

YORK COLLEGE

of

The City University of New York Charter, York College Senate

Approved by Board of Trustees June 29, 2015

ARTICLE I. SENATE

Section 1. Purpose

This charter establishes the York College Senate as the legislative body of York College of the City University of New York.

Section 2. Definition

This Senate shall replace the Faculty Council and Student Council and shall assume their duties and responsibilities (See CUNY Bylaws, Section 8.7)

ARTICLE II. SENATE DUTIES

Section 1. Legislative Function

The York College Senate shall exercise all legislative powers granted to the College as a unit of the City University and shall advise the President on other matters concerning the policies, standards, and programs of the College

Section 2. Jurisdiction

As the College legislative agency, the Senate jurisdiction shall include the following areas:

- A. Curriculum and other educational matters including academic standards;
- B. Student discipline, student organizations, student affairs;
- C. The safeguard of academic freedom of all members of the York College Community;
- D. All matters which may subsequently be assigned to the College legislative sphere.

Section 3. Prerogatives

As an advisory-body, the Senate shall have the right to express itself formally in any area and communicate its recommendations to the interested authorities.

ARTICLE III. MEMBERSHIP

Section 1. Composition

The York College Senate shall consist of representatives of the Faculty, Students and Administration.

Section 2. Faculty Representation

- A. The Faculty shall consist of all full- and part-time personnel with the titles of Professor, Associate Professor, Assistant Professor, Lecturer, and Instructor or their adjunct equivalents.
- B. Each Department shall be entitled to at least one senator.
 - 1. Department designation shall be based on the Academic Structure List as maintained in the President's office. For the purposes of this Charter, Library and Student Development shall be considered departments.
 - 2. Each Department shall be represented according to the following schedule. Representation shall be based on a full-time equivalent ratio. All fractions shall be truncated:

Full-time equivalent faculty size	Number of senators
Up to 10	1
11 to 20	2
21 plus	3

- C. In the event that a department with multiple disciplines is entitled to two or more senators, senators shall be from different disciplines.

Section 3. Student Representation

- A. Students are those persons enrolled in credit bearing courses at York College.
- B. Students shall be guaranteed a number of seats equal to those held by faculty. These seats shall be apportioned as follows. Each Department shall be entitled to one student senator. The remaining seats necessary to bring student senators to a number equal to faculty senators shall be elected at large. In the event that any department is not represented in the list of candidates, that department's seat shall be filled by election at large.
- C. A student candidate for the Senate shall have a minimum 2.0 index which must be maintained for the duration of the term of membership.

Section 4. Administration Representation

The President shall appoint four persons in the administration to serve as senators. In addition, the President shall be a member of the Senate (One of the administration senators shall be from the Office of the Registrar and one shall be from the Office of the Vice President for Academic Affairs.)

Section 5. Term of Office

The term of office for all senators shall be one academic year.

Section 6. Alternates and Proxies

No alternates are permitted except for the Committee on College Curriculum which shall permit the use of alternates

Section 7. Elections

- A. Regular elections for student senators shall be held once a year by April 30 during the election period March 15 - April 30. The Committee on Elections shall organize and conduct the elections and shall make all reasonable efforts to encourage full student participation
- B. Regular elections for faculty senators and department Curriculum Committee Members (including alternates) shall be held in each department in May
- C. When a vacancy occurs for any reason (i.e. resignation, non-reappointment, graduation, etc.) runners-up may be enlisted or a special election may be held if necessary

ARTICLE IV. SENATE OFFICERS

Section 1. Chairperson

The President of the College shall be the Chairperson of the Senate.

Section 2. Vice-Chairperson

A Vice-Chairperson shall be elected from the membership of the Senate to serve as Chairperson in the absence of the Chairperson.

Section 3. Secretary

A Secretary shall be elected by the Senate from among the Senators.

Section 4. Parliamentarian

A Parliamentarian shall be elected by the Senate.

Section 5. Student Leader

The Student Caucus shall elect a leader from its membership. (The Student Caucus is the Student Government of York College.)

Section 6. Faculty Leader

The Faculty Caucus shall elect a leader from its membership.

Section 7. Executive Board

The Executive Board of the Senate shall consist of five voting members. The members of the Executive Board shall be the Chairperson, the Faculty Caucus Leader, and the Student Caucus Leader, the Vice-Chairperson and the Secretary. The members of the Executive Board shall hold office until their replacements are elected at the first meeting of the Senate each academic year.

Section 8. Duties of the Executive Board

The Executive Board of the Senate shall schedule Senate meetings. Upon petition of ten or more members of the Senate, a meeting must be called in order to deal with matters of Senate concern. The Executive Board shall be responsible for preparing agenda for all meetings and, subject to review by the total Senate, for carrying out the business of the Senate between regular meetings. Senate meeting dates and agenda shall be publicized sufficiently and be received by Senators at least seven working days in advance of a Senate meeting to assure maximum attendance and participation.

In addition, the Executive Board shall:

- A. Serve to improve the effectiveness of college governance by recommending appropriate measures to the Senate or to the appropriate Committee. These recommendations are based upon; periodic review of the committee structure and the functioning of committees (including performance and attendance of committee members), and receipt of reports of violations against committee operations.
- B. Receive items of concern which do not fall within the jurisdiction of any existing committee and make disposition of them by referring to an existing committee or by recommending to the Senate the creation of a committee for the purpose.

ARTICLE V. MEETINGS

Section 1. Frequency

The Senate shall meet monthly or as required so that there will be at least three meetings per semester. The initial meeting of each academic year must be held before October 15.

Section 2. Participation

Regular meetings of the Senate shall be open to all members of the York College Faculty, Student Body, and Administration, who may be recognized at the discretion of the Senate.

Section 3. Quorum

A quorum shall consist of more than 50% of the membership of the Senate.

Section 4. Parliamentary Procedure

The Senate and its committees shall conduct its meetings according to Robert's Rules of Order—newly revised—and in accordance with the New York State Open Meetings Law.

Section 5. Caucus Meetings

The Faculty Caucus and the Student Caucus shall have the right to meet as they deem necessary. (Notice of such meetings shall be given to the Executive Board of the Senate.)

ARTICLE VI. CHARTER AMENDMENTS

Section 1. Proposed Amendments

An amendment may be proposed by a petition signed by at least 20% of the members of the York College Senate or by one Senator in response to a petition signed by no fewer than 10% of the College Community of faculty and students, gathered at large. The proposed amendment shall be read into the official record during a regularly scheduled meeting of the Senate and cannot be ratified at that meeting.

Section 2. Ratification

After a waiting period of at least four weeks from the date of its being read into the official Senate Record, a proposed amendment may be considered for ratification by the Senate, either at a regularly scheduled meeting or at one especially convened for the purpose of ratification. Ratification shall require the approval of: two thirds of the voting Senators; two thirds of those voting in separate faculty and student referenda; the President of the Senate, and the Board of Trustees. Voting for ratification of a proposed amendment shall take place no later than the third regularly scheduled meeting of the Senate following the date of its proposal.

Section 3. Enactment

A ratified amendment shall be enacted as soon as possible after the date of ratification. In no case shall such enactment be delayed beyond the first day of the next academic semester following the ratification date.

ARTICLE VII. COMMITTEES

Section 1(a) Standing Committees

Committee on Academic Policy and Standards
Committee on Campus Environment and Facilities
Committee on College Curriculum
Committee on Elections
Committee on Governance
Committee on Instruction and Professional Development
Committee on Library and Technology
Committee on Resources

Section 1 (b) Ad Hoc Committees

Ad Hoc Committees shall be created by the Senate when necessary. The composition and tenure of such committees shall be established at the time they are created. Such committees shall be responsible to and report to the York College Senate.

The Faculty Caucus or the Student Caucus may create ad hoc committees as they deem necessary. An ad hoc committee created by a caucus shall be responsible to and report to the caucus which created it.

Section 2 Procedures

- A. The Committee on Elections shall publicize all committees, their powers and obligations and the requirements for membership thereon. The committee shall solicit departmental, self- and other nominations and forward all names, with certification of eligibility to the Senate.
- B. The term of office for all elected faculty committee members shall be two years; one half of the membership shall be elected each year. No elected committee member may serve more than three consecutive terms. The term of office for all student members shall be one year.
- C. Election to committees shall be conducted by the last Senate meeting of the Spring Semester preceding the year of office. Faculty members shall be elected by the Faculty Caucus; student members shall be elected by the Student Caucus; Administration members shall be appointed by the President.
- D. Removal of a member of a York College Senate Standing Committee shall be by a 2/3 vote of the membership of the appropriate caucus.
- E. Notification of election to a Standing Committee shall be made by the Secretary of the Senate to each newly elected member within two weeks following the election.
- F. The President of the Senate shall appoint a convener for each Committee who shall be directed to convene an organizational meeting which must be held during the month of September.
- G. Each Standing Committee shall elect its Chairperson and Secretary from among its members at its first Fall meeting. The results of these elections shall be reported to the Senate.

- H. All committees shall report to the Senate at least once a semester; committees may ask to be placed on the agenda.
- I. Standing Committees shall fulfill the functions set forth in this Charter as well as such other responsibilities as may be assigned by the Senate which are consistent with the functions set forth herein.
- J. Each Standing Committee shall establish procedures for articulating with the total College community for the purposes of soliciting ideas and coordinating activities.

Membership, Functions and Duties of Standing Committees are outlined below:

COMMITTEE ON ACADEMIC POLICY AND STANDARDS

Membership

Total: Twelve (12) members

- 1. Faculty, six elected by Faculty Caucus (from different departments)
- 2. Students, three elected by Student Caucus (from different departments)
- 3. Administration, three (Registrar; Student Development; SEEK)

Functions

- 1. Review and recommend policies relating to the academic policy and standards of the college (as they pertain to enrolled students) as well as the procedures used for their implementation
- 2. Hear and decide upon petitions and appeals of students deviating from established college policy and standards
- 3. Recommend policy for the admission of those students admitted through the University Admission Policy Committee (UAPC)
- 4. Recommend policy for the admission of students to York College
- 5. Receive and review recommendations of policy addressing admission to professional programs from the respective school

Procedures

The Committee shall review and make decisions on all

- 1. Recommendations for policy and procedures to be submitted to the Senate
- 2. Act on readmission petitions for students who do not meet academic standards
- 3. Act on petitions for waivers
- 4. Act on petitions for withdrawal of leave of absence
- 5. Act on grade appeals
- 6. Act on petitions that fall under the category of other and
- 7. Act on appeals of denied petitions.

Meetings

At least three meetings per academic semester, including the sub-committees on (1) petitions and (2) policy and at least one meeting per academic semester to hear and decide on petitions of appeal of denial (full committee)

Accountability

To the Senate

COMMITTEE ON CAMPUS ENVIRONMENT AND FACILITIES

Membership

Total: Fifteen (15) members

1. Faculty, six elected by Faculty Caucus (different departments)
2. Students, six elected by Student Caucus (from different departments)
3. Administrators, three selected by President (Student Affairs; Administrative Affairs; Academic Affairs)

Functions

1. Recommend programs and review policy designed to improve college services
2. Recommend regarding the décor, safety, security, and amenities of the physical plant
3. Recommend regarding the cultural programs of the college

Procedures

1. Establish a system for assessing the physical plant on an regular basis
2. Prioritize results and recommendations
3. Report to the Senate the Committee's recommendations on policy, physical plant, security, and cultural programs for action

Meetings

At least once per academic semester

Accountability

To the Senate

COMMITTEE ON COLLEGE CURRICULUM

Membership

Total to be determined based on the number of departments, including Library and Student Development, in May of the academic year.

1. Faculty, elected by their respective academic departments, Library and Student Development; faculty alternates, one alternate per academic department, Library and Student Development
2. Students, nine elected by Student Caucus from different departments; Student alternates (nine from different departments)
3. Administration, two selected by President—Academic Affairs and Office of the Registrar

Functions:

1. Establish curriculum policy
2. Review established curriculum
3. Discuss all proposed curriculum changes and
4. Recommend curricular changes to the York College Senate

Procedures

1. The Committee shall establish procedures to be used in submitting to the committee proposals for changes to curriculum

2. The Committee shall review and discuss all such proposals and
3. Proposals it accepts shall be reported to the York College Senate for its action

Meetings

At least three meetings per academic semester, or as needed

Accountability

To the Senate.

COMMITTEE ON ELECTIONS

Membership

Total nine (9) members

1. Faculty, three elected by Faculty Caucus from different departments
2. Students, four elected by Student Caucus from different departments
3. Administration, two selected by President—Student Development and Office of the President

Functions

1. Establish policies and procedures for student elections and referenda:
 - a. Schedule student government elections between March 15 and April 30; publish the dates of elections at least three weeks in advance; supervise and monitor elections
 - b. Certify the qualifications of nominees, and certify validity of referenda
 - c. Tally votes and report results to Student Election Review Committee (SERC); refer complaints to SERC
 - d. Fill vacancies from the runners-up list or by special election if necessary
 - e. Receive standing committee membership (excluding Curriculum Committee) for the following Committees: Academic Policy and Standards, Campus Environment and Facilities, Elections, Governance, Instruction and Professional Development, Library and Technology, and Resources by the first plenary in September
 - f. Receive Curriculum Committee memberships and alternates by the first Tuesday in September or one day before the first meeting of the Curriculum Committee
2. Establish policies and procedures for faculty elections:
 - a. Assure the conducting of departmental elections for faculty senators in the respective academic departments by the 10th of May. Results of these elections are to be submitted to the Committee on Elections and the Office of Academic Affairs by the last day of classes in the spring semester, or no later than Commencement
 - b. Assure the conducting of departmental elections for faculty representatives and alternates to the Curriculum Committee in the respective academic departments by the 10th of May. Results of these elections are to be submitted to the Committee on Elections and the Office of Academic Affairs by the last day of classes in the spring semester, or no later than Commencement
 - c. Facilitate the election of faculty members to the University Faculty Senate (UFS) by the 10th of May. Results of these elections are to be submitted to the committee on elections and University Faculty Senate (UFS) by the last day of classes in the spring semester, or no later than Commencement. Faculty representatives of the Elections Committee shall serve with the Faculty Caucus leader to receive nominations and conduct elections

- d. Facilitate the election of faculty members to the standing committees (except Curriculum Committee see b. above) by the third Tuesday in September. Results of these elections are to be submitted to the President's Office and the Committee on Elections by September 30. Faculty representatives of the Elections Committee shall serve with the Faculty Caucus leader to receive nominations and conduct the elections
- e. When a vacancy occurs for any reason (i.e. resignation, non-reappointment, leaves of absence, retirement, etc.) runners-up may be enlisted or a special election may be held if necessary

Procedures

1. Elections for the student seats in the York College Senate shall be held once a year by the 30 of April (March 15 to April 30)
2. Elections for faculty senators, members of the Curriculum Committee (including alternates) and the University Faculty Senate (UFS) representatives will be conducted by the 10 of May
3. Elections for standing committee members, excluding Curriculum Committee will be conducted by the third Tuesday in September

Meetings

At least twice per semester and at other times when necessary

Accountability

To the Senate

COMMITTEE ON GOVERNANCE

Membership

Total Nine (9) members

1. Faculty, three elected by Faculty Caucus
2. Students, three elected by Student Caucus
3. Administration, three selected by the President

Functions

1. Assess the Senate Charter's ability to effectively support and respond to the changing needs of the Senate and its Committees
2. Review proposals to amend the Charter and advance them as appropriate to the Senate for consideration
3. Recommend proposals for Senate action
4. Review and make recommendations on all matters related to academic, instructional, and administrative policy, not otherwise charged to another Senate Standing Committee

Procedures

1. Establish means to assess the effectiveness of the Charter
2. Develop a process for receiving and reviewing recommendations from College constituency
3. Direct proposals to amend the Charter to membership
4. Accept requests for review and assessment of policy from College constituency
5. Meet with President at least once per academic semester to discuss proposed policy changes

Meetings

At least once per academic semester

Accountability

To the Senate

COMMITTEE ON INSTRUCTION AND PROFESSIONAL DEVELOPMENT

Membership

Total Eleven (11) members

1. Faculty, six elected by Faculty Caucus from different departments
2. Students, three elected by Student Caucus from different departments
3. Administration, two selected by President—Academic Affairs and Chief Information Officer

Function

This Committee shall recommend policy in all areas dealing with teaching effectiveness, instruction, and related areas

Procedures

The Committee shall establish and review assessment measures and best practices that support excellence in classroom instruction and professional development for faculty

Meetings

At least once per academic semester

Accountability

To the Senate.

COMMITTEE ON LIBRARY AND TECHNOLOGY

Membership

Total Eleven (11) members

1. Faculty, six elected by Faculty Caucus from different departments
2. Students, three elected by Student Caucus from different departments
3. Library, Chief Librarian
4. Administration, one selected by President—Chief Information Officer/designee

Functions

This Committee shall review the operations of the Library and technology and media related services and make recommendations to improve and expand collections and services. This Committee shall:

1. Serve as the liaison between the library and its users
2. Advise the Chief Librarian in matters pertaining to the library resources, facilities, and services
3. Advise the Chief Information Officer in matters pertaining to technology and media related services
4. Encourage and support the growth, development, and well-being of the library

Procedures

1. Establish processes and systems for reviewing library services, holdings and facilities
2. Establish processes and systems for reviewing technology services and facilities
3. Conduct appropriate surveys to determine faculty and student satisfaction with library services and technology

Meetings

At least once per academic semester

Accountability

To the Senate.

COMMITTEE ON RESOURCES

Membership

Total Eleven (11) members

1. Four members of the faculty, elected by the Faculty Caucus, including the faculty caucus leader, or designee
2. Four student members, elected by the Student Caucus, including the SGA president, or designee
3. An Academic Department Chair to be elected by the sitting Chairs
4. The Vice President for Finance & Administration; one additional administrator to be designated by the President

Functions

1. Shall review all the areas of the College related to funding and institutional resources
2. Shall participate in the creation of the tentative budget by the President for the Chancellor
3. Shall participate in planning for the allocation of the actual budget when it is received
4. Shall participate in the formulation of the long-range economic plans of the College

Procedures

Report to Senate the Committee's findings and recommendations on budgetary issues and other economic issues

Meetings

At least once per academic semester

Accountability

To the Senate

ARTICLE VIII. DEPARTMENT ELECTIONS

The Department Chairperson and the Departmental Personnel and Budget Committee shall be elected by the Faculty members of the department as follows: all full-time Faculty in Professorial titles, Lecturers, and Instructors who have received at least one reappointment.