New York.

Section 2 Notification of Charges: With regard to Section 15.3.b.2 of the Board of Trustees of The City University of New York By-laws, the Dean of Student Affairs and Services shall appoint a counselor or a faculty member prior to the notification to the student of the alleged charges against him/her.

Section 3 Membership: Membership ~~on~~ this committee shall consist of three (3) faculty, three (3) students elected by the Student Government Association, and a chairperson.

Section 4 Election Procedures: The faculty members shall be selected by lot from a panel consisting of one faculty person from each instructional department, elected by those having faculty rank. The student members shall be selected by lot from a panel consisting of one student from each instructional department elected by the students majoring in that department who are present at the first student assembly of that academic year. The chairperson of the committee shall be elected from among the remaining members of both panels and shall vote in the case of a tie. In the event that the student or faculty panels are not elected by their respective constituencies, the President shall select the panel, member(s) or panels that have not been elected.

Section 5 Quorum: A quorum for this committee shall consist of at least two (2) students and two (2) faculty members, exclusive of the chairperson.

Section 6 Term of Office: Members of the Student Disciplinary Committee shall serve for one (1) academic year.

Ratified April 15, 1992

