I. ACTION ITEMS

A. Approval of the Minutes of February 26, 2018

B. POLICY CALENDAR

1. Amendments to the Charter of Governance for Hostos Community College (I-B-1)

2. Amendments to the Governance Plan of the College of Staten Island (I-B-2)

3. Amendments to the Academic Senate Charter of Queens College (I-B-3)

C. CHANCELLOR’S UNIVERSITY REPORT

1. Appointment of Todd Michael Galitz as Vice President of Institutional Advancement at Brooklyn College (I-C-1)

2. Appointment of Nireata Seals as Vice President for Student Affairs at LaGuardia Community College (I-C-2)

3. Appointment of Susan E. Ebersole as Vice President for Institutional Advancement and Executive Director of the Lehman College Foundation (I-C-3)

4. Appointment of Harriet R. Fayne as Provost and Senior Vice President for Academic Affairs and Student Success at Lehman College (I-C-4)

II. INFORMATION ITEMS

A. Discussion of Revised Naming Guidelines

B. Changes to the Policy on Sexual Misconduct

C. Reappointments of Faculty with Early Tenure pursuant to §6.2.b.(2) of the Bylaws

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Department</th>
<th>Rank</th>
<th>Justification</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Staten Island</td>
<td>Greg Phillips</td>
<td>Biology</td>
<td>Associate Professor</td>
<td>Has received nearly $3M in external funding for research in protocadherin.</td>
<td>9/1/2018</td>
</tr>
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III. QUARTERLY DIVERSITY REPORT
The meeting was called to order by Committee Chair Lorraine A. Cortés-Vázquez at 3:25 p.m.

The following people were present:

**Committee Members:**
- Hon. Lorraine A. Cortés-Vázquez, Chair
- Hon. Michael Arvanites
- Prof. Michael Barnhart, faculty member
- Mr. Yssed (David) Tobo, student alternate (joined @ 3:39 p.m.)
- President Mary Lu Bilek, COP Liaison

**University Staff:**
- Interim Chief Operating Officer Marc V. Shaw
- Executive Vice Chancellor & University Provost Vita Rabinowitz
- Deputy General Counsel Jane Sovern
- Interim Vice Chancellor Margaret Egan

**Trustee Observer:**
- Hon. William C. Thompson, Jr. (left @ 3:27 p.m.)

**Trustee Staff:**
- Senior Advisor to the Chancellor and Secretary of the Board Gayle M. Horwitz
- Ms. Fenella Ramsami

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<th>Cal. No.</th>
<th>DISPOSITION</th>
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The agenda items were considered and acted upon in the following order:

I. **ACTION ITEMS:**

A. **APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2017.** Moved by Trustee Michael Arvanites and seconded by Prof. Michael Barnhart, the minutes were unanimously approved as submitted.

B. **POLICY CALENDAR**

1. **Continuation of Military Leave and Employer-Paid Health and Welfare Benefits Coverage for University Employees Recalled from the Reserves to Active Military Duty.** Interim Vice Chancellor Margaret Egan asked the Committee to approve the continuation of the Military Leave and Employer-Paid Health and Welfare Benefits Coverage. In October 2001, in response to the events on September 11th, the University's Board of Trustees passed a resolution extending military leave and employer-paid health and welfare benefits coverage for CUNY employees recalled from the Reserves to active military service. Each year since, the Board has renewed its support. This resolution authorizes the continuation of military leave and benefits for affected employees including dependent healthcare coverage, where applicable, through December 31, 2018.

   Trustee Arvanites and Prof. Barnhart shared a few comments about their viewpoint of the continuation of the Military Leave and Employer-Paid Health and Welfare Benefits Coverage.

   Moved by Trustee Arvanites and seconded by Prof. Barnhart, and following discussion, the item was unanimously approved for submission to the Board.

2. **Amendments to the Charter for the Governance of Hunter College.** Deputy General Counsel Jane Sovern stated that Hunter College had revised their Charter last year and following that the faculty and the president have adopted and recommended to further
revise the College governance plan. The first amendment will bring the function of the Committee on Governance in the charter into conformance with the actual practice wherein the Committee will have governance authority over not just departments but also divisions and schools and degree-granting programs. The second amendment will broaden the Committee on Food Services and Facilities to be responsible for making recommendations with respect to all College facilities, including but not limited to classrooms and elevators, etc., particularly in regard to teaching/learning. In addition, the committee membership would be expanded to include one HEO staff member, one non-HEO staff member, and others to meet at least once per semester, and report to the full Senate at least once per year.

Prof. Barnhart highlighted that ninety percent of the Hunter College Faculty Senate supported the Charter.

Moved by Trustee Arvanites and seconded by Prof. Barnhart, and following discussion, the item was unanimously approved for submission to the Board.

9. **Appointment of Joy Connolly as Distinguished Professor of Classics at The Graduate Center.** Executive Vice Chancellor & University Provost (EVC&UP) Vita Rabinowitz asked the Committee to approve the appointment of Dr. Joy Connolly as Distinguished Professor to take effect upon her return to the faculty from her current administrative position. Dr. Connolly is an internationally recognized classicist whose interdisciplinary interests span ancient rhetoric, Latin and Greek imperial literature, ancient and modern political thought, feminist theory, and the classical tradition. In addition to her two widely acclaimed monographs, “State of Speech: Rhetoric and Political Thought in Ancient World” and “Life of Roman Republicanism,” Dr. Connolly has published 29 articles and book chapters, 1 edited volume, 41 reviews and short essays, and made over 30 conference presentations and 25 invited lectures since 2008.

Prof. Barnhart inquired about Dr. Connolly’s administrative position as sitting provost, and the process of distinguished professorship at The Graduate Center, highlighting that peer review is to ensure scholarly excellence.

EVC&UP Rabinowitz noted that as per the Board of Trustees’ concern, the University-wide tenure and promotion process is being reviewed.

Moved by Trustee Arvanites and seconded by Prof. Barnhart, and following discussion, the item was unanimously approved for submission to the Board.

C. **CHANCELLOR’S UNIVERSITY REPORT**

1. **Appointment of Alan Gilbert as Senior Vice President for Finance and Administration at Brooklyn College.**

Moved by Trustee Arvanites and seconded by Prof. Barnhart, and following discussion, the item was unanimously approved for submission to the Board.

II. **INFORMATION ITEMS:**

A. **Naming Policy.** The item was tabled.
B. Annual Statement of Computer Monitoring.

Deputy General Counsel Sovern gave a status report of the annual statement of computer monitoring, noting that the University's Computer Use Policy provides as a general matter that computer accounts are not monitored without the knowledge of employees or students without notice.

Prof. Barnhart requested additional clarification of the IG investigation.

C. Reappointments with Early Tenure pursuant to §6.2.b.(2) of the Bylaws.

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<thead>
<tr>
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<th>Rank</th>
<th>Justification</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Baruch</td>
<td>Tolga Avdinalivim</td>
<td>Management</td>
<td>Assistant Professor</td>
<td>Produced four “A” level refereed publications, also serves as a referee and editor.</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>B. Baruch</td>
<td>Jonathan Gilmore</td>
<td>Philosophy</td>
<td>Assistant Professor</td>
<td>Produced three simultaneous book projects.</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>C. Baruch</td>
<td>Andrew Sloin</td>
<td>History</td>
<td>Assistant Professor</td>
<td>Israel Institute Fellowship Award.</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>D. Baruch</td>
<td>Rebecca Spokony</td>
<td>Natural Sciences</td>
<td>Assistant Professor</td>
<td>Highly cited scholar with a $230,000+ NSF grant.</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>E. Baruch</td>
<td>Steve Young</td>
<td>Psychology</td>
<td>Assistant Professor</td>
<td>Author of 44 empirical articles; $500,000 NSF grant.</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>F. Hunter</td>
<td>Adam Braunschweig</td>
<td>Chemistry</td>
<td>Associate Professor</td>
<td>2016 Kevil Fellow, NIH Postdoctoral Fellow.</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>G. Hunter</td>
<td>Leo Coleman</td>
<td>Anthropology</td>
<td>Professor</td>
<td>Author of A Moral Technology, a landmark study of state and society in India.</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>H. Hunter</td>
<td>Jessica Hardie</td>
<td>Sociology</td>
<td>Assistant Professor</td>
<td>Author of 11 top-tier journal articles; book contract.</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>I. Hunter</td>
<td>Irvna Vushko</td>
<td>History</td>
<td>Assistant Professor</td>
<td>Sole book author with second book in progress.</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>J. John Jay</td>
<td>Michael Brownstein</td>
<td>Philosophy</td>
<td>Assistant Professor</td>
<td>Numerous articles in top-tiered journals; lead editor of a two-volume series on implicit bias.</td>
<td>9/1/2018</td>
</tr>
</tbody>
</table>
III. **QUARTERLY FACULTY DIVERSITY REPORT:** The item was tabled.

IV. **REPORT OF INTERIM VICE CHANCELLOR OF HUMAN RESOURCES:**

Interim Vice Chancellor Egan gave an overview of the structure and responsibilities of the Office of Human Resources Management (OHRM), including recommendations of streamlining operations, to provide effective and efficient quality service to the employees, the colleges, and the University as a whole in order to further CUNY’s mission.

Prof. Barnhart shared a few comments about core services OHRM provides, including expediting hiring and payroll difficulties.

Committee Chair Cortés-Vázquez moved to adjourn the meeting. The motion was seconded by Trustee Arvanites and the meeting was adjourned at 4:11 p.m.
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.

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.
Eugenio Maria de Hostos Community College
The City University of New York

CHARTER OF GOVERNANCE

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

* 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.
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.
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), and the President, Vice Presidents, and Deans of the College.

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.

A.B. Senate members representing faculty must hold the rank of Professor, Associate Professor, Assistant Professor, Lecturer, or Instructor.

B.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.

C.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.

D.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 1st, the Executive Committee shall schedule said meeting during the month of September for the sole purpose of conducting this election.

E.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.

F.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

A. To be a member of the Senate representing the adjunct faculty, a person must be an adjunct faculty member in either the Liberal Arts or the Career programs.

B. These individuals should be elected by general ballot according to the following criteria: one (1) representative from the Liberal Arts program and one (1) representative
from the Career programs. This membership shall be for one (1) semester. 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. All elected faculty and staff members. Staff members and full-time faculty members shall serve for a period of three academic years.

A.B. Adjunct faculty members shall serve for a period of one academic year.

B.C. Student representatives shall serve for a period of one academic year.

C.D. The Elections Committee shall carry out all the necessary elections for the Senate.

D.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.

E.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. All elections: 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.

**B.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 Administration 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
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.

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 their initial stages at the request of the faculty.

2. To recommend that grants be initiated in specific areas. 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 a forum for discussion, the appropriate Vice Presidents shall report twice a year both to the Committee and at the full Senate on the status of existing grants. 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.
Charter of Governance

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 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

* 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.
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 AT TENDANCE

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.
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 1st, 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 I 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

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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.

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.
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.
I-B-2

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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 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 Plan (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 receiving 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 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 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 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 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.

(d) 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.

(e) 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.

(f) 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 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.

(g) Elections shall be supervised by the Committee on Organization of the College Council (see below).

(h) 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 Departmental 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 procedures.

(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 1ce. Organization and Meetings of the College Council


(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 devise and adopt its own bylaws, consistent with the provisions of the Governance Plan, and the applicable 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:

- Chairperson
- Vice Chairperson
- Secretary
- Two members serving at-large (elected in alternate years)
Chairperson of the Faculty Senate, \textit{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) To 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 \textit{Robert's Rules of Order, Newly Revised} to advise the Council on questions of procedure.

(3) Duties of Members of the Executive Committee:

(a3.1) The Chairperson 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 Chairperson shall preside over the College Council in the absence of the Chairperson, and, in the event that the Chairperson cannot continue in office, shall assume the position of Chair. The Vice Chairperson 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 Chairperson and Vice Chairperson. 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 **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 **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, **to conduct ongoing evaluation of administrative units** and their incumbents and report the confidential findings to the Executive Committee of the Council and appropriate supervisors.

(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 from each Division and at most no more than one from each Department 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.

(4) 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.
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 of 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.

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.

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.

The President, ex officio with vote.

The Chief Academic Officer, ex officio with vote.

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).

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

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. 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.

Faculty Members on visiting or substitute lines and faculty on retirement leave are ineligible to vote or hold office.

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 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) Meetings of the Faculty Senate shall occur 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, 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 devise and adopt its own Bylaws, consistent with the provisions of the Governance Plan and the bylaws and policies of the Board of Trustees.

(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 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
- a Vice Chair
- a Secretary
- One at-large member

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 consult 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.

(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.

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 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 curriculum 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 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.
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.

The Associate Provost overseeing undergraduate studies, or Provost’s designee, ex officio, without vote.

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.

**Undergraduate Curriculum Committee**

**Purpose:**
Review, The Undergraduate Curriculum Committee shall recommend, evaluate, and make 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.

**Membership:**

- The Chair shall be elected by and from the committee at the first meeting of the fall semester.
- Each Divisional Academic Dean who shall serve as Co-Chairs, heading a Division or School, ex officio, without vote.
- Associate Provost overseeing undergraduate studies, or Provost’s designee, ex officio, without vote.
- 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.
- Two representatives, One member elected by the coordinators of Undergraduate Interdisciplinary Programs from the full-time faculty.
- 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.

**Graduate Studies Committee**

**Purpose:**
The Graduate Studies Committee shall review, evaluate, and make recommendations concerning all graduate programs and courses. Departmental programs shall originate in the appropriate department 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.

**Membership:**

- 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 Coordinators of graduate programs.
(3.2.3) One 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).

(I) Admissions Committee

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

(1.2) Membership:
(1.2.1) 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 faculty members to be elected at-large, 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.
(1.2.5) Three Staff members, ex officio, (without vote):
The Director of Admissions
The Director of Testing
The Director of Advisement

(24) Course and Standing Committee

(2.1) Purpose:
The Course and Standing Committee shall 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 an 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 selected by and from in each Department 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 and assess the research policies of the College, to recommend directions for research development, and to advise the Administration about ways to encourage and expand 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.
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.
(7.2.4) 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. Any individual elected to represent the College Laboratory Technician series, adjunct faculty, and/or 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 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 terms. 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 1e (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. Composition

Purpose

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 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 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, 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.

(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, 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.
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.

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.

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 Department shall cooperate with related academic Departments 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 Department shall be the Department 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 Departmental elections for Department Chair, no administrator serving in a title on the University’s Executive 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 Department Chairperson must be tenured or have been approved by the Board for tenure at the time of election, except in Departments 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
(4) The present system of staggered departmental elections shall be continued. Except for new Departments, each Department 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 the expiration of the current term of office, at a meeting at which a majority of the whole number of members of the Department eligible to vote pursuant to Sections 11(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.

(9) In any case where the President does not approve the (final) election of a Department 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 Department thereof and thereafter shall report to the Board of Trustees any subsequent action by the Department 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 Department 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.

(f) 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 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.

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 necessitates a special election for a new Chairperson shall not affect the terms of the other Committee members.

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.

In Departments with fewer than five tenured faculty members, the President, after consultation with the Department Chairperson, shall appoint an ad hoc committee to make recommendations on appointments with tenure in lieu of an 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
(e) 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) 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 a Department Chairperson as enumerated in Section 4b 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 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 Departmental Executive Committee. (The Department Chairperson shall serve as Chairperson of the Departmental Appointments Committee.)


(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 nominations for tenure.

(4) It shall be the duty and responsibility of the Chairperson 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.

(5) The affirmative recommendations of the Committee shall be submitted by the Department Chairperson to the President and the College 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 Department Chairperson shall be the executive officer of the Department and shall carry out the Department’s policies as well as those of the faculty and the Board of Trustees that are related to the Department. The Chairperson 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, the Chairperson shall:

1. be responsible for Departmental records;
2. be responsible for assigning courses to and arranging programs of instructional staff members of the Department;
3. be responsible for the recruitment of faculty subject to the approval of the Department Appointments Committee;
4. represent the 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;
6. preside at meetings of the Department;
7. be responsible for the work of the Department’s Appointments Committee;
8. prepare the tentative Departmental budget, subject to the approval by the Department’s Executive Appointments Committee;
9. transmit the tentative Departmental budget to the President with his/her own recommendation;
10. arrange for careful observation and guidance of the Department’s instructional staff members, in accordance with the provisions of the collective bargaining agreement;
11. make a full report to the President and to the College Personnel and Budget Committee of the action taken by the Department Appointments Committee when recommending an appointee for tenure on the following: (a) teaching effectiveness, (b) professional and creative work, (c) service to the Department, college, profession, and community;
12. hold evaluation conferences (or delegate this duty to an Appointments Committee member) in accordance with the provisions of the collective bargaining agreement; and
13. generally supervise and administer the Department.

**Section 45. Procedures for Appointments**

(See also Article II.)

(a1) Recommendations for appointment of faculty to a Department shall be initiated by the Department. The President may also initiate a recommendation for appointment in accordance with the responsibilities listed in Section 11.4 of the bylaws of the University. The President may recommend that such appointee be designated as Department Chair in accordance with Section 9.1c of the bylaws of the University. Such recommendation by the President for appointment and designation as Department Chairperson may be made either at the time of election of Department Chairperson 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 Department and with the College Personnel and Budget Committee.
All appointments and reappointments of faculty and reappointments with a certificate of continuous employment or tenure to a Department shall be recommended to the College Personnel and Budget Committee by the Chairperson of the Department after consultation with the President in accordance with the vote of the majority of the members of the Department’s Appointments Committee. A minority of any Appointments Committee shall have the power to submit a minority recommendation to the College Personnel and Budget Committee.

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.

All appointments and reappointments of faculty and individuals in titles in the College Laboratory Technician series, and reappointments with tenure to a 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.

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.

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

Promotions to the rank of assistant professor, associate professor, and full professor shall be recommended to the College Personnel and Budget Committee by the Chairperson of the 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.

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.

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
Departmental promotion committee shall have the right to appeal to the College Personnel and Budget Committee.

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 on the University's Executive staff Compensation Plan shall be eligible to serve as, or vote in the election of, the Chair, including a member of the Appointments Committee, the office of the Chairperson, or a member of any departmental 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 vote in the election of the Chair or member of the Appointments Committee, nor to vote on any appointment or promotion.

(c3) 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 1(3) 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 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 or representatives to 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.

(3) In meetings 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, 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
declared 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


(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.
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, collective bargaining agreements, and applicable laws. 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 in the College community has important, legitimate, and respected roles and responsibilities in sustaining and furthering the goals of the College. This Governance Plan was created in order to preserve the opportunity for voice and vote 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 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, 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, 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. 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 receiving and responding to information regarding educational and political issues affecting the College and University.

Section 1b. Council Membership

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

(4)(6) The fifty-four members of the Faculty Senate: Members and alternates will be selected as described in Section 2c. (Includes the College President (“President”), College Chief Academic Officer, and two Full Academic Deans designated by the President.)

(5)(7) 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).

(6)(8) 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.

(7)(9) Five additional members of the College Administration selected by the President. The President may also select alternates for these Members.

(8)(10) Alternate members (“Alternates”) may be enfranchised as described in Section 1c(4).

Section 1c. Eligibility Requirements 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.

(1) All full-time members of the instructional staff, except those serving in visiting or substitute titles, those on retirement leave, and those identified in paragraph (2) of this section, are eligible to serve and to participate in elections.

(2) 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 elections.

(3) Student representatives on the Council, and on committees of the Council or Faculty Senate must have a minimum grade point average of 2.5 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.

(5) Vacancies in the Council Membership (including Faculty Senate members) created by leaves, retirements, resignations, terminations, or failure to maintain eligibility requirements shall be filled 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.

(6) 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 (5) 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.

Section 1e. Organization and Meetings of the Council


(2) The Council shall meet once a month during the fall and spring semesters, or more often as its business requires.

(3) 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.

(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 Council may devise and adopt its own bylaws, consistent with the provisions of the Governance Plan, and the applicable bylaws and policies of the CUNY Board of Trustees.

(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

(3)(10) Selection:
An Executive Committee shall be elected by and from the membership of the Council. Each member is to be elected for a two-year term. The election process shall occur at 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
Vice Chair
Secretary
Two members-at-large (elected in alternate years)
Chair 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.

(2) Duties of the Executive Committee:
(2.1) Carry out the business of the Council between meetings.
(2.2) Implement resolutions, policy statements, and recommendations of the Council.
(2.3) Prepare an agenda for the approval of the Council and provide minutes of meetings.
(2.4) 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 Compensation Plan. Report on these consultations in the Council.
(2.5) 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:
(3.1) The Chair shall preside over the Council and its Executive Committee, and represent the Council to all groups, both within and outside the College.
(3.2) The Vice Chair shall preside over the Council 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 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.
(3.3) The Secretary shall take the minutes of the Council and Executive Committee meetings, conduct Executive Committee correspondence at the direction of the Executive Committee, and preside over the Council in the absence of the Chair and
Vice Chair. In the absence of the Secretary, one of the at-large members of the Executive Committee shall fulfill these duties.

Section 1g. Committees of the 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).

(6)(7) Committee on Organization
(1.1)(1.3) Purpose.
(1.1.1)(1.1.2) Solicit nominations and conduct elections for Members and Alternates of the following, using appropriate voting procedures (see Sections 1c and 1d).
(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).
(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.

(1.2)(1.4) Membership.
Five members to be elected from the College community by the 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.

**Bylaws Committee**

(2.1) **Purpose:**
(2.1.1) Conduct ongoing review of the Governance Plan of the College and to recommend revisions to the Plan.
(2.1.2) Develop procedures for recommendations on the transformation of existing Departments, 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:**
Chair of the 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 that 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.

**Administrative Review and Evaluation Committee**

(3.1) **Purpose:**
In consultation with the Executive Committee of the Council, to evaluate administrative units and their incumbents and report the confidential findings to the Executive Committee of the Council and 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.

**Institutional Planning Committee**

(4.1) **Purpose:**
Review and assess the mission, goals, and strategic plans of the College; substantial 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-at-large, elected by and from the full-time faculty, with at least two per Division and at most one per Department or School.
(4.2.3) Five members appointed by the President.
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 Council about budget and fiscal issues affecting the College and the University.

(5.2) Membership:
Five members appointed by the Council Executive Committee. Chair appointed from the Committee membership by the Executive Committee.

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

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. Recommendations from the Faculty Senate shall be forwarded to the Council and/or the Administration, as appropriate.

Section 2b. Faculty and Academic Units

The following definitions are used throughout this Governance Plan.

(2)(4) “Faculty Members” (also referred to as “full-time 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, or lecturer.

(3)(5) 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.

“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.

(4)(6) Divisions, Schools, and Programs

Division of Humanities and Social Sciences: (the Departments of English, History, Media Culture, Performing and Creative Arts, Philosophy, Political Science and Global Affairs, Psychology, Sociology and Anthropology, and World Languages and Literatures).

Division of Science and Technology: (the Departments of Biology, Chemistry, Computer Science, Engineering Science and Physics, and Mathematics).

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; 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 2c. Faculty Senate Membership

(4)(10) 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.

(7)(11) 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.

(8)(12) 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.

(9)(13) Two members-at-large elected by and from the full-time employees serving in titles in the College Laboratory Technician series to serve for three-year terms.

(10)(14) Two teaching adjunct members elected by and from the adjunct faculty for one-year terms. All teaching adjunct members of the instructional staff are eligible to serve, provided they remain active members of the adjunct teaching staff, and do not hold full-time titles at the College.

(14)(15) The President, ex officio with vote.

(12)(16) The Chief Academic Officer, ex officio with vote.

(13)(17) Two 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).

(14)(18) 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 2d. Timing of Elections and Eligibility
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.

General elections shall occur in the spring semester and are effective the first day of the following fall semester.

Faculty Members on visiting or substitute lines and on retirement leave are ineligible to vote or hold office.

A Faculty Member who has received a notice of non-reappointment or submitted a resignation shall not be eligible to vote or hold office.

Section 2e. Organization and Meetings of the Faculty Senate

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 provisions of the Governance Plan or the laws of the State of New York.

Meetings of the Faculty Senate shall be held monthly during the fall and spring semesters, or more often as its business requires. Meeting dates and times will be coordinated with 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 Faculty Senate or by the President. A petition shall state the purpose of the meeting.

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.

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

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

Selection:

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

Chair
Vice Chair
Secretary
One 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.

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) Consult with the Chief Academic Officer and other academic officials on a monthly basis. Report on these consultations in the Faculty 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.

Duties of the Members of the Executive Committee.

(3.1)(3.2) 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.

(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.

Section 2g. 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 Faculty Senate Curriculum Committees (“Curriculum Committees”) shall review, evaluate, and make recommendations concerning all departmental and interdepartmental programs including majors, minors, pre-majors, and concentrations, and the courses within such programs. All curricular 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 committees.

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 the Curriculum Committees regarding curriculum or policy must be forwarded to 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).
(1) General Education Committee

((1.1) Purpose:
Review, evaluate, and make 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 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.
(1.2.4) The Associate Provost overseeing undergraduate studies, or Provost’s designee, ex officio without vote.
(1.2.5) One undergraduate student elected for a one-year term by the Student Senate and approved by the Provost.

(2) Undergraduate Curriculum Committee

(2.1) Purpose:
Review, evaluate, and make recommendations concerning all departmental, interdepartmental and interdisciplinary undergraduate programs including majors, minors, pre-majors, certificates, and concentrations, and the courses within such programs. All 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 Academic Dean 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.
(2.2.5) One member elected by the Directors of the Undergraduate Interdisciplinary Programs from the full-time faculty.
(2.2.6) One undergraduate student elected for a one-year term by the Student Senate and approved by the Provost.

(3) Graduate Studies Committee

(3.1) Purpose:
Review, evaluate, and make recommendations concerning all graduate programs and courses. Programs shall originate in the appropriate Department, 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) Coordinators of graduate programs.
(3.2.3) One faculty member 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.
(3.2.6) Each Academic Dean heading a Division or School, *ex officio*, without vote.

Section 2h. 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).

**Admissions Committee**

*Purpose.*
Considers all matters affecting the admission of students to the College.

*Membership:*
(1.2.1) 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) Four faculty members-at-large elected by and from the full-time faculty.
(1.2.4) Vice President overseeing enrollment management, *ex officio*, without vote.
(1.2.5) Three Staff members, *ex officio*, without vote:
The Director of Admissions
The Director of Testing
The Director of Advisement

**Course and Standing Committee**

*Purpose.*
Considers 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.

(3) Library Committee
(3.1) Purpose:
Advise the Chief Librarian on policies related to the Library.

(3.2) Membership:
(3.2.1) Chief Librarian, Chair.
(3.2.2) One faculty member elected by and from each Department 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.

(4) Research Committee
(4.1) Purpose:
Review and assess the research policies of the College, recommend directions for research development, and advise the Administration on encouraging and expanding 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.

(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: 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. Any individual elected to represent the College Laboratory Technician series, adjunct faculty, and/or substitute faculty shall serve a one-year term.

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

(4.1) **Purpose:**
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, Council, and other appropriate College constituencies.

(4.2) **Membership:**
Seven members elected by and from the HEO-series staff, for staggered three-year terms. 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 1. College Personnel and Budget Committee

Section 1a. Purpose

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:
Elected Chairs of the academic Departments and the Chair of the Library Department Appointments Committee.

(2) Non-voting members:
The President, the Chief Academic Officer, and each of the full academic Deans heading a Division or School.
The President or, in the absence of the President, the Chief Academic Officer, shall serve as Chair of the Committee.

Section 1c. Meetings and Procedures

(3) 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, 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.

(4) 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.

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

(6) A Committee member may not vote on a candidate in the member's Department.

(7) In any vote involving a recommendation for appointment, reappointment, reappointment with tenure, a certificate of continuous employment, 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.

(8)(12) 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

(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 2. The Appeals Committee

Section 2a. Purpose

Receive and evaluate appeals resulting from negative recommendations by the Personnel and Budget Committee 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

(2)(6) Chief Academic Officer, ex officio, serving as Chair with full voting rights.
(3)(7) 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.

Each of the academic Deans heading a Division or School, \textit{ex officio}, without vote.

No voting member of the College Personnel and Budget Committee shall be a voting member of the Appeals Committee.

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.

\textbf{Section 2c. Procedures}

The Chief Academic Officer (Chair) shall convene the Committee as needed.

The Appeals Committee shall keep minutes of its proceedings. Proceedings shall conform to the latest edition of \textit{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. 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.

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.

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.

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.

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

(1) 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 voting rights during 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 academic policies of the Department through the vote of its faculty members. Each academic Department shall cooperate with related academic Departments and with the College administration in general in the development and achievement of College-wide objectives.

Section 2a. Department Chair

(1) The executive officer of the Department shall be the Department Chair, who shall be a tenured full professor or associate professor, elected by secret ballot for a term of three years.

(4) In determining those eligible to vote in Departmental elections for Department Chair, no administrator serving in a title on the Executive 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.

(5) The candidate for Department Chair must be tenured or have been approved by the Board for tenure at the time of election, except in Departments 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 elections for Chair shall be subject to the approval of the President and the Board of Trustees.

(6) Except for new Departments, each Department Chair shall be elected in May, by the end of the first full week in May of the year of expiration of the current term of office, at a meeting at which a majority of the whole number of members of the Department eligible to vote pursuant to Section 1 of this article are present, and a majority of the whole number of members eligible to vote, vote affirmatively.

(7) 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.

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.

Chairs shall take office as of July 1 of the year in which they are elected in accordance with the procedures of paragraphs (3)-(6).

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.

In any case where the President does not approve the (final) election of a Department Chair, or at such other time as the interests of the College may require the removal of a Chair and the election or appointment of a new one, the President shall confer with the Department and thereafter shall report to the Board of Trustees any subsequent action by the Department with respect thereto, together with his/her own recommendation, made in accordance with Section 9.1c of the University bylaws. In those cases where the Department disagrees with the President’s recommendation, it may submit its own report to the Board.

Section 2b. Appointments Committee

There shall be in each Department an Appointments Committee consisting of the Department Chair and four other faculty members who are assistant, associate, or full professors. All members of the Appointments Committee must be tenured. 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 Chair shall be the Chair of the Committee.

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 Chair is elected. A vacancy in the office of the Chair which necessitates a special election for a new Chair shall not affect the terms of the other Committee members.

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.

Departments with fewer than five tenured faculty members will elect remaining members from outside the Department, after consultation with the President or designee, 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

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

Section 2f. Library Department

The library shall constitute an academic Department of the College. For purposes of governance representation, the Library will be a part of the Division of Science and Technology. The Chief Librarian thereof shall be designated by the President. Such Chief Librarian, in addition to the duties of Department Chair as enumerated in Section 4b 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.

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 3. Duties of the Departmental Appointments Committee

The Departmental Appointments Committee shall be responsible for making recommendations for faculty members and those in titles in the College Laboratory Technician series concerning appointments, reappointments, tenure, and certificates of continuous employment. It shall also make recommendations to the Department Chair on the tentative Department budget request and serve as a Departmental Executive Committee. (The Department Chair shall serve as Chair of the Departmental Appointments Committee.)

The Committee shall keep minutes of its proceedings. The proceedings shall conform to the latest edition of *Robert's Rules of Order, Newly Revised*, unless otherwise specified.

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, and promotions.

It shall be the duty and responsibility of the Chair to communicate to the candidate the action of the Committee in accordance with the procedures of the Board. No reason shall be assigned for a negative recommendation.

The affirmative recommendations of the Committee shall be submitted by the Department Chair to the President and the College Personnel and Budget Committee in accordance with the procedures set forth in the bylaws of the University.

Section 4. Duties of Department Chair

Section 4a. General Duties

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

Section 4b. Specific Duties

The Chair shall:

(1) be responsible for Departmental records;
(2) be responsible for assigning courses to and arranging programs of instructional staff members of the Department;
(3) be responsible for the recruitment of faculty subject to the approval of the Department Appointments Committee;
(4) represent the 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;
(6) preside at meetings of the Department;
(7) be responsible for the work of the Department Appointments Committee;
(8) prepare the tentative Departmental budget, subject to approval by the Department Appointments Committee;
(9) transmit the tentative Departmental budget to the President with his/her own recommendation;
(10) arrange for careful observation and guidance of the Department’s instructional staff members, in accordance with the provisions of the collective bargaining agreement;
(11) make a full report to the President and to the College Personnel and Budget Committee of the action taken by the Department Appointments Committee when recommending an appointee for tenure on the following: (a) teaching effectiveness, (b) professional and creative work, (c) service to the Department, college, profession, and community;
(12) hold evaluation conferences (or delegate this duty to an Appointments Committee member) in accordance with the provisions of the collective bargaining agreement; and
(13) generally supervise and administer the Department.

Section 5. Procedures for Appointments

(See also Article II.)
Recommendations for appointment of faculty to a Department shall be initiated by the Department. The President may also initiate a recommendation for appointment in accordance with the responsibilities listed in Section 11.4 of the bylaws of the University. The President may recommend that such appointee be designated as Department Chair in accordance with Section 9.1c of the bylaws of the University. Such recommendation by the President for appointment and designation as Department Chair may be made either at the time of election of Department Chair 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 Department and with the College Personnel and Budget Committee.

All appointments and reappointments of faculty and reappointments with a certificate of continuous employment or tenure to a Department shall be recommended to the College Personnel and Budget Committee by the Chair of the Department in accordance with the vote of the majority of the members of the Department’s Appointments Committee. A minority of the Appointments Committee shall have the power to submit a minority recommendation to the College Personnel and Budget Committee.

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.

All appointments and reappointments of faculty and individuals in titles in the College Laboratory Technician series, and reappointments with tenure to a 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.

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.

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.)

Section 6. Procedures for Promotions

(See also Article II.)

Promotions to the rank of associate professor and full professor shall be recommended to the College Personnel and Budget Committee by the Chair of the Department only after an affirmative vote of a majority of all faculty members 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.

A candidate for promotion who fails to receive an affirmative recommendation from a Departmental promotion committee shall have the right to appeal to the College Personnel and Budget Committee.

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 7. Voting Procedures

(1) No administrator in a title in the Executive Compensation Plan shall be eligible to serve as, or vote in, or be counted in determining a quorum or toward any required majority in the election of the Chair; a member of the Appointments Committee; or a member of any Departmental committee, including a Departmental promotion committee.

(2) A vote of a majority of those present, a quorum being present, is necessary to enfranchise visiting and substitute faculty to vote on Departmental matters, pursuant to 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.

(3) In an election for Department Chair 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 1 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.

(4) In any vote involving a recommendation for appointment, reappointment, reappointment with tenure or 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.

(5) In any vote involving a Departmental recommendation for promotion, a majority of faculty eligible to vote pursuant to Sections 1 and 2d of this article must be present, 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.

A tie vote in a case affecting an appointment, reappointment, or 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 Appointments Committee, or representatives to the Faculty Senate shall be resolved by action of the President.

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.

(3) In meetings 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, Newly Revised, unless otherwise specified. It is the responsibility of the Department Chair to circulate the minutes of meetings of the entire Department 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

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 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

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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.
   e. 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 (82. 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 President of the Day Session, Evening, Graduate, ACE and SEEK Student 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 (5) full-time faculty members and five (5) 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 minors 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.
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.

6. 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, As needed or upon request, a Committee (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 60 days after the appointment of the committee.

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.

3.2. 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 Provost Search:

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 Provost’s Search Committee) shall be elected by the Academic Senate appointed as described in paragraph C above 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 60 days after the appointment of the committee.

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 term, as needed or upon request, a Committee (the composition of which shall correspond to the composition of a Dean’s Chief 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 term.

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.
QUEENS COLLEGE ACADEMIC SENATE CHARTER

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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 – 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.

2. 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 President of the Student 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 Divisional Deans shall be nominated in the following manner:

1. The Academic Senate will elect a Search Committee consisting of four (4) full-time faculty members and 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 [minors] 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.

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.

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 dean and shall consider for candidacy any person with distinction within his or her chosen field of study and with demonstrated administrative skill.

B. Review of Dean's qualifications:

1. 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 60 days after the appointment of the committee.

2. The term "Dean" in the above section refers to all [full] Academic Divisional Deans.

C. Provost Search:

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.

1. 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 Provost’s Search Committee) shall be
appointed as described in paragraph C above 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 60 days after the appointment of the
committee.

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.

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 Chief Librarian 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 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:
As needed or upon request, a Committee (the composition of which shall correspond to the composition of a Chief 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 60 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.
BROOKLYN COLLEGE

Appointment of Todd Michael Galitz
as Vice President of Institutional Advancement

WHEREAS, The title “Vice President of Institutional Advancement” clearly and accurately reflects the status of this position, as well as the scope and complexity of its duties and responsibilities; and

WHEREAS, As a member of the President's senior leadership team, the Vice President of Institutional Advancement leads and expands development and fundraising efforts for the College and the Brooklyn College Foundation; and

WHEREAS, This position requires a unique set of skills and experience, and Dr. Todd Michael Galitz has the depth of knowledge to be highly effective in this role; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Todd Michael Galitz as Vice President of Institutional Advancement at Brooklyn College, effective May 8, 2018.

EXPLANATION: Dr. Galitz is well qualified to serve as Vice President of Institutional Advancement at Brooklyn College. He brings more than twenty years of experience in development and institutional advancement, including financial management. He has a particularly strong track record in education, having worked for Pratt Institute, Columbia University and Brown University.

Dr. Galitz holds a B.A in History from the University of Southern California, and both an M.A and a Ph.D. in History from Brown University.

The College conducted a national search for this position. Thirty applicants, comprising a diverse candidate pool with a broad spectrum of race and ethnicity, were considered for the position. The College followed applicable affirmative action guidelines in conducting the search.

The President strongly recommends Dr. Galitz’s appointment.
SUMMARY OF QUALIFICATIONS

Entrepreneurial nonprofit leader with more than 20 years of experience in cultural and educational management. A natural team builder with a track record of leading organizational growth and with expertise in:

- Organizational Leadership
- Board Engagement
- Strategic Planning and Implementation
- Capital Campaigns
- Marketing and Communications
- Partnerships

EXPERIENCE

Nonprofit Strategy Consultant 2015-Present

Servicing client projects focused on strategic planning, board development, long-range financial planning, major gift fundraising, and strategic communications. Select clients include Johns Hopkins University, Bellevue Hospital, and The Whelan Group. Long-term client engagements have included:

- **The Royal Oak Foundation**: Interim Executive Director & CEO (Sept. 2016-May 2017). Developed strategic plan and related implementation strategy, board development, budget plans, and staff and infrastructure assessment for the American affiliate of the National Trust of England, Wales and Northern Ireland. Oversaw daily operations, capital campaign, membership, public programs, board relations, and staff management.


Pratt Institute
Vice President, Institutional Advancement 2009-15

STRATEGIC VISION WITH RESULTS

- Provided creative vision and leadership for institution’s external development and internal effectiveness
- Led marketing, media relations, publications, website, creative design services, alumni relations, and fundraising for leading college of art, design, and architecture
- Served on senior management team leading institution-wide strategies, operations, and management of institution’s $220 million operating and capital budgets

BOARD RELATIONS

- Oversaw board engagement strategies and managed trustee Development and Trusteeship committees
- Managed recruitment of new board members
- Maintained active board relationships in collaboration with the President

DEVELOPMENT

- Launched and managed $100 million comprehensive capital campaign, the first in the institution’s history
- Transformed major gift fundraising program
  - Quadrupled major gift results in first three years
Raised $5 million building gift and $2.5 million gift to establish Pratt’s first-ever endowed chair
• Grew donor base and annual contributions to the institution
• Achieved 140 percent increase in contributions, doubled alumni giving
• Delivered five largest fundraising galas in the institution’s history, including first $1 million event
• Increased annualized grant and sponsorship revenue by 230 percent in three years

MARKETING AND COMMUNICATIONS
• Developed and implemented integrated communication strategies, based on market research
• Completed major rebranding campaign and website redesign
• Created multi-platform marketing campaign for 125th Anniversary season in 2012-13
  • Produced 30-minute primetime documentary for broadcast on PBS stations
  • Created advertising and publicity campaign, and interactive microsite
  • Conceived and curated special exhibition at Pratt Manhattan Gallery
• Produced award-winning publications: Prattfolio and Differentiation by Design magazines, Pratt News digital newsletter, Inspire donor newsletter, and multimedia web content; inaugurated comprehensive social media strategy
• Launched Inside Pratt campus community news blog to improve internal communications

PARTNERSHIPS AND SPECIAL INITIATIVES
• Created Pratt Presents public programming series; engaged media partners including Fast Company, Paper, Surface, and WNYC radio
• Conceived and implemented the Pratt Innovation Fund, a school-wide faculty seed-grant program, in collaboration with the Provost
• Led special initiatives promoting sale of alumni and faculty designs; launched alumni art + design fair
• Participated actively in launch of online store and management of licensing agreement with major retailer
• Provided strategic guidance in the creation and launch of Brooklyn Fashion + Design Accelerator, a 21,000-square-foot incubator in South Williamsburg

STAFF MANAGEMENT
• Managed an effective team of 50 full-time staff; implemented new goals and metrics systems; promoted professional development opportunities
• Managed division’s $6.5 million operating budget

Asia Society and Museum
Vice President, External Affairs
Director, Foundation and Corporate Relations
2005-09

Director
2001-05

STRATEGIC VISION WITH RESULTS
• Developed and implemented external relations strategies for rapidly expanding global institution
• Provided vision and strategic direction for greater centralization and coordination among 11 regional centers and 3 museums in U.S. and Asia

EXECUTIVE AND FINANCIAL MANAGEMENT
• Directed $30 million annual international fundraising and membership program
• Oversaw $3 million departmental operating budget
• Served as officer-representative on board committees: Executive; Finance & Budget; Investment; Nominating & Governance; and Development

BOARD RELATIONS
• Coordinated board recruitment strategies that resulted in new, high-profile trustees
• Managed board committees for Nominating & Governance and Development
• Administered international council of senior business leaders and philanthropists

GALITZ - 2
DEVELOPMENT
- Completed successful $81 million capital campaign in 2008
- Developed and executed strategic fundraising growth to meet 10-15 percent annual operations increases
- Solicited six- and seven-figure operating and endowment contributions from trustees, individuals, and institutional donors
- Doubled annual corporate contributions through sponsorship and corporate membership program
- Created and managed new corporate advisory committee, Asia Society Business Council
- Launched Corporate Diversity outreach program to Asian American affinity and networking groups in Fortune 500 companies
- Oversaw signature fundraising events, including record-breaking $4 million gala dinner

MARKETING AND PUBLIC COMMUNICATIONS
- Participated in creating market research initiatives and focus groups for the museum, website redesign, 50th Anniversary, and membership marketing
- Implemented new electronic marketing initiative, upgraded box office systems, visitor information kiosks
- Created special AsiaStore member sales promotions, Free Friday initiatives, and sponsor collaborations to promote increased store sales

EDUCATION
- Engaged donors for Asia Society Global Education initiatives and the Museum’s K-12 programs

STAFF MANAGEMENT
- Supervised staff of 25 development and visitor services professionals; created regular professional development and team-building opportunities

Columbia University
Development Officer 1999-2001

Lincoln Center for the Performing Arts, Inc.
Assistant Director, Institutional Support 1997-99
Grant Writer 1995-97

RELATED PROFESSIONAL EXPERIENCE
Curator
Blurred Horizons: Contemporary Landscapes, Real and Imagined (forthcoming)
Art Projects International, New York, Jan – Mar 2018

125 Icons: A Celebration of Works by Pratt Alumni and Faculty 1887-2012

Jean Shin: RECALL
Pratt Institute, Brooklyn, Sept 2012 – May 2013

Havana Heritage Foundation
Founding Board Member and Treasurer 2015-Present
Participated in the establishment of a new nonprofit focused on preserving and protecting the rich architectural and cultural heritage of Havana, Cuba.

Manhattan College
Adjunct Professor of History 1998

GALITZ - 3
Hunter College, City University of New York  
Adjunct Professor of History  

Brown University  
Instructor, Department of History  

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EDUCATION

Brown University, Providence, RI

Doctor of Philosophy, History  
Master of Arts, History  

Andrew W. Mellon Teaching Fellow; University of Warwick Research Fellow  

University of Southern California, Los Angeles, CA

Bachelor of Arts, History (Highest Honors) and Political Science  
Magna Cum Laude, Phi Beta Kappa  

University of Kent at Canterbury, United Kingdom  

PROFESSIONAL AFFILIATIONS:  Association of Independent Colleges of Art and Design (AICAD); Council for Advancement and Support of Education (CASE); Brooklyn Chamber of Commerce, Government Affairs Committee Member (2014-15); Co-chair, Institutional Giving Program, Association of Fundraising Professionals New York Conference (2008)

PERSONAL INTERESTS:  Studio art; museums and galleries; design; music; travel
LAGUARDIA COMMUNITY COLLEGE

Appointment of Nireata Seals as Vice President for Student Affairs

WHEREAS, Dr. Nireata Seals has demonstrated exemplary leadership and sound management skills in a number of increasingly responsible roles at LaGuardia Community College, including as Interim Vice President for Student Affairs; and

WHEREAS, Dr. Seals’ appointment as Vice President for Student Affairs will ensure that the College has the leadership and guidance necessary to provide superior educational services to the large and diverse community currently served by the Division of Student Affairs; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Nireata Seals as Vice President for Student Affairs at LaGuardia Community College, effective May 8, 2018.

EXPLANATION: Dr. Seals has served LaGuardia Community College as Interim Vice President for Student Affairs since July 3, 2017. As the Chief Executive in the Division of Student Affairs, she has been responsible for providing significant assistance and guidance in the Division’s overall direction and management, serving an undergraduate population of 55,000 students, including nearly 20,000 degree-seeking students from 160 different countries who speak 110 different native languages. Dr. Seals has been responsible for the implementation and delivery of student services in a multi-disciplinary environment, managing the overall administrative functions of the division in areas that include Admissions, Financial Aid, Testing, Advising, Registrar, Transfer Services, Student Employment Services, Health and Wellness, Childcare Center, Recreation and Athletics, Student Life, Students with Disabilities Services and the Student Information Center.

From November 2016 until her appointment as Interim Vice President for Student Affairs, Dr. Seals served as Associate Dean for Student Access and Achievement, and from June 2015 to October 2016, as Assistant Dean for Student Affairs. As Associate Dean, her scope of responsibilities included all enrollment and advisement support services for students from the point of initial interest in the College through completion of the student’s third semester.

Dr. Seals has more than 15 years experience in executive administrative positions in higher education, including leadership roles at Silberman School of Social Work at Hunter College, The City College of New York’s Gateway Academy, and DeVry Institute of Technology.

Dr. Seals’ educational background includes a Doctorate of Education in Executive Leadership from Saint John Fisher College, an M.A. in Student Personnel Administration from New York University, and a B.A. in Behavioral Science/Social Work from Concordia University.

A comprehensive recruitment strategy was undertaken by LaGuardia Community College that included the placement of ads in national journals and at a variety of professional and academic organizations. Fifty-four (54) applications were received from a diverse pool of candidates.

The President strongly recommends Dr. Seals’ appointment.
Nireata Seals

**EDUCATION**

**Doctorate of Education, Executive Leadership**
Saint John Fisher College
Rochester, New York  
August 2012

**Masters of Arts, Student Personnel Administration**
New York University
New York, New York  
September 1994

**Bachelors of Arts, Behavioral Science/Social Work**
Concordia University (formally Christ College Irvine)
Irvine, California  
May 1990

**PROFESSIONAL EXPERIENCE**

**LAGUARDIA COMMUNITY COLLEGE/CUNY**  
2015-current
LaGuardia Community College is a public, urban, Hispanic serving institution serving approximately 20,000 degree seeking students, along with 30,000 Adult and Continuing Education students. LaGuardia students are from over 160 countries, and speak any one of 110 languages. *Multiple positions: Promotion & Opportunities*

**Interim Vice President for Student Affairs**  
July 2017-Current

- Provide strategic leadership for the Division of Student Affairs, including guiding the development and implementation of divisional goals and objectives.
- Serve as a member of the President's Executive Council and participate in the stewardship of the strategic plan to achieve overall College Goals.
- Supervise a senior staff that includes three executive-level deans, and provide direction and oversight for other administrative staff.
- Responsible for managing the overall administrative functions of the division with functional areas that include Admissions, Student Financial Services, Testing, Advising, Registrar, Transfer Services, Career Services, Health & Wellness, Childcare Center, Recreation and Athletics, Campus Life, Student with Disabilities Services, and the Student Information Center. In addition to two University funded areas ASAP and College Discovery, CUNY Edge and Veterans Services.
- Provide fiscal oversight and management of operations in excess of $10 million, as well as three non-profit corporations.
- Supervise the College’s Judicial Affairs efforts and coordinate disciplinary processes in accordance with University guidelines and College governance.
- Coordinate student services to create the highest level of effectiveness and efficacy in support of the College’s overall enrollment management efforts, with an emphasis on the use of technology, systems integration, and assessment of support of students at every juncture of their journey.
Nireata Seals
9 Lorenz Avenue • New Rochelle • New York 10801 • 914 439-9576 • nireata_seals@yahoo.com

**EDUCATION**

**Doctorate of Education, Executive Leadership**
Saint John Fisher College
Rochester, New York

**Masters of Arts, Student Personnel Administration**
New York University
New York, New York

**Bachelors of Arts, Behavioral Science/Social Work**
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- Coordinate student services to create the highest level of effectiveness and efficacy in support of the College’s overall enrollment management efforts, with an emphasis on the use of technology, systems integration, and assessment of support of students at every juncture of their journey.
Ensure the integration of measures of operational effectiveness to continually shape and improve the student experience.

Oversee preparation of grant proposals in support of initiatives emanating from the College’s strategic plan and/or department planning.

**Associate Dean of Access and Achievement 2016-2017**

**Assistant Dean of Enrollment Services 2015-2016**

**Selected Accomplishments**

- Developed Student Affairs redesign plan that addresses Operational Effectiveness, System Thinking, and Accountability for the division.
- Collaborated with Academic Affairs, Adult and Continuing Education, Information Technology, Administration, and Institutional Research staff, on strategic initiatives that support new and transfer student enrollments to exceed enrollment targets by 2%.
- Automated the re-enrollment process for students whose courses have been dropped prior to the first week of classes.
- Worked with CUNY leadership to resolve College pre-requisite concerns to improve Degree Works processing.
- Collaborated with Adult and Continuing Education and the Research Foundation office to secure $129K grant to support Pregnant and Parenting students.
- Participate in the 2017 NASPA: Institute for Aspiring Vice Presidents for Student Affairs

**HUNTER COLLEGE, CUNY 2008-2015**

The Lois V. and Samuel J. Silberman School of Social Work at Hunter College, was established in 1958 and is the oldest and largest public school of social work in New York, with over 1200 students. As part of CUNY, the goal is to provide social work education of the highest quality at the lowest possible cost. *Multiple positions: Promotion*

**Assistant Dean of Enrollment Management and Records 2015-2016**

- Reviewed and updated all communication and marketing material for various recruitment and retention events, and ensured that the School of Social Work was visible at community agencies and graduate college fairs.
- Organized and coordinated all aspects of recruitment, admissions, registration, scholarship and financial aid information for the School.
- Directed the admissions application and group interview process and developed procedures that assisted in a smooth transition for student onboarding to the School. Promoted and hired adjunct faculty and field advisors to review applications and conduct group discussions.
- Oversaw the production and dissemination of statistical reports to the Dean, of the School, faculty, and college community. Managed communication for the school website, eNewsletter, and Facebook page.
- Coordinated the planning and execution of pre-orientation and registration activities for entering students.
Collaborated with Student Affairs and Field Education as the School ombudsman on student concerns after appropriate vetting from the Dean of the School.

**Director of Enrollment Management** 2008-2011

**Selected Accomplishments**
- Expanded application pool by 40%, implemented an efficient and organized process from recruitment to enrollment.
- Created electronic acceptance packet and process for new students.
- Designed transparent scholarship program and process for students and donors.
- Play a pivotal role in assisting with the implementation and conversion of the School into CUNYfirst.
- Supervised the re-design of two campus websites, and played a pivotal role in the design/re-branding process.
- Fostered strong relationships between the Admissions Department, and faculty, staff, Community Based Organizations and main campus departments.
- Coordinated the developed procedures to ensure efficient administration and operation of the Charles A. Frueauf Foundation $45K Grant: Project IMPACT/Children’s Village Traineeship Program 2014/2015.

**THE CITY COLLEGE OF NEW YORK, CUNY** 2007-2008
The founding institution of the City University of New York, City College offers outstanding teaching, learning and research on a beautiful campus in the heart of the world's most dynamic city. The Gateway Advising Center is a department offering advisement and registration to all undeclared new and transfer students.

**Assistant Director for Operations, Gateway Academy**
- Supervised the office staff in the day-to day operations of the Gateway Academy; including all personnel functions such as recruitment, hiring, scheduling, training, and maintenance of accurate and complete personnel records.
- Coordinated the University Skills Immersion Program (USIP). Recruited faculty to teach Reading, Writing, Math workshops. Tracked student and instructor success rates in all programs. Developed interventions for repeat workshop participants.
- Prepared the schedule of the New Student Seminar classes for new students.
- Developed outreach programs for new students prior to the start of classes.
- Administered the Gateway budget including analysis, forecasting, and resource allocations.
- Guided the transition of students between the City College and CUNY Language Immersion Program (CLIP).

**Selected Accomplishments**
- Fostered strong relationships with faculty and staff across campus, specifically: SEEK Department, and with Chairs of Mathematics, Advisors of Science and Engineering.
□ Successfully increased the number of students participating in, and completing the University Summer Immersion Program, and New Student Seminar Courses.

DEVRY INSTITUTE OF TECHNOLOGY 1998-2007
DeVry Institute, a proprietary for-profit college, opened in Long Island City in 1998, serving approximately 2500-degree seeking students. DeVry offered a semester based admission, graduation, and recruitment cycle, three times a year, and every 15 weeks.

Multiple positions: Promotions & Opportunities

Dean of Student Affairs 1998-2007
□ Member of the Executive Committee, provided leadership in addressing key issues related to the Institute’s student growth and retention, emphasis on quality, technology, profitability, and community involvement.
□ Developed programs and services that responded to the needs and interests of a diverse student population, ensured student success, and developed initiatives to increase retention.
□ Managed International Students’ SEVIS records, ADA regulations, and Campus Crime Reporting.

Dean of Academic Operations/Student Affairs 2003-2006
Dean of Evening and Weekend Programs 2001-2003
Dean of Student and Community Services 2000-2001
Director of Student Services 1998-2000

Selected Accomplishments
□ Received a Certificate of Achievement for the development of a comprehensive program of student services, by establishing a Freshman Year Initiative Center as well as overseeing all aspects of community services.
□ Established and Implemented first Annual Summer Technology Camp w/Lego Robotics.
□ Received Management Recognition Award (with Bonus) 1998
□ Received Incentive Stock Options (800 shares) granted by the company in 2001 and 2005.

QUEENSBOROUGH COMMUNITY COLLEGE/CUNY 1997-1998
Queensborough Community College was established in 1959, and has a very diverse student body with students originating from approximately 140 countries, and more than a third speak a language other than English at home. The College has over 16,000 students with over 11,000 attending full-time.

Director of Student Activities
□ Provided overall leadership of the Student Activities Office with emphasis on supervision and administration of student activities and extra curricular programs,
including day and evening student governments, clubs, organizations, and media groups.

- Supervised, trained and evaluated a full-time professional staff consisting of an Assistant Director, a full-time Campus Center Lounge Coordinator, a part-time CUNYCAP graduate intern, a part-time Radio Station Manager, a CUNY Office Assistant and a CUNY Secretary.

Selected Accomplishments
- Assisted in the creation and implementation of an electronic voting system for student elections.

NEW YORK UNIVERSITY 1995-1997
New York University was founded in 1831 and is considered one of the largest private universities in the United States. Centered in Greenwich Village NYU has more than 50,000 students and offers residential housing for more than 11,000 undergraduate, graduate, and professional students.

RESIDENCE HALL MANAGER
- Supervised and maintained two off-campus leased properties housing 40 graduate students, a residence hall of 700 first year students and a dining hall.
- Supervised, trained and evaluated a full-time professional staff consisting of an Administrative Assistant, two unionized Residence Hall Receptionists and a paraprofessional staff of 14 Resident Assistants.

Selected Accomplishments
- Successful management of 700 freshman and 40 graduate students at three different NYC locations.

COLLEGE OF NEW ROCHELLE 1991-1995
The College of New Rochelle was founded in 1904 as the first Catholic college for women in New York State. The College has over 4,000 students from the combined six campuses, with the main campus in New Rochelle. *Multiple positions: Promotions*

ASSISTANT DIRECTOR OF CAMPUS ACTIVITIES
- Organized and conducted activities for the college campus from orientation to Strawberry festival, in addition to program implementation for professional and paraprofessional development.
- Supervised one full-time professional staff, one New York University Intern, 24 student clubs, and 26 professional staff advisors.
- Assisted college freshman in achieving a healthy transition into college by addressing such issues as: Self Esteem/Self Image, Conflict Resolution, Time Management, Family Dynamics, Understanding Diversity and AIDS Prevention.

Residence Hall Manager/Orientation Coordinator 1993-1994
Commuter Liaison 1991-1993
Selected Accomplishments
- Designed new communication newsletter for commuter students, to keep them connected to campus events.
- Developed engaging and robust student activities programs and events for students.
- Designed and implemented, new student orientation training and program for new students.

Computer Skills
Proficient in the use of Microsoft Office Applications, People Soft Oracle System (student database) and Prezi.

Other Activities
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<th>Chair</th>
<th>Role</th>
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<tr>
<td>Enrollment Strategies &amp; Enrollment Triggers Committee, LaGuardia</td>
<td>2015-2017</td>
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<td>Career Development Courses, DeVry Institute</td>
<td>2003-2004</td>
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<td>Faculty Development Committee, DeVry Institute</td>
<td>2003-2004</td>
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<td>New Faculty Orientation Committee, DeVry Institute</td>
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<td>Registration Committee, DeVry Institute</td>
<td>1998-2001</td>
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<td>Women of Diversity, College of New Rochelle</td>
<td>1994-1995</td>
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Special Projects
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<th>Project</th>
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<td>New Website Implementation Leader &amp; Team Member</td>
<td>2008-2009/2014-2015</td>
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<tr>
<td>Website Administrator</td>
<td>2011-2015</td>
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<tr>
<td>Study Abroad Program Coordinator</td>
<td>2013-2014</td>
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Award/Recognitions & Presentations
- National Association of Student Affairs Professionals: What We Know: How Behavioral Economics and Technology Can Advance Student Success 2016
- Doctoral Program Leadership Award 2013

Consulting/Mentoring
- Hunter College/Enrollment System, Structure, and Training 2015
- St. John Fisher College/Executive Mentor 2016-2017
LEHMAN COLLEGE

Appointment of Susan E. Ebersole as Vice President for Institutional Advancement and Executive Director of the Lehman College Foundation

WHEREAS, Susan E. Ebersole has extensive experience as a fundraising executive working in a diverse range of organizations including the arts and public and private institutions of higher education; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Susan E. Ebersole as Vice President for Institutional Advancement and Executive Director of the Lehman College Foundation, effective May 8, 2018.

EXPLANATION: Lehman College is pleased to recommend Susan E. Ebersole as Vice President for Institutional Advancement and Executive Director of the Lehman College Foundation. Ms. Ebersole brings to Lehman a successful record of bolstering the profiles of the institutions she has worked with and creating environments that encourage and support philanthropic activity. She has the expertise to create a well-defined and enhanced development effort that will allow the College to capitalize on opportunities that have a meaningful impact on its trajectory.

The College was assisted in this search by Freeman Philanthropic Services, LLC, an executive recruitment and consulting firm specializing in the not-for-profit sector. The search firm developed a comprehensive recruitment strategy that included the placement of ads in national journals, online postings, notices to job boards, and the dissemination of the position announcement to a number of professional organizations. The search firm received 78 applications from a diverse pool of applicants representing various races, ethnicities and gender.

The President strongly recommends Ms. Ebersole’s appointment.
Susan E. Ebersole

Professional Experience

New York Philharmonic, New York, NY
*Director, Leadership Gifts, June, 2012 to present*
Responsibilities include:
- Reporting to the Vice President, Development, responsible for $6 million in annual giving from major leading and major donors to the Orchestra;
- Charged to oversee a staff of frontline fundraisers, working closely with the research team, focused on expanding the institution’s approach to leading philanthropists through the development of new strategies, giving societies, high-level major gift and patrons events, etc.;
- Oversight of all efforts to enliven and expand the Leonard Bernstein Circle, the most distinguished group of donors of the New York Philharmonic with activities that include chamber music evenings and other exclusive special events in premiere private settings;
- Create proposals and solicit individual donors for important artistic initiatives, including support for artists, concert series, festivals, commissions, contemporary music series, etc.;
- Oversee all major gift work of both the President and Sr. Vice President for Institutional Advancement;
- Cultivate, solicit and steward a portfolio of more than 150 major donors working one-on-one with individual donors and families within current annual gifts programs; and
- Create strategies for raising endowments and various funds for the Orchestra’s long-term and annual goals.

Manhattan School of Music, New York, NY
*Vice President of External Affairs, January, 2006 to June, 2012*
Responsibilities included:
- Developed and implemented a five-year comprehensive strategic development plan, amplifying annual fund goals, corporate and foundation relations, planned giving, alumni giving, annual gala, board of trustees giving, major and principal gifts, and capital campaign planning;
- Reorganized and lead the Department of External Affairs, a staff of 13 professionals and administrative staff, with activities including: capital campaign planning, board of trustees relations, development, public relations, institutional relations, design and branding, marketing, alumni relations, special events, annual concert gala, etc.;
- Designed and implemented a comprehensive and phased external relations plan for the School, working closely with President Robert Sirotta and outside consultants Pentagram and Rubenstein Communications, Inc., that has included a re-branding and public relations strategy with the goal of clarifying the School’s mission, as well as creating a very visible profile for the institution in New York City, the national, and around the globe;
- Orchestration of the President’s work with the Board of Trustees, cultivation of donors for principal and major gifts, and board development initiative (moving the board from 12 members to 20 at present) to include music luminaries Thomas Hampson, and Glenn Dicterow, and members of New York City’s philanthropic leadership, etc.;
- Spearheaded planning and implementation (working closely with the artistic community of the School) of an 18-month 90th anniversary celebration, *Manhattan Takes Manhattan*, that has celebrated music written in Manhattan over the past ninety years;
- Identification and cultivation of relationships with key donors and potential donors. Responsible to create profiles and strategies for solicitation of principal and major gifts;
- Re-established, in partnership with trustee leadership, the International Advisory Board;
Traveled with the President and Provost to establish relationships with organizations and individuals in China and Japan for the purpose of support for the School and scholarships for students;

Created strategies that resulted in several principal gifts including a $4 million endowment for the Robert Mann Chair and associated scholarship fund, a fund for the Center for Music Entrepreneurship, scholarship endowments, funds for renovation of facilities (including two $500,000 space renovations);

Identified funding opportunity and navigated the effort to work with the Department of Cultural Affairs to make a request for a $3 million capital gift for the renovation of the School’s concert hall, the former Borden Auditorium;

Instituted an annual concert gala and took comprehensive annual fund raising from $1.5 million to $5 million in five years;

Coordinate the work of the Department of External Affairs with other departments of the School, working with colleagues as a member of the School’s Executive Committee and Senior Staff, as well as with key faculty members; and

Oversight of publications including: launch of an alumni and friends newsletter; rebranding of the concert calendar (with a mailing list of approximately 35,000); work with outside firm on the creation of a recently publish view book.

Parsons School of Design, New School University, New York, NY
Director of Development, July, 2000 to January, 2006

Responsibilities included:

- Oversight of all fundraising activity at Parsons including majors gifts, corporate and foundation relations, alumni relations, annual fund raising, stewardship, etc.;
- Identification and cultivation of relationships with key donors and potential donors.
  Responsible to create profiles and strategies for solicitation of major gifts;
- Organization of the Dean’s participation in all development activities;
- Management of a staff of four development and alumni affairs professionals in addition to a group of student workers;
- Orchestrating of development effort for 13 academic departments in the design and fine arts fields, working closely with chairmen and faculty from each of the departments;
- Expansion of the Parsons Board of Governors by helping to recruit new members and professionalization of the work of the Executive Committee and Subcommittees;
- Oversight of the Board of Governors participation in the annual Parsons Benefit and Fashion Show; and
- Implementation of special events.

Accomplishments include:

- In the second year of the Director’s participation, raised annual giving/major gifts from $1.5 million to $5 million through the implementation of a major gifts program and amplification of annual fund efforts. Major gifts included those from: the Anna-Maria and Stephen Kellen Foundation for the Anna-Maria and Stephen Kellen Archives Center and for a named gallery and auditorium; the Angelo Donghia Foundation for the Angelo Donghia Materials Library and Study Center in the Department of Architecture, Interior Design and Lighting; and the Karan-Weiss Foundation for an endowment.
- Working with Dean H. Randolph Swearer, helped to secure the largest gift in the history of the School, a $7 million gift for the Sheila C. Johnson Design Center, soon to be built on the corner of Fifth Avenue at 13th Street.
- Working with outside special events counsel, participated in the planning and implementation of the Parsons Benefit and Fashion Show, an annual event that raises a minimum of $1.3 million. Honorees have included: Gene Kahn; Sidney Kimmel; Paul Charron and Marc Jacobs.
Thoroughly revamped the Board, bringing ten new members on and helped to initiate a process of board membership rotations.

Initiated a Board of Governors training process to encourage more active participation by members in leadership and philanthropy at Parsons.

Chaired the university-wide Middle States Association Re-accreditation Review Committee on Development and Fundraising that submitted a comprehensive assessment of New School University's Development operation in 2002.

Establishment of an alumni affairs effort after a lull of 30 years. Worked with an in-house team to launch an alumni magazine which featured illustrious alumni from all of the design fields, including: Reed Krakoff; Donna Karan; Marc Badgley and James Mischka; Victoria Hagan; Sheila Bridges; among many others.

Benjamin N. Cardozo School of Law, Yeshiva University, New York, NY
Associate Director of Development, February, 1999 to June, 2000
Charged to help build, with the Director of Development, a strong department of development with a full complement of activities, and to work on a capital campaign for Cardozo.
Responsibilities included:
- Identification and cultivation of relationships, with the Director of Development, with key individuals for initial stages of capital campaign. Responsible to create profiles and strategies for campaign leadership and for solicitation of major gifts;
- Planned and organized dinner in honor of entertainment and media lawyer, Howard Squadron, at The Plaza, which grossed $355,000 for The Howard Squadron Program in Law, Media and Society at Cardozo. Chairmen included: Rupert Murdoch; Bernard Madoff and Fred Wilpon;
- Development of foundation and corporate proposals with faculty for various projects within the school including: funding of public interest law clinics; capital campaign; special programs (including a successful $1 million proposal for The Innocence Project); conferences and seminars, etc.;
- Management of Annual Friends of Cardozo Campaign – charged with soliciting interest of a group of “high profile” parents for annual fund and working with staff to expand the mailing list for these solicitations; and
- Implementation with Development staff of a full calendar of development events.

State University of New York, New York, NY
Office of the Chancellor reporting to Vice Chancellor and Secretary
Director, 50th Anniversary Planning and Events, January, 1998 to February, 1999
Director of the 50th Anniversary of the State University of New York for calendar year 1998, charged to establish a significant calendar of newsworthy events and secure underwriting for the 50th Anniversary year.
Responsibilities included:
- Aided the Chancellor and Vice Chancellor in planning and implementing special events during the 50th anniversary celebrations including: a tour by the New York City Ballet of three University campuses and the City of Albany; an International University Symposium; an exhibition of ceramics from Alfred University; lunches and dinners for the New York City corporate community on the Maritime College’s sailing ship; and honorific events for University alumni and contributors;
- Established Chancellor’s fundraising office in New York and solicited and secured $900,000 (including in-kind support) in sponsorships and contributions for 50th Anniversary activities and initiatives from corporations, foundations and individuals;
- Developed, with Vice Chancellor and Secretary and other staff members, the International University Symposium: “Charting Partnerships for the Global University,” (October 14 - 18,
1998) attended by 18 international education leaders (university chancellors, presidents and rectors) from around the globe. Created a rich schedule of events including working sessions involving presentations by major technology companies, internationally renowned scholars and corporate and foundation leaders;

- Identified new audiences for various events related to the 50th Anniversary; and
- Planned and implemented "Partners at Fifty" Tour (of three University campuses and the City of Albany) and a gala benefit dinner in Albany celebrating the fiftieth anniversaries of both the New York City Ballet and the State University of New York.

**Alliance for Young Artists & Writers, Inc., New York, NY**  
**Founding Executive Director, 1991 to 1997**  
Over six years, helped to revitalized a national awards program reflecting the outstanding work of students and arts educators nationwide. With the founding company, Scholastic Inc., founded a new not-for-profit organization to secure and broaden the mission of The Scholastic Art & Writing Awards.

The Scholastic Art & Writing Awards are the largest and longest running (the Awards program celebrated its 80th anniversary in 2003) recognition programs for secondary students in the United States. Awards materials are sent to 99% of American public, private and parochial schools, soliciting the entries of 250,000 students in 70 regional programs annually. Each year 50,000 regional awards are conferred throughout the country. Judged by 75 of the most prominent artists and writers in the United States, the national program reviews 15,000 works of art and 15,000 writing submissions on site in New York. 1,000 national awards were conferred in ceremonies in Washington, D.C. each spring with readings at The Library of Congress and The Scholastic Awards National Exhibition at The Corcoran Gallery of Art.

Responsibilities included:

- Established a not-for-profit organization and a 23 member Board of Directors with former Board Chairman, Dr. John Brademas, President Emeritus of New York University;
- Initiated and monitored budget growth from $750,000 to $1.5 million;
- Supervised staff of 7 and support to 70 regional programs nationwide;
- Instituted The Portfolio Awards of The Scholastic Art & Writing Awards, ten $5,000 scholarships offered to graduating students for extraordinary bodies of work, five in visual art and five in writing;
- Established special programs with significant cultural institutions, including: Fulbright Young Essayists with United States Information Agency; American Museum of Natural History's Young Naturalist Program; Design Awards in The Scholastic Art Awards with the Worldesign Foundation; etc.
- Garnered support of new patrons beginning with three corporate patrons in 1991 to more than 200 patrons, including corporations, foundations and individuals;
- Worked on NEA funded touring exhibition in celebration of the 75th anniversary of The Scholastic Art & Writing Awards. The exhibition examined the power of arts education in the United States in the lives of young people; and
- Solicited The First Lady's support each of the last three years in honoring national Awards recipients in Washington, D.C.

**Victoria Munroe Gallery, New York, NY**  
**Administrative Director, 1987 to 1991**

**Gruenebaum Gallery, New York, NY**  
**Registrar and Administrative Assistant, 1985 to 1987**
The Metropolitan Museum of Art, Department of Africa, Oceania and the Americas, New York, New York
*Administrative Assistant*, 1982 to 1984

Whitney Museum of American Art, New York, NY
*Sales supervisor; Secretary, Publications*, 1978 to 1982

**Other Activities**

William Alanson White Institute of Psychoanalytic Studies, New York, NY
*Member of the Board of Directors, 1997 to 2007*

Alliance for the Arts, New York, NY
*Consultant on internet project – funding strategies and site for kids; 1999 to 2000*

**Education**

Hunter College of City University of New York, New York, NY, M.F.A.

Brooklyn Museum Art School, Brooklyn, NY, Max Beckman Scholarship

School of the Art Institute of Chicago, Chicago, IL

Goshen College, Goshen, IN, B.A. in Art
LEHMAN COLLEGE

Appointment of Harriet R. Fayne as Provost and Senior Vice President for Academic Affairs and Student Success

WHEREAS, Dr. Harriet R. Fayne has more than 30 years of experience in higher education, most recently as Lehman College’s Interim Provost and Senior Vice President for Academic Affairs; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Harriet R. Fayne as Provost and Senior Vice President for Academic Affairs and Student Success at Lehman College, effective July 2, 2018.

EXPLANATION: Lehman College is pleased to recommend the appointment of Dr. Harriet Fayne as Provost and Senior Vice President for Academic Affairs and Student Success. Prior to her appointment in 2016 as Interim Provost and Senior Vice President for Academic Affairs, Dr. Fayne served for five years as Dean of Lehman’s School of Education.

Before joining Lehman, Dr. Fayne was Dean of the School of Professional Studies at Otterbein University and chaired Otterbein's Education Department for 16 years. She is well-versed in the fields of educational psychology and higher education administration. Her work has been published in *The Professional Educator, New Directions for Teaching and Learning, Networks: An Online Journal for Teacher Research*, and other professional journals.

A comprehensive recruitment strategy was undertaken by Lehman College for this position that included the placement of advertisements in national journals and with a variety of professional and academic organizations. 112 applications were received from a diverse pool of applicants.

The President strongly recommends the appointment of Dr. Fayne as Provost and Senior Vice President for Academic Affairs and Student Success.
Harriet R. Fayne

Education
Ph.D., Educational Psychology, Columbia University (1979)
M.Ed., Reading and Learning Disabilities, Teachers College, Columbia University (1977)
M.A., Special Education, Teachers College, Columbia University (1976)
B.A., American Studies, Barnard College (1969)

Senior Leadership Experience
2016-Present Interim Provost and Senior Vice-President for Student Affairs, Lehman College, City University of New York

- Selected by President Cruz to serve as his chief academic officer during the first year of Lehman’s “third presidency” (oversight of five schools, library, enrollment division, research/sponsored programs, and institutional research)
- Improved campus climate through clear, consistent and substantive communication: a weekly eDigest, bi-monthly open office hours held in the faculty dining room; and a carefully planned and executed January off-campus faculty retreat
- Identified promising recommendations from the campus prioritization project spearheaded by the former provost and made them actionable through allocation of incentive funds and focused efforts coordinated by the Deans Council and Provost Council (internationalization and global partnerships; experiential learning outcomes; online pedagogy; open educational resources; grant writing; engaged scholarship; adult learners; and outreach to our graduates)
- Established a “hub and spoke” system of service delivery with Office of the Provost as the technical assistance center and school administrative personnel as the providers of just-in-time support to faculty
- Developed a strategic plan for research in consultation with faculty advisory boards and the President’s Cabinet that incorporates faculty research, student research, scholarship of teaching and learning, and engaged scholarship
• Collaborated with chairs to articulate criteria and performance indicators for faculty evaluation and advancement that align with the College’s mission and preserve disciplinary integrity
• Supported the enrollment division as it accelerated the pace of student success initiatives (seamless transfer agreements with the two Bronx community colleges; intrusive advising for seniors; and use of predictive analytics to determine course offerings)

2011-2016  Dean, School of Education, Lehman College, City University of New York
• Hired as the inaugural dean for the School of Education (oversight of three academic departments, three institutes/centers with a budget of $12M, 46 FT faculty, 2500 graduate and undergraduate students)
• Used the accreditation process as a lever for change by refreshing the conceptual framework, engaging faculty in standards-based work groups, and celebrating the unique mission of the School of Education with a successful site visit as the culmination of three years of preparation
• Developed face-to-face and online interventions in order to increase the pass rate on teacher certification tests
• Worked closely with an instructional design team to develop the School’s first fully online certification program
• Fostered a culture of continuous improvement by migrating to an ePortfolio system, providing actionable data to program coordinators, and enhancing the assessment literacy skills of faculty through targeted professional development
• Used grant funding to pilot clinically rich, teacher residency programs and redesign student teaching and methods courses
• Expanded offerings with a new Master of Science in Organizational Leadership
• Increased the number of male teacher candidates by establishing a successful NYC Men Teach recruitment/retention program
• Enhanced the viability of teacher preparation programs by developing “minor to masters” programs for early childhood and childhood education and bringing back the NYC Teaching Fellows

2009-2011  Dean, School of Professional Studies and Graduate School, Otterbein University
• Selected to be the inaugural dean for the School of Professional Studies (oversight of five academic departments with a budget of $7.3M, 57 FT faculty, 1781 graduate and undergraduate students)
• Aligned strategic plans for each department with national and/or state standards
• Established School-based criteria and performance indicators for tenure and promotion
• Identified opportunities for inter-departmental collaboration (e.g., school nurse licensure, MBA/MSN course of study, equine therapy minor, masters in allied health)
• Codified graduate policies and procedures that paved the way for the first doctoral program at the University
• Established a joint nurse anesthesia master’s program with a local hospital

Other Professional Experience

2007-2009  Chair and Professor, Education Department, Otterbein College
2002-2007  Professor, Education Department, Otterbein College
1988-2002  Chair and Professor, Education Department, Otterbein College
1985-1988  Associate Dean of Academic Affairs and Associate Professor of Education, Otterbein College
1980-1985  Director, Reading/Study Center and Assistant Professor of Education, Otterbein College
1979-1980  Research Associate, Research Institute for the Study of Learning Disabilities, Teachers College, Columbia University (half-time)
1979-1980  Class Advisor, Dean of Studies Office, Barnard College and Supervisor, Undergraduate Research Projects (half-time)
1977-1979  Research Assistant, Research Institute for the Study of Learning Disabilities, Teachers College, Columbia University
1970-1974  Social Studies Teacher, Hewlett High School, Hewlett, NY

Publications


**Monographs**


Presentations


“Closing the Achievement Gap in Math.” Panelist at Manhattan Charter School, New York, NY, April 2016. (Invited)


"Evaluating Teachers: Politics or Pedagogy." Guest, Ed Cast, CUNY TV, February 2013. (Invited)


"Voice and Choice in Online Learning" (with Sue Constable). 28th Annual Conference on Distance Teaching & Learning, Madison, WI, August 2012.

"Making Content Accessible to All Learners." Columbus City Schools Middle School Summer Institute, Columbus, OH, August 2010. (Invited)

"Using Self-Study to Explore the Possibilities of Hybrid Course Design." MERLOT Ninth Annual International Conference, San Jose, CA, July 2009.


"Preparing Candidates for Success in Urban Settings: Keeping It Real but Getting It Right." Panel Discussion (Isha Trammell, Columbus Public Schools, Michelle Winship, Capital University, and Annette Barlow, Columbus State Community College TQE Scholarship Recipient, co-panelists). OCTEO Spring Conference, Dublin, OH, 2007.


"Working Together to Infuse Literacy into Early Childhood Programs: Two and Four Year College Collaboration." Ohio Department of Education Early Childhood Conference, Columbus, OH, 2005.


"Working with Homeless Children." OCTEO Spring Conference, Columbus, OH. 2005.

"College/University Responses to New Licensure Standards." Entry Year Conference sponsored by the Ohio Department of Education, Columbus, OH, 1997. (Invited)


"Diversity Brings Noise to the 'Quiet Peaceful Village': Challenges and Small Victories." AACTE Annual Meeting, Chicago, IL, 1996.


**Masters Theses Directed**


**Funded Projects**

- Principal Investigator, LUTE Blueprint Scholars, funded by NSYED, $299,306 (2015)
- Principal Investigator, RePrep (Re-Envisioning Teacher Preparation), funded by NYSED, $443,266.62 (2012-2015)
- Principal Investigator, MATH-UP Teacher Quality Project, funded by U.S. Dept. of Education and New York State Department of Education, $8.5 M (assumed PI role in August 2011-October 2015)
- Principal Investigator, New York City Teaching Fellows, funded by New York City Department of Education, $25,50 M per year (August 2011-June 2013; June-August 2016)
- Internal Evaluator, Professional Learning Communities Grant: Funded by McGregor Fund, $100,000 (2003-2005)
- External Evaluator, Columbus State Community College Early Literacy Project: Funded by the Ohio Department of Education, $20,000 (2000-2001)
- Goals 2000—Bridge Project for Entry Year Programs: Funded by the Ohio Department of Education, $235,500 (1997); $100,000 per year (1998-2002)
- Project on Adult Learners: Funded by Consortium for the Advancement of Private Higher Education, Columbus Foundation, and Yassenoff Foundation, $21,175 (1992-93)
Academic and Professional Honors

- Educational Administrator of the Year (2010), Educational Office Professionals of Ohio.
- Service above Self Award (1999), Rotary Club of Upper Arlington, Ohio.
- Kappa Delta Pi Honorary Society
- Phi Delta Kappa Honorary Society
- Golden Key Honorary Society

College/University Activities (2011-Present)

- CUNY Access and Completion Work Group (Campus Co-Lead, 2017-present)
- President’s Cabinet, Lehman (Member, 2016-present)
- Joint Budget Committee, College Senate and Faculty Personnel and Budget Committee, Lehman (2016-present)
- Auxiliary Enterprises Board, Lehman (Member, 2016-present)
- Provost Council, Lehman (Member, 2011-2016; Chair, 2016-present)
- Deans Council, Lehman (Member, 2011-2016; Chair, 2016-present)
- Writing across the Curriculum Advisory Committee, Lehman (Member, 2011-present)
- Educator Preparation Policy Committee, School of Education, Lehman (Member, 2011-2016)
- Professional Education Advisory Council, School of Education, Lehman (Chair, 2011-2016)
- Council of Chief Academic Officers, CUNY (Member, 2016-present)
- Jaime Lucreo Mexican Studies Institute, CUNY (Member, 2016-Present)
- Teacher Education Council, CUNY (Member, 2011-2014; Chair, 2014-2016)

Service/Outreach to Community (2011-Present)

- Technical Advisory Council, National Council for Teacher Quality (2015-present)
- New York State Education Department Teacher Education Advisory Group (2012- Present)
- Bronx Academy for Software Engineering Advisory Committee (2013-Present)
- New York Botanical Garden, Teacher Education Advisory Committee (2014-Present)
- Higher Education Consortium, Bronx Borough President’s Office (Co-Chair, 2011-Present)
- South Bronx Rising Together (Lehman College Liaison, 2015-present)
- 100K IN 10 Partnership (Lehman College Liaison, 2014-present)
- New York State Education Department edTPA Task Force (2014-2016)
### MINIMUM GIFT AMOUNTS FOR NAMINGS

<table>
<thead>
<tr>
<th></th>
<th>THE SENIOR COLLEGES</th>
<th>THE COMMUNITY COLLEGES</th>
<th>PROFESSIONAL, GRADUATE AND SPECIALITY SCHOOLS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>Baruch, Brooklyn, City, Hunter, Queens</td>
<td>John Jay, Lehman, Medgar Evers, City Tech, CSI, York</td>
<td>All</td>
<td>Journalism, SPS, Macaulay**</td>
</tr>
<tr>
<td>School</td>
<td>$25M</td>
<td>$20M</td>
<td>$10M</td>
<td>$20M</td>
</tr>
<tr>
<td>To name a school within the college</td>
<td>To name a school within the college</td>
<td>To name a school within the college</td>
<td>To name the J School or SPS</td>
<td>To name GC, Law, ASRC and SPH</td>
</tr>
<tr>
<td>Building</td>
<td>Publicly funded</td>
<td>See notes (to the right)</td>
<td>10 - 25% of cost basis</td>
<td>The endowed contribution required to name a building or any part of a building will vary according to the associated costs and the impact of the structure upon campus life. Consultation with the Chancellor prior to offering this opportunity.</td>
</tr>
<tr>
<td>Art Gallery</td>
<td>Large</td>
<td>$2M $2M</td>
<td>$1M $500K</td>
<td>$1M $500K</td>
</tr>
<tr>
<td>Art Gallery</td>
<td>Small</td>
<td>$1M $1M</td>
<td>$500K</td>
<td>$1M $500K</td>
</tr>
<tr>
<td>Performance Space/Auditorium</td>
<td>$5M - $10M</td>
<td>$3M - $5M</td>
<td>$1M</td>
<td>$1M - $2M</td>
</tr>
<tr>
<td></td>
<td>THE SENIOR COLLEGES</td>
<td>THE COMMUNITY COLLEGES</td>
<td>PROFESSIONAL, GRADUATE AND SPECIALITY SCHOOLS</td>
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</tr>
<tr>
<td></td>
<td>Baruch, Brooklyn, City, Hunter, Queens</td>
<td>John Jay, Lehman, Medgar Evers, City Tech, CSI, York</td>
<td>All Journalism, SPS, Macaulay**</td>
<td>Graduate Center, Law, ASRC, SPH</td>
</tr>
<tr>
<td>Academic Program</td>
<td>$4M</td>
<td>$3M</td>
<td>$1.5M</td>
<td>$3M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Endowed funds can be used to enhance or expand academic offerings; may also be used as unrestricted at the discretion of president or dean</td>
<td></td>
</tr>
<tr>
<td>Laboratory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large</td>
<td>$2M</td>
<td>$1M</td>
<td>$500K</td>
<td>$2M</td>
</tr>
<tr>
<td>Small</td>
<td>$1M</td>
<td>$250K</td>
<td></td>
<td>$1M</td>
</tr>
<tr>
<td>Center/Institute</td>
<td>$4M</td>
<td>$3M</td>
<td>$2M</td>
<td>$2M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Funds should support an amount necessary to provide budgetary relief, providing anchoring support or financial momentum to propel program to new heights. Academic centers and institutes must meet trustee regulations and be approved by the BOT Committee on Academic Policy, Program and Research (CAPPR).</td>
<td></td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>$500,000</td>
<td>$300,000</td>
<td>$250,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>Lectureship/Distinguished Lecture Series</td>
<td>$500,000</td>
<td>$250,000</td>
<td>$200,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Conference Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large</td>
<td>$200,000</td>
<td>$150,000</td>
<td>$50,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>Small</td>
<td>$100,000</td>
<td>$75,000</td>
<td></td>
<td>$75,000</td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialized Library</td>
<td>$2M</td>
<td>$1.5M</td>
<td>$1M</td>
<td>$1M</td>
</tr>
<tr>
<td>Special Collections</td>
<td></td>
<td></td>
<td>Generated income from endowed gift can support the maintenance of state-of-the-art technology. A portion of the gift can support</td>
<td></td>
</tr>
<tr>
<td>Smart Classroom</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$250,000</td>
<td>$500,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Depends on scope of programming, may also help underwrite previously existing programming. Provides support for lectureship programming. or unrestricted support</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Endowed gifts provides support + maintenance + expansion of a collection or provides support for electronic subscription and other recurring materials. May also provide unrestricted funds.</td>
<td></td>
</tr>
<tr>
<td>Baruch, Brooklyn, City, Hunter, Queens</td>
<td>John Jay, Lehman, Medgar Evers, City Tech, CSI, York</td>
<td>All</td>
<td>Journalism, SPS, Macaulay**</td>
<td>Graduate Center, Law, ASRC, SPH</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Lounges: Student/Faculty</td>
<td>$250,000</td>
<td>$250,000</td>
<td>$125,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Classroom: Large</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$50,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Small</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$25,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>$1M</td>
<td>$1M</td>
<td>$500,000</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Athletic Related Spaces</td>
<td>Depends on use/traffic/prominence</td>
<td>Depends on use/traffic/prominence</td>
<td>Depends on use/traffic/prominence</td>
<td>Depends on use/traffic/prominence</td>
</tr>
<tr>
<td>Outdoor Spaces: Plaza, Garden, Walkway, Bridge, Foot Path, Arch Breezeway, etc.</td>
<td>Depends on size, location, use, traffic</td>
<td>Depends on size, location, use, traffic</td>
<td>Depends on size, location, use, traffic</td>
<td>Depends on size, location, use, traffic</td>
</tr>
<tr>
<td>Endowed Scholarship</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Fellowship</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Endowed: $350,000</td>
</tr>
<tr>
<td>President’s Academic Fund</td>
<td>$1M</td>
<td>$1M</td>
<td>$500,000</td>
<td>$1M</td>
</tr>
</tbody>
</table>

Notes:
- Installation of that technology as well as provide for systematic upgrades as needed. If smart classrooms exist gift can be used for unrestricted support.
- Provides resources for college use.
- Provides regular, ongoing support for students with demonstrated financial need or merit. Can be secured in multiples of the identified minimum. Endowed gifts exceeding the minimum are highly favored.
- Gifts which support graduate students are important as it relates to CUNY’s competitiveness. Gifts exceeding the minimum are highly favored.
- Used only to provide an extra measure of excellence to the academic enterprise or to
<table>
<thead>
<tr>
<th></th>
<th>THE SENIOR COLLEGES</th>
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<tbody>
<tr>
<td></td>
<td>Baruch, Brooklyn, City, Hunter, Queens</td>
<td>John Jay, Lehman, Medgar Evers, City Tech, CSI, York</td>
<td>All</td>
<td>Journalism, SPS, Macaulay**</td>
</tr>
<tr>
<td>Deanship</td>
<td>$3M</td>
<td>$3M</td>
<td>$2M</td>
<td>$3M</td>
</tr>
<tr>
<td>Term Professorship***</td>
<td>$575,000</td>
<td>$575,000</td>
<td>$225,000</td>
<td>$575,000</td>
</tr>
<tr>
<td>Endowed Visiting Professorship*</td>
<td>$1M</td>
<td>$1M</td>
<td>$500,000</td>
<td>$1M</td>
</tr>
<tr>
<td>Endowed Professorship</td>
<td>$2M</td>
<td>$1.5M</td>
<td>$1M</td>
<td>$2M</td>
</tr>
</tbody>
</table>

These minimum gift amounts are intended for all relevant gift agreements. There may be limited instances when an exception to the guidelines may be appropriate. In such cases, the college president or professional school dean may appeal to the Chancellor. If the Chancellor supports the exception, he/she would recommend acceptance to the Board of Trustees. Special consideration will be given to those campuses with little or no tradition of private philanthropy, and exceptions to the guidelines will be considered where appropriate.

Gift agreements created to govern and provide administrative guidance for gifts may be payable over multiple years, preferred gift agreements are those which are fully executed in no more than five years. Special exceptions beyond the five year mark can be made in very limited instances.
II-B. INFORMATION ITEM

CHANGES TO THE POLICY ON SEXUAL MISCONDUCT

The current Policy on Sexual Misconduct was adopted by the Board of Trustees in October of 2015. Since that time, there has been a New York State audit by the State Office of Campus Safety of CUNY’s compliance with the State’s “Enough is Enough” statute (“EIE audit”) and also changes in federal requirements, specifically the Clery Act and Title IX guidance from the Office for Civil Rights of the U.S. Department of Education (“OCR”). These developments require changes to the current Policy. The Office of General Counsel is finalizing a draft and will begin the consultative process the week of April 9, so that a revised Policy will be presented to Board Committee on Student Affairs and Special programs, Committee on Faculty, Staff and Administration (for information) and the full Board at their respective June meetings. Because these revisions do not involve Board Bylaw changes, the Board can update the Policy in a single meeting.

Explanation: The great majority of changes in the forthcoming draft are necessitated by OCR guidance changes and EIE audit findings, or strongly urged by the State. Many of those are changes in definitions and wording to conform more precisely to EIE and the Clery Act, or to clarify rights of complainants and respondents. This includes changes to the definition of affirmative consent, the Student Bill of Rights, and the listing of possible interim and supportive measures. The EIE Audit findings also mandated:

- a requirement that all incoming students complete training on sexual misconduct, including CUNY’s policy and how to report allegations, as well as many other topics;
- an appeals process for interim measures for both respondents and complainants;
- an appeals process when either the respondent or complainant believes that there is a conflict in either the investigation or the adjudication process;
- a written policy specifying the factors to be considered when a complainant does not want to participate in an investigation, including determining whether a respondent is a continuing threat to the safety of the campus; and
- the inclusion of applicable student disciplinary hearing procedures within the Policy, rather than in the Board of Trustees Bylaws or other separate documents.

The revised draft includes two non-mandatory changes in response to revisions in OCR guidance to align CUNY with practices at other institutions and to facilitate additional resolution options as well as thorough investigations and reports. The first is to provide a clear informal resolution process for cases other than sexual assault, when all parties consent and the campus approves. The other is to change the time frame for completion of investigation and report of complaints from 60 days to 90 days.

There will be a robust consultation process, notwithstanding that the revisions to the current Policy are necessitated or strongly urged by the State EIE Audit or federal law and guidance, beginning the week of April 9, to allow for consideration of a revised Policy in June. The draft revised Policy will be provided to the State Office of Campus Safety for their comments, and will be widely disseminated to campus constituencies, including student and faculty governance bodies, campus presidents and administrators, and the PSC.
Quarterly Report on Faculty and Executive, Administrative and Managerial Staff Diversity (Executive Summary)

Office of Human Resources Management
April 4, 2018
Dr. Arlene Torres, University Dean of Recruitment, Diversity and Compliance
Table of Contents

- University-Wide Full-Time Faculty and Executive/Administrative/Managerial Staff 2016 vs. 2017 Overview
- Full-Time Faculty Fall 2017
- Executive/Administrative/Managerial Staff Fall 2017
- Asian American Representation in the Executive/Administrative/Managerial Ranks and Full-Time Faculty Titles Fall 2017
- Black/African American Representation in the Executive/Administrative/Managerial Ranks and Full-Time Faculty Titles Fall 2017
- Hispanic/Latino Representation in the Executive/Administrative/Managerial Ranks and Full-Time Faculty Titles Fall 2017
- Gender Representation in the Executive/Administrative/Managerial Ranks and Full-Time Faculty Titles Fall 2017
- Veteran Representation in the Executive/Administrative/Managerial Ranks and Full-Time Faculty Titles Fall 2017
- University-Wide Employee Opportunity to Self-Identify
Total Minority Faculty in Federally Underrepresented Groups increased by 64. The percentage increased from 34.6% in 2016 to 35.3% or 2,735 in 2017.

The percentage of White faculty decreased slightly from 60.0% to 59.3% representing a total of 4,631 in 2017 as compared to 4,663 in the previous year.

Italian American faculty declined by 2 while their percentage representation remained steady at 5.4% or 420.

Total Minority Exec., Admin, Managerial in federally underrepresented groups increased by 60. The percentage increased from 48.9% in 2016 to 50.3% or 1,526 in 2017.

The percentage of Whites in these titles decreased slightly from 40.8% to 39.8% representing a total of 1,207 in 2017 as compared to 1,222 in the previous year.

Italian American administrators decreased by 9 with a percentage decline from 10.3% to 9.8%.

Female faculty increased by 40, from 2016 to 2017, reaching near parity with males at 49.2% or 3,839. The number of Veterans remained steady at 64. The number of faculty who self-reported as individuals with disabilities totaled 70. Female representation in these ranks increased slightly from 56.8% to 57.9%.

The percentage of veterans remained steady at 1.4. The percentage of faculty who self-reported as individuals with disabilities 1.4%.
## Full-Time Faculty Fall 2017

Source: CUNYfirst AAP 2017

<table>
<thead>
<tr>
<th>Total Minority Federal Protected Groups</th>
<th>Amer. Ind./Al. Nat.</th>
<th>Asian/Nat. Haw/Other Pac. Isl.</th>
<th>Black/African Am.</th>
<th>Hispanic/Latino</th>
<th>Italian American</th>
<th>White</th>
<th>Female</th>
<th>Veterans Avg = 0.9%</th>
<th>Disability Avg = 0.8%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medgar Evers</td>
<td>152</td>
<td>0.0%</td>
<td>10.0%</td>
<td>68.3%</td>
<td>4.4%</td>
<td>0.6%</td>
<td>15.0%</td>
<td>Lehman</td>
<td>53.7%</td>
</tr>
<tr>
<td>York</td>
<td>93</td>
<td>0.5%</td>
<td>15.7%</td>
<td>20.5%</td>
<td>7.6%</td>
<td>6.2%</td>
<td>49.5%</td>
<td>Hunter</td>
<td>50.9%</td>
</tr>
<tr>
<td>NYCCT</td>
<td>168</td>
<td>0.5%</td>
<td>17.7%</td>
<td>12.8%</td>
<td>7.3%</td>
<td>7.3%</td>
<td>54.1%</td>
<td>NYCCT</td>
<td>50.5%</td>
</tr>
<tr>
<td>Lehman</td>
<td>126</td>
<td>0.5%</td>
<td>8.0%</td>
<td>10.6%</td>
<td>14.1%</td>
<td>6.1%</td>
<td>60.4%</td>
<td>York College</td>
<td>48.6%</td>
</tr>
<tr>
<td>City College</td>
<td>189</td>
<td>0.0%</td>
<td>15.2%</td>
<td>9.0%</td>
<td>8.5%</td>
<td>3.5%</td>
<td>63.9%</td>
<td>John Jay</td>
<td>47.9%</td>
</tr>
<tr>
<td>John Jay</td>
<td>126</td>
<td>0.0%</td>
<td>9.0%</td>
<td>10.7%</td>
<td>11.2%</td>
<td>4.2%</td>
<td>64.3%</td>
<td>Medgar Evers</td>
<td>47.8%</td>
</tr>
<tr>
<td>Hunter</td>
<td>210</td>
<td>0.1%</td>
<td>11.1%</td>
<td>8.5%</td>
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Total = 7,667 excludes Hunter College Campus Schools
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**Total = 3,031**
Asian American Representation at CUNY in the Executive, Administrative and Managerial ranks, and the Full-time Faculty Titles.

Executive, Administrative and Managerial Titles
Asian American representation in these titles ranges from 12.0% to 14.4% at the Graduate Center, two senior colleges (Queens, NYCCT) and the Central Office. However, representation among these colleges/units is an average of 9.3%. Asian American representation in a number of colleges/units is below 10%. Asian American representation in these administrative titles ranges from 5.3% to 15.3%. BMCC ranks highest among the community colleges. Three community college campuses (Hostos CC, Kingsborough CC, Bronx CC) have representation in these titles below 10%.

The average representation for total federal minority protected groups is 47.5% among the professional schools. By disaggregating the total into racial/ethnic groups, Asian American representation averages 11.1% as compared to Black (17.6%) and Hispanic (17.5%) representation in these titles. The School of Journalism faces challenges with 1 Asian American and 2 Black employees out of 21 in these ranks. The School of Professional Studies also faces challenges given the Black (8.3%) and Asian American (10.4%) representation in these ranks.

Asian American Full-time Faculty Titles 2017
The Asian American full-time faculty at Graduate Center and the senior colleges ranges from 5.1% to 18.4%. At three colleges (Baruch, CSI, and NYCCT), Asian American representation is among the highest hovering around 18%. The Asian American presence among the full-time faculty at the Graduate Center is 5.1%. Nine out of a total of 177 full-time faculty are Asian American. Lehman College and John Jay College report an Asian American presence
below 10%. Efforts need to be made to improve recruitment and retention of Asian American full-time faculty on these campuses.

Asian American full-time faculty in the community colleges ranges from a high of 17.2% at LaGuardia CC to a low of 7.0% at Kingsborough CC. The overall average across the community colleges for this ethnic group is 11.9%. The average representation of Black full-time faculty is 16.2%. Bronx CC ranks highest at 21.6%. Hispanic representation is highest at Hostos CC at 28.7% and lowest at Queensborough CC (7.1%) and Kingsborough (7.9%). The relative paucity of full-time minority faculty representation is informed by the small number of new hires in the ranks of the full-time professoriate over the last five to seven years.

The representation of full-time faculty in federal minority protected groups averages 33.5%. The Law School ranks highest among the professional schools with a total minority representation of 40.9% and 20.5% for Asian Americans. The School of Professional Studies ranks lowest for total minority and reported no Asian American representation among the full-time faculty. Asian American and Black representation in the ranks of the full-time faculty at the School of Medicine is 6.8%.
Black Representation at CUNY in the Executive, Administrative, and Managerial ranks, and the Full-time Faculty Titles

Black representation in the executive, administrative, and managerial titles range from a high of 74.5% to a low 7.7%. Medgar Evers and York have the highest representation at 74.5% and 53.8% respectively. Black representation in these titles is below 10% at CSI and the Graduate Center. Among minority federal protected groups, Black representation is highest in these ranks.

The average Black (23.6%) presence among the executive, administrative, and managerial titles is comparable to Hispanic (23.2%) representation. However, representation varies significantly from across the community colleges. Bronx CC has the highest Black representation at 32.6% and Hostos CC the highest Hispanic representation in these titles. The Black representation in these titles is 14.6% at Queensborough CC and Hostos CC.

The average representation for total federal minority protected groups is 47.5% among the professional schools. By disaggregating the total into racial/ethnic groups, Asian American representation averages 11.1% as compared to Black (17.6%) and Hispanic (17.5%) representation in these titles. The School of Journalism faces challenges with 1 Asian American and 2 Black employees out of 21 in these ranks. By contrast, the School employs the largest number of Hispanics (6) among the executive, administrative, managerial ranks. The School of Professional Studies also faces challenges given the Black (8.3%) and Asian American (10.4%) representation in these ranks.
The Graduate Center and the senior college representation for total federal minority protected groups ranges from a high of 84.4% at Medgar Evers to a low of 17.5% at the Graduate Center. Thirty-one of the 177 full-time faculty at the Graduate Center are from federal minority protected groups.

Among the senior colleges and the Graduate Center, Medgar Evers has the highest representation of Black full-time faculty. The majority of the senior colleges have Black percentage representation that is below 10%.

Among the senior colleges and the Graduate Center, Medgar Evers has the highest representation of Black full-time faculty. The majority of the senior colleges have Black percentage representation that is below 10%.

Full-time faculty representation among federal minority protected groups in the community colleges is an average of 42.6%. Hostos CC ranks among the highest with a full-time faculty representation in these groups of 53.6%. Queensborough CC (32.5%) and Kingsborough CC (27.9%) have the least overall minority representation. Only one community college has a percentage that is below 10% for Black faculty. Bronx CC and Guttman CC have percentage at or above 20%.
Real challenges exist at the School of Health and Health Policy (4.0%) as well as the School of Medicine (6.8%). The presence of Black faculty in these two units is low.

<table>
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<tr>
<th>College/Unit (Number of Employees)</th>
<th>Full-Time Faculty Percent</th>
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</thead>
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<tr>
<td>CUNY School of Professional Studies (3)</td>
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</tr>
<tr>
<td>CUNY Graduate Sch. of Journalism (3)</td>
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<tr>
<td>CUNY Grad Sch. of Health &amp; Health Policy (2)</td>
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Hispanic Representation at CUNY in the Executive, Administrative and Managerial ranks, and the Full-time Faculty Titles

Executive, Administrative and Managerial Titles
Hispanic representation in these titles is highest at Lehman College and City College. These two colleges exceed 20%. Other colleges and the Central Office range from 11.3% to 18.5%. Medgar Evers and CSI's representation of Hispanics in these titles is below 10%.

<table>
<thead>
<tr>
<th>College/Unit (Number of Employees)</th>
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<tr>
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<tr>
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<td>14.9%</td>
</tr>
<tr>
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<tr>
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</tr>
<tr>
<td>Brooklyn College (17)</td>
<td>11.4%</td>
</tr>
<tr>
<td>Central Office (47)</td>
<td>11.0%</td>
</tr>
<tr>
<td>Medgar Evers College (9)</td>
<td>8.8%</td>
</tr>
<tr>
<td>College of Staten Island (10)</td>
<td>7.9%</td>
</tr>
</tbody>
</table>

The average representation for total federal minority protected groups is 47.5% among the professional schools. By disaggregating the total into racial/ethnic groups, Asian American representation averages 11.1% as compared to Black (17.6%) and Hispanic (17.5%) representation in these titles. The School of Journalism faces challenges with 1 Asian American and 2 Black employees out of 21 in these ranks. By contrast, the School employs the largest number of Hispanics (6) among the executive, administrative, managerial ranks.

<table>
<thead>
<tr>
<th>College/Unit (Number of Employees)</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNY Graduate Sch of Journalism (6)</td>
<td>18.6%</td>
</tr>
<tr>
<td>CUNY School of Medicine (4)</td>
<td>18.5%</td>
</tr>
<tr>
<td>CUNY School of Professional Studies (8)</td>
<td>16.7%</td>
</tr>
<tr>
<td>CUNY Grad Sch of Health and Health Policy (8)</td>
<td>14.2%</td>
</tr>
<tr>
<td>CUNY School of Law (4)</td>
<td>9.8%</td>
</tr>
</tbody>
</table>
Full-time Faculty Titles
Hispanic representation among the full-time faculty in these campuses averages 8.0%. Only three of these colleges (Hunter, John Jay, and Lehman) exceed 10%. Baruch and Medgar Evers CC Hispanic representation of full-time faculty is below 5%.

Hispanic representation is highest at Hostos CC at 28.7% and lowest at Kingsborough (7.9%) and Queensborough CC (7.1%).

The Hispanic population is 15.9% in the School of Medicine. By contrast, the Hispanic representation in the Law School (6.8%) and in the School of Journalism (5.3%) are among the lowest of the professional schools.
Gender Representation at CUNY in the Executive, Administrative and Managerial ranks, and the Full-time Faculty Titles

The Central Office, the Graduate Center and all of the senior colleges have a percentage representation among females in the executive, administrative, and managerial titles that is above 50%. John Jay College has the highest number and percentage of females in these titles representing 66.1%. Among the community colleges and the professional schools overall female representation is even higher.

As the workforce in higher education shifts, females are increasingly represented in the ranks of the full-time professoriate. Across the senior college and the Graduate Center female representation ranges from 38.2% to 53.7%. City College and Baruch are the lowest ranking and Lehman is the highest ranking among peer institutions at CUNY. Community college representation of females in the full-time faculty titles ranges from 47.3% to 60%. The professional schools also exhibit a high percentage of females among the ranks of the full-time faculty, exceeding 50% in most cases.
### Community Colleges
#### Full-Time Faculty
#### Females

<table>
<thead>
<tr>
<th>College/Unit (Number of Employees)</th>
<th>Females</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guttman Community College (30)</td>
<td></td>
<td>60.0%</td>
</tr>
<tr>
<td>LaGuardia Community College (241)</td>
<td></td>
<td>57.5%</td>
</tr>
<tr>
<td>Borough of Manhattan CC (341)</td>
<td></td>
<td>55.8%</td>
</tr>
<tr>
<td>Kingsborough Comm. Coll. (193)</td>
<td></td>
<td>54.4%</td>
</tr>
<tr>
<td>Hostos Community College (107)</td>
<td></td>
<td>51.2%</td>
</tr>
<tr>
<td>Queensborough Comm. Coll. (215)</td>
<td></td>
<td>50.9%</td>
</tr>
<tr>
<td>Bronx Community College (160)</td>
<td></td>
<td>47.3%</td>
</tr>
</tbody>
</table>

### Professional Schools
#### Full-Time Faculty
#### Females

<table>
<thead>
<tr>
<th>College/Unit (Number of Employees)</th>
<th>Females</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNY School of Professional Studies (13)</td>
<td></td>
<td>72.2%</td>
</tr>
<tr>
<td>CUNY School of Law (28)</td>
<td></td>
<td>83.6%</td>
</tr>
<tr>
<td>CUNY School of Medicine (26)</td>
<td></td>
<td>59.1%</td>
</tr>
<tr>
<td>CUNY Grad. Sch. of Health &amp; Health Policy (28)</td>
<td></td>
<td>56.0%</td>
</tr>
<tr>
<td>CUNY Graduate Sch. of Journalism (9)</td>
<td></td>
<td>47.4%</td>
</tr>
</tbody>
</table>
Veterans

The representation of Veterans across CUNY in the executive, administrative, managerial ranks is extremely low ranging from no representation to 4.8% in the School of Journalism. Representation averages around 1.6%. The full-time faculty presence among Veterans averages 1% in the Graduate Center and senior colleges and 0.7% in the community colleges. Among the professional schools, only the School of Medicine and the School of Professional Studies have Veteran representation in the ranks of the faculty.

### Senior Colleges and Graduate Center
**Full-Time Faculty**

<table>
<thead>
<tr>
<th>College/Unit (Number of Employees)</th>
<th>Veteran Status</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baruch College (9)</td>
<td></td>
<td>1.6%</td>
</tr>
<tr>
<td>College of Staten Island (20)</td>
<td></td>
<td>1.5%</td>
</tr>
<tr>
<td>NYC College of Technology (17)</td>
<td></td>
<td>1.4%</td>
</tr>
<tr>
<td>York College (33)</td>
<td></td>
<td>1.1%</td>
</tr>
<tr>
<td>City College (88)</td>
<td></td>
<td>1.1%</td>
</tr>
<tr>
<td>Queens College (75)</td>
<td></td>
<td>1.0%</td>
</tr>
<tr>
<td>Brooklyn College (16)</td>
<td></td>
<td>0.8%</td>
</tr>
<tr>
<td>Hunter College (76)</td>
<td></td>
<td>0.7%</td>
</tr>
<tr>
<td>Medgar Evers College (18)</td>
<td></td>
<td>0.7%</td>
</tr>
<tr>
<td>John Jay College (36)</td>
<td></td>
<td>0.5%</td>
</tr>
<tr>
<td>Lehman College (30)</td>
<td></td>
<td>0.5%</td>
</tr>
<tr>
<td>Graduate Center (9)</td>
<td></td>
<td>0.4%</td>
</tr>
</tbody>
</table>

### Community Colleges
**Full-Time Faculty**

<table>
<thead>
<tr>
<th>College/Unit (Number of Employees)</th>
<th>Veteran Status</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingsborough Comm. Coll. (6)</td>
<td></td>
<td>1.7%</td>
</tr>
<tr>
<td>Bronx Community College (5)</td>
<td></td>
<td>1.5%</td>
</tr>
<tr>
<td>Hostos Community College (2)</td>
<td></td>
<td>1.0%</td>
</tr>
<tr>
<td>Borough of Manhattan CC (3)</td>
<td></td>
<td>0.5%</td>
</tr>
<tr>
<td>LaGuardia Community College (1)</td>
<td></td>
<td>0.2%</td>
</tr>
<tr>
<td>Queensborough Comm. Coll. (1)</td>
<td></td>
<td>0.2%</td>
</tr>
<tr>
<td>Guttman Community College (6)</td>
<td></td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### Professional Schools
**Full-Time Faculty**

<table>
<thead>
<tr>
<th>College/Unit (Number of Employees)</th>
<th>Veteran Status</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNY School of Medicine (1)</td>
<td></td>
<td>2.3%</td>
</tr>
<tr>
<td>CUNY Grad Sch. of Health &amp; Health Policy (1)</td>
<td></td>
<td>2.0%</td>
</tr>
<tr>
<td>CUNY School of Law (9)</td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>CUNY Grad Sch. of Professional Studies (6)</td>
<td></td>
<td>0.0%</td>
</tr>
</tbody>
</table>
Employee Opportunity to Self-Identify Demographic Information 2018

- Email April 2018

The City University of New York collects identity information about its faculty and staff to comply with affirmative action and equal employment regulations and for institutional planning purposes. Specifically, we collect information related to gender, ethnicity, ancestry, veteran status, and disability status from CUNY’s tax-levy employee population, both full-time and part-time. Not only does this information help CUNY comply with federal regulations, but it is critical as we seek to fulfill our commitment to creating an inclusive and welcoming environment for all members of our community.

As a result of past requests, virtually all CUNY employees have identified their gender and ethnicity. However, fewer employees have provided information on ancestry, veteran status, and disability status. Providing self-identification information is voluntary. Your answers are maintained confidentially and are used to create mandatory reports and to develop effective affirmative action and/or diversity programs. We hope you will consider providing this information.

Please see the attached FAQs for details including technical instructions for accessing the related forms on the CUNYfirst self-service portal. In most cases, you will need less than ten minutes to update your information. If you need help in accessing the screens or recording your responses, please contact your Office of Human Resources. If you have further questions regarding self-identification, please contact my office.

Sample FAQs

What is self-identification?
CUNY periodically surveys our employee community for data on gender, race, ethnicity, veteran, and disability status to comply with federal, state and local equal employment and affirmative action regulations.

How is my self-identification data used?
Summary data is used primarily to prepare annual Affirmative Action and diversity plans. It may also be used to create statistics and respond to governmental audits or requests from legislative or regulatory groups, such as the New York City Council, the US Department of Labor, or the US Department of Education.

What if I do not wish to respond?
While we hope you will participate, providing this information is voluntary. Your individual information will be kept confidentially and is only available to specifically authorized individuals for creating required reports and analyses. Your supervisor will not see this information and it will not be used in association with any employment decision.

When I complete the Ethnicity section, what will be recorded?
The Ethnicity section has three questions.

- Question 1: “Are you Hispanic or Latino?” If you select “Yes,” Hispanic/Latino will be recorded as your ethnicity for reporting purposes.
- Question 2: “What is your Race or Ethnicity?” Select any that apply.
  - Selecting Puerto Rican will be recorded as both Hispanic/Latino and Puerto Rican.
  - Selecting Italian American will be recorded as both White and Italian American.
  - In general, other multiple selections are reported in our statistics as “Two or More Races.”
- Question 3: “What is your Ancestry or Ethnicity”? While not a federal requirement, we urge you to consider completing this section. CUNYFirst has a drop-down menu with many choices and you may enter as many as you wish.

- Follow-up Reminder email May 2018