I. ACTION ITEMS

A. Approval of the Minutes of October 2, 2017

B. Report of the Interim Vice Chancellor for Human Resources

C. 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 Service (I-B-1)
   2. Amendments to the Charter for the Governance of Hunter College (I-B-2)
   3. Naming of the "Helen and Robert Appel Hall" at Hunter College (I-B-3)
   4. Naming of the "Rose Katz Classroom" at Hunter College (I-B-4)
   5. Naming of the "Drs. Duane M. and Lily E. Christ Math and Science Resource Center" at John Jay College of Criminal Justice (I-B-5)
   6. Naming of the "Dr. Robert Bittman Laboratory" at Queens College (I-B-6)
   7. Naming of the "Lalita Palekar Conference Room" at Queens College (I-B-7)
   8. Naming of the "Andrew Saderman Keyboard Room" at Queens College (I-B-8)
   9. Appointment of Joy Connolly as Distinguished Professor of Classics at The Graduate Center (I-B-9)

D. CHANCELLOR'S UNIVERSITY REPORT
   1. Appointment of Alan Gilbert as Senior Vice President for Finance and Administration at Brooklyn College (I-C-1)

II. INFORMATION ITEMS

A. Naming Policy

B. Annual Statement of Computer Monitoring

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

III. QUARTERLY STAFF DIVERSITY REPORT
The meeting was called to order by Committee Chair Lorraine A Cortes-Vazquez at 3:29 p.m.

The following people were present:

**Committee Members:**
- Hon. Lorraine A Cortes-Vazquez, Chair
- Hon. Ken Sunshine, Vice Chair
- Hon. Kevin Kim left
- Hon. Michael Arvanites
- Prof. Michael Barnhart, faculty member
- Ms. Francesca Royal, student member

**University Staff:**
- Chancellor James B. Milliken
- Executive Vice Chancellor & University Provost Vita Rabinowitz
- Vice Chancellor Gloriana Waters
- University Dean for Recruitment and Diversity Arlene Torres

**Trustee Observer:**
- Hon. Chika Onyejiukwa Gioned @ 4:05 p.m.)

**Trustee Staff:**
- General Counsel and Vice Chancellor Loretta P. Martinez
- Deputy Secretary Anne Fenton
- Ms. Fenelia Ramsami

The agenda items were considered and acted upon in the following order:

I. **ACTION ITEMS:**

A. **APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 7, 2017.** Moved by Prof. Michael Barnhart and seconded by Committee Vice Chair Ken Sunshine, the minutes were approved as submitted. Committee Chair Cortes-Vazquez. Trustee Michael Arvanites, Prof. Michael Barnhart, and Ms. Francesca Royal abstained.

B. **POLICY CALENDAR**

1. **Revised Pre-Tenure Review Policy.** General Counsel and Vice Chancellor (GC&VC) Loretta Martinez stated that this policy is consistent with similar policies around higher education in the country, wherein faculty members have an opportunity midway through their tenure clock to learn if there are issues or deficiencies that they need to remedy so that there are no surprises during the actual tenure review. She further stated that the policy spent a few years in discussions with relevant labor organizations to ensure that there was a clear understanding of the policy, noting all CUNY colleges have implemented the Pre-Tenure Review Policy.

   Senior Associate General Counsel Katherine Raymond highlighted the key changes to the Revised Pre-Tenure Review Policy, noting procedural concerns.

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

2. **Amendments to the Governance Plan of The CUNY School of Law.** Senior Litigation Counsel Hilary Klein stated that the proposed changes to the Governance Plan of The
CUNY School of Law is a technical amendment to ensure that any reference to Queens College is deleted from the plan.

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

3. Adoption of New Governance Plan for Guttman Community College. Senior Litigation Counsel Klein stated that initially when Guttman Community College. formerly known as "The New Community College" was a brand new college it operated under an interim plan. noting the proposed new Governance Plan replaces the interim plan based upon the development and growth of Guttman Community College. She added that students were consulted and the plan passed through the College Council.

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

4. Amendment to Article 6.1 of the Bylaws. Vice Chancellor Gloriana Waters stated that this resolution amends article VI of the Bylaws to establish a new instructional title. Assistant Vice Chancellor. effective July 1. 2017. This title was included in the list of Executive Compensation Plan titles in a resolution that was presented to and approved by the Board in June of 2017. The adoption of a new instructional title requires an amendment to Article VI of the Bylaws. She further asked that the Board waive the requirement that notice of this amendment be provided at a meeting preceding the meeting at which it is voted on in order to make this new title available as soon as possible.

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

5. Naming of The Raymond Erickson Music Reference Collection at Queens College. Vice Chancellor Waters stated that Dr. Raymond Erickson is a long-time faculty member of Queens College. and he was the founding director of the Aaron Copland School of Music. Since 1989. he has also been a loyal financial supporter of the college. In 2016. he pledged $100,000 to endow a fund to benefit the Copland School's music reference collection. In recognition of his service and generosity. the college requests approval to name The Raymond Erickson Music Reference Collection in perpetuity.

Trustees Kim and Arvanites expressed concern about the naming rights standards. including the amount for recognition.

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

6. Naming of the Mary E. O"Connor Conference Room at Queens College. Vice Chancellor Waters stated that Dr. Raymond Erickson is a long-time faculty member of Queens College. and he was the founding director of the Aaron Copland School of Music. Since 1989. he has also been a loyal financial supporter of the college. In 2016. he pledged $100,000 to endow a fund to benefit the Copland School's music reference collection. In recognition of his service and generosity. the college requests approval to name The Raymond Erickson Music Reference Collection in perpetuity.

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Moved by Prof. Barnhart and seconded by Trustee Arvanites. and following discussion. the item was unanimously approved for submission to the Board.
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7. Naming of the Leonard Tow Chair for Journalism Innovation at the CUNY Graduate School of Journalism. Vice Chancellor Waters stated that Leonard Tow, a Brooklyn College graduate, has been an extraordinarily generous supporter of public higher education and The City University of New York. In 2008, he gave $3 million to CUNY Graduate School of Journalism to launch the Tow-Knight Center for Entrepreneurial Journalism. Over the past nine years, his family foundation has pledged an additional $7 million to the school. This past July, the Tow Foundation pledged another $1.5 million to support outstanding faculty in the field of journalistic innovation. In recognition of Mr. Tow's generosity, the CUNY Graduate School of Journalism requests the naming of the Leonard Tow Chair for Journalism Innovation.

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

C. CHANCELLOR'S UNIVERSITY REPORT

1. Appointment of Laurie F. Dorf as Vice President for Institutional Advancement/Alumni Relations at Queens College.

2. Appointment of Laura Ginn as Vice President for Policy and Strategic Initiatives at John Jay College of Criminal Justice.

3. Appointment of Wendy J. Thornton as Interim Vice President of Student Affairs at The City College of New York.

Moved by Trustee Arvanites and seconded by Trustee Kim, and following discussion, items I.C.1 through I.C.3 were unanimously approved for submission to the Board.

II. INFORMATION ITEMS

Reappointment 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>A.</td>
<td>Justin Vazquez-Poritz</td>
<td>Physics</td>
<td>Associate Professor</td>
<td>Principal Investigator on two NSF grants. Former scholar at the Kavli Institute for Theoretical Physics</td>
<td>9/1/2017</td>
</tr>
</tbody>
</table>

III. QUARTERLY STAFF DIVERSITY REPORT

University Dean Arlene Torres provided a status report on the CUNY workforce to provide a better sense of some of the changes that have occurred system-wide, including the CUNY campuses and the Central Office.

See attached presentation on the Quarterly Report on Staff Diversity by University Dean Torres.
Committee Chair Cortes-Vazquez encouraged Committee members to submit questions and data of desegregation to the Office of Recruitment and Diversity prior to the presentation of the next quarterly report.

Upon motion duly made by Trustee Arvanites and seconded by Trustee Kim, the meeting was adjourned at 4:07 p.m.
THE CITY UNIVERSITY OF NEW YORK

Continuation of Military Leave and Employer-Paid Health and Welfare Benefits Coverage for University Employees Recalled from the Reserves to Active Military Service


WHEREAS, there is a continuing need for University employees in the National Guard and Reserves to be activated for Military Service in response to the events of September 11, 2001 and the wider campaign against terror; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York hereby authorizes the continuation of Military Leave and Health and Welfare Benefits through December 31, 2018 for University employees recalled from the Reserves to active military service, in accordance with the following policies. These policies shall apply to employees of The City University of New York who are members of the National Guard, Reserve forces, or Reserve components of the Armed Forces of the United States.

1. Supplemental Military Leave

(a) The City University of New York will provide a temporary leave category called Supplemental Military Leave at full pay. Employees of The City University of New York who have been federally activated or activated by the Governor of New York State for military service between September 11, 2001 and December 31, 2018 will be granted Supplemental Military Leave with full pay after the exhaustion of military leave with full pay pursuant to Section 242 of the New York State Military Law. While on such Supplemental Military Leave, the eligible employee will be in full pay status for a period not exceeding 30 work days, in addition to the leave that had been granted pursuant to Section 242 of the New York State Military Law. The Statutory Entitlement period is 30 work days for all Public Servant Soldiers of the City of New York in compliance with Chapter 238 of the laws of 2008.

(b) Employees shall be eligible to receive Supplemental Military Leave through December 31, 2018. Supplemental Military Leave shall not be granted for military service performed after December 31, 2018. In no event shall more than one such grant of Supplemental Military Leave be credited to any employee for activation related to the war on terror regardless of the number of times the employee is activated between September 11, 2001 and December 31, 2018.
2. Military Leave at Reduced Pay

(a) Employees shall be eligible to receive Military Leave at Reduced Pay through December 31, 2018. Military Leave at Reduced Pay status commences after the employee has exhausted Military Leave pursuant to Section 242 of the New York State Military Law, Supplemental Military Leave as set forth in paragraph 1 above, and any leave credits other than temporary disability leave or sick leave which the employee elects to use.

(b) Employees in Military Leave at Reduced Pay status will be paid their regular City University of New York salary (base pay) reduced by military pay (base pay plus housing and food allowances). The determination of rate of payment for the Military Leave at Reduced Pay will be based upon the employee's regular City University of New York salary as of his/her last day in full pay status and the employee's military pay on the first day of his/her activation, and shall not be subject to adjustment during the period of leave at reduced pay.

(c) Employees eligible for Military Leave at Reduced Pay will not be eligible to earn annual and temporary disability leave/sick leave accruals or to receive credit for holidays.

(d) In no event shall Military Leave at Reduced Pay be granted for military service performed after December 31, 2018.

3. Continued Health Insurance Coverage

Covered dependents of eligible employees of The City University of New York, who are currently enrolled in a health plan with family coverage through The City University of New York and who have been federally activated or activated by the Governor of New York State for military service related to the war on terror shall continue to receive health insurance coverage with no employee contribution for a period not to exceed 12 months from the date of activation as long as the employee remains in full-pay status. If the employee is on unpaid leave, health insurance coverage will terminate at the end of 4 months. Contribution-free health insurance coverage will end at such time as the employee's active duty is terminated or the employee returns to City University of New York employment or December 31, 2018, whichever occurs first.

4. Other Provisions

The provisions of this resolution shall not apply to those employees who have voluntarily separated from City University of New York service or who are terminated for cause. Furthermore, the provisions of this resolution shall apply only for the period of time that the employee has an appointment with The City University of New York.

EXPLANATION: This resolution, consistent with the policies being followed by the State of New York for its employees, authorizes, under certain conditions, the continuation of Supplemental Military Leave at full pay for 30 work days, in addition to the Military Leave provided pursuant to Section 242 of the New York State Military Law.
Law. Further, after exhaustion of the Supplemental Military Leave, this resolution authorizes a Military Leave at Reduced Pay for military service performed through December 31, 2018, whereby the employee will receive salary from The City University of New York equal to the difference between the employee's regular CUNY salary and the military pay he/she is receiving. Finally, this resolution authorizes the continuation (through December 31, 2018) of dependent health care coverage, under certain conditions, for employees recalled to active service related to the war on terrorism (less any period in which the employee remains in full-pay status).
RESOLVED, That the proposed amendments to the Charter for the Governance of Hunter College be adopted, effective March 19, 2018.

EXPLANATION: The proposed amendments to the Charter for the Governance of Hunter College ("Governance Plan") were adopted by the Hunter College Senate on May 17, 2017 and are recommended by the College President.

The first amendment, to Article VIII, Section 12, would conform the stated jurisdiction of the Committee on Governance with actual Committee practice, making it clear that the Committee has governance authority not only with respect to departments of the College but also with respect to divisions, schools, and all degree and/or certificate granting programs of the College. Accordingly, conforming changes would be made to the name of the Committee, the composition of the Committee and to the charge of the Committee.

The second amendment, to Article VIII, Section 21, would broaden the charge of the Committee on Food Services and Facilities to include jurisdiction over non-food services facilities and not solely food services facilities. As a result, the Committee would also be responsible for making recommendations to the College's administration with respect to all College facilities, including but not limited to the state of classrooms and other teaching facilities, common areas, and access (including but not limited to corridors, doorways, elevators, and escalators), particularly in regard to the teaching/learning activities of the College. In addition, Committee membership would be expanded to include one staff member represented by the HEO Forum and one staff member not represented by the HEO Forum, and the Committee would explicitly be charged to meet at least once per semester, and report to the Senate at least once per year.
CHARTER FOR THE GOVERNANCE OF HUNTER COLLEGE

September 1970

ARTICLE I

Section 1

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

Section 2 (Initial Meeting)

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

ARTICLE II

Section 1

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

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

Section 2

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

ARTICLE III

Section 1

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

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

13% Lecturers (part-time), Adjunct faculty, and all other part-time members of the teaching faculty who are not also serving in full-time appointments, Clinical Professors, Distinguished Lecturers, and non-faculty department members in the title series College Laboratory Technician and Higher Education Officer.

14% Full-time Undergraduate students, other than students in the SEEK Program.

11% ParMime Undergraduate students.

2% Undergraduate students - SEEK Program.

11% Graduate students.

5% Administration.

Section 2

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

Section 3

Ex officio nonvoting membership shall be extended to:

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

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

Section 4

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

ARTICLE IV

Section 1

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

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

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

Section 2

A. The 44 Senate seats reserved for representatives in the ranks of Professor, Associate Professor, Assistant Professor, Instructors on full-time appointments, and Lecturers on full-time appointments shall be filled as follows:

(i) All departments shall be rank-ordered by the number of such faculty in the department. Each department shall be allocated 1 seat, and the remaining seats shall be allocated by assigning one additional seat to each department from the top of the list down, until the available number is exhausted.

(ii) Each department will fill its allocated seats by nominations from and elections by its faculty members in the ranks of Professor, Associate Professor, Assistant Professor, Instructor on full-time appointment, and Lecturer on full-time appointment.

B. The 13 Senate seats reserved for representatives in the ranks of Lecturer (part-time), Adjunct faculty, any other part-time members of the teaching faculty who are not also serving in full-time appointments, or department members in the title series College Laboratory Technician and Higher Education Officer shall be filled as follows:

(i) One seat shall be reserved for Student Services, and shall be filled by nomination and election among the department members in these ranks.

(ii) Each of the departments that include members in these ranks may elect from among their number one nominee for one of the 12 remaining Senate seats.

(iii) The remaining 12 seats shall then be filled by an at-large election from among the nominees selected according to paragraph B (ii) above. In this election, votes shall be cast only by the members of the departments to which B (ii) applies who are in the ranks of

C. The 14 Senate seats reserved for Full-time undergraduate students, other than students in the SEEK Program, shall be filled as follows:

(i) Of these seats, 9 shall be reserved for Full-time department majors. Toward their election, each department will elect, from nominations made within its own ranks, 1 nominee for these seats. All Full-time Seniors, Juniors, and Sophomores who have declared their major will elect the required number of representatives by an at-large vote among these nominees.

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

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

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

E. All graduate student positions shall be filled by the Graduate Student Association of Hunter College (GSA) according to the representational requirements outlined below and in Article III.I and Article IV.4.B.

In the event that the GSA decides not to put forth a sufficient number of students to fulfill the representational requirements outlined in Article III.I and Article IV, Section 2.E of the College Charter, or fails to do so by the first regularly scheduled meeting of a new Senate (at the end of the spring semester), nominations can be made by the Senate Administrative Committee or any seated Senator during a regular Senate meeting. In addition, candidacy at-large can be declared by filing a petition meeting the requirements established by the Senate. From the pool of such candidates, graduate student representatives shall be elected by a vote of the full Senate during a regular meeting.

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

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

(iii) There shall also be 1 non-matriculated graduate student representative.

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

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

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

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

Section 3

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

Section 4

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

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

B. Students shall be in good standing. Graduate students shall have completed at least 3 hours of credit. Part-time Undergraduate students shall have completed at least 6 hours of credit.

C. Those holding appointment to the instructional staff while enrolled in a graduate program at Hunter College under conditions that make them eligible to stand for election to the Senate and to vote in Senate elections as graduate students shall not be eligible for nominations or election to the senate or to vote in Senate elections as faculty members.

If ineligible as graduate students, enrollment in graduate courses shall not affect eligibility as faculty members.

Section 5

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

Section 6

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

ARTICLE V

Section 1

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

Section 2

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

Section 3

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

A. Prepare the agenda for regular and special meetings, causing it to be published in the College no less than 10 days before the meeting.

B. Be responsible for having prepared an Administrative Report, presenting the recommendations of the various Senate Committees that are considered routine, this report to be distributed to the representatives 10 days in advance of the meeting. Unless exceptions are taken, this Report will be handled as a single item on the Agenda.

C. Assure continuity of the Senate's business between meetings.
ARTICLE VI

Section 1

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

Section 2

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

ARTICLE VII

Section 1

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

Section 2

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

Section 3

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

ARTICLE VIII

Section 1

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

B. When a committee vacancy cannot be filled with a faculty member or student with specified qualifications that vacancy shall be first reported to the Senate and then may be filled by a faculty member or student, respectively, without regard to the qualification specified.

C. Senate committees report to the Senate

D. Alternate members on committees may only vote and be counted in the quorum when regular members are absent.

E. Each committee has two faculty alternates.

Section 2

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

Section 3

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

A. The Graduate Course of Study and Academic Requirements Committee

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

B. The Undergraduate Course of Study Committee

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

C. Both of these Committees shall be chaired by faculty members elected by the voting members of the Committee.

D. Both of these Committees shall have Deputy Chairs elected by the voting members of the Committee.

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

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

Section 4

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

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

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

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

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

Section 5

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

Section 6

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

Section 7

In order to insure effectiveness, compatible procedures and comparable standards in the evaluation of teaching and teachers by the students throughout the departments (Article XI), and to assure the formal consideration of the results of such appraisals in the professional evaluation of members of the teaching faculty, the Senate shall establish a Committee on Evaluation of Teaching. This Committee will, among other things, be responsible for: the preparation of standard guides for an evaluation questionnaire to provide opportunities, under its supervision, for some departmental variation in the details of the evaluation procedure; continuing review of the scope, validity, content, and efficacy of the questionnaires actually utilized; and the compilation, analysis, and publication of the data produced by such questionnaires in order to facilitate widespread understanding of the purposes and results of the evaluation procedure.

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

Section 8

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

Section 9

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

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

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

Section 10

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

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

Section 11

There shall be a Committee on the Calendar, consisting of one faculty member from each of the divisions (as defined in IV.LB.ii), a faculty member from School of Social Work, and 2 students and 2 student alternates. The Dean of Students or designee, the Director of Advising, the Registrar, and the Director of Financial Aid shall serve without vote. The Committee on the Calendar will make recommendations on the College Calendar, and, in consultation with the Faculty Personnel & Budget Committee, on the Bell Schedule. The Committee will also evaluate existing registration procedures and make recommendations regarding changes in registration procedures.

Section 12

There shall be a Committee on Departmental Governance, consisting of one faculty member from each division (as defined in IV.LB.ii), 2 students and 2 student alternates, one HEO representative from an academic unit, and one member of the administration (all with vote). The Committee on Departmental Governance shall: (a) make recommendations to the Senate on standards for Departmental By-laws for divisions, schools, departments, and all degree and/or certificate granting programs; (b) review Departmental By-laws and Amendments approved by divisions, schools, departments, and all degree and/or certificate granting programs, and make recommendations for Senate action; (c) make recommendations to the Senate on alleged infractions of Departmental By-laws...Of divisions, schools, departments, or degree and/or certificate granting programs.

Section 13

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

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

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

Section 14

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

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

Section 15

The Senate shall establish a Committee on Computing and Technology, consisting of one faculty member from each of the divisions (as defined in IV.LB.ii), the School of Social Work, the Library, and one faculty member at-large who conducts research that depends on computers and who complements and diversifies the knowledge base of the committee; and 2 students and 2 student alternates. Two members of the staff, the Director of ICIT, and the Provost (or designee) shall serve without vote.
The committee shall both propose and review computing technology plans and strategies as they impact on the instructional, research, and administrative functions at the College. The committee will consult with all affected communities before issuing proposals or review documents. Goals of this committee would include using technology to improve all aspects of the College functioning in a manner which enhances productivity for all members of the College community and spreads both the benefits and costs of these technologies equitably among the members of the community.

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

Section 16

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

The Evening Council shall have the following responsibilities:

A. To develop and recommend to the President of Hunter College required improvements in the supporting services (library, business office, registrar, etc.) during the evening hours.

B. To provide the Administrative Committee of the College Senate with agenda items of concern to the Evening Council that are not the responsibility of other Senate committees.

C. To identify, review, and give focus to matters of interest to the evening students and faculty, with the right to express itself as an advisory body on these matters and to transmit its recommendations to the cognizant authorities.

Section 17

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

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

Section 18

There shall be a Committee on Academic Freedom consisting of one faculty member from each of the divisions (as defined in the Charter IV.1.B.ii), the School of Social Work, the Library, and one faculty member at-large, one member of the HEO staff, two students, and two faculty alternates, one HEO alternate, and two student alternates. The Provost (or designee) shall serve ex-officio without vote. The chair shall be a faculty member elected by the voting membership of the committee.

The charge of the committee shall include: to monitor, examine and report annually to the Senate on the status of academic freedom at the college; to make appropriate recommendations regarding academic freedom policies and practices to the college's governance bodies and, as appropriate, through those bodies to the University Faculty Senate; to investigate possible violations of academic freedom.

In order to ensure a secure and protected environment for individuals who wish to bring cases of abridgement of academic freedom before the committee, such charges will be examined by a subcommittee of two members chosen by the committee chair in consultation with the rest of the committee. In addition, the committee chair shall be recused from serving on the subcommittee.

Section 19

There shall be a Standing Committee on Academic Assessment and Evaluation, consisting of one full-time faculty from each division of the School of Arts and Sciences, three full-time faculty members at-large from the School of Arts and Sciences, one faculty from each of the Schools of Education, Social Work, Nursing and Health Professions, two students-at-large from the School of Arts and Sciences, the Director of Assessment, a HEO representative and a HEO Alternate, and, serving ex-officio without vote the Deans of the schools of Arts and Sciences, Social Work, Nursing and Health Professions, Education (or their respective designees); the Chief Academic Officer and the Vice President of Student Affairs (or their respective designees); and the Director of Institutional Research. The Chair shall be a faculty member elected by the voting membership of the Committee, the Deputy Chair shall be a voting member elected by the voting membership of the Committee.

The specific charges to the committee shall include to develop, implement, review, and approve all college policies and procedures related to academic assessment; to seek necessary support (logistical and otherwise) for the proper implementation of approved college assessment processes and policies; to coordinate with other Senate committees to ensure that all policies and procedures related to academic assessment are faculty-driven; to serve as an assessment advisory committee for academic departments and programs, and work with all relevant constituencies as needed; to inform the academic community about accreditation standards as presented by the Middle States.
Section 20

There shall be a Committee on General Education, consisting of one full-time faculty member from each division of the School of Arts and Sciences, three full-time faculty members at-large from the School of Arts and Sciences, one full-time faculty member from each of the professional schools with undergraduate degree programs, two students-at-large, the Chair, who shall be a full-time faculty member elected by the voting membership of the Senate, and, serving ex-officio without vote: Dean of the School of Arts and Sciences (or designee), the Provost (or designee), the Director of Assessment, the Chair of the Undergraduate Course of Study Committee (or designee), the Chair of the Committee on Academic Assessment and Evaluation (or designee), the Registrar (or designee), and the Director of Advising Services (or designee).

The specific charges to the committee shall include: Develop, review, and approve all college policies and procedures pertaining to the general education program (including related graduation requirements) and curriculum; determine course approval guidelines for courses to be included in general education; review and make recommendations about such proposals; lead and coordinate periodic review of courses in general education; devise programmatic assessment for general education; receive and review programmatic assessment data and make recommendations on the basis thereof; encourage and facilitate faculty participation in general education curriculum development and teaching; advise the administration on matters of implementation of general education requirements as passed by the Senate; collaborate with other Senate committees, especially Undergraduate Course of Study and the Committee on Academic Assessment and Evaluation, to ensure that all policies and procedures related to general education are faculty-driven; and deliver regular reports to the Hunter Senate.

Section 21

There shall be a Committee on Food Services and Facilities, consisting of three faculty members, three students, one staff member represented by the HEO Forum and one staff member not represented by the HEO Forum, and the College Business Manager to serve as a Chairperson ex-officio, all Committee members to have a vote. The Committee will meet at least once per semester, and report to the Senate at least once per year. The Committee shall be responsible for advising the administration concerning all food services at the College, including the quality, variety, prices, and presentation of the food, as well as dining facilities. An annual review of all contracted food services shall be part of the Committee's responsibility. The Committee shall also be responsible for making recommendations to the Administration on the college facilities, including but not limited to the state of classrooms and other teaching facilities, common areas, and access (including but not limited to corridors, doorways, elevators, and escalators), particularly in regard to the teaching/learning activities of the College.
reviewing the adequacy of departmental governance and to initiate proposals for change if deemed necessary.

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

Section 3

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

A. Student evaluation of faculty teaching and course handling is to be a significant factor in the professional appraisal of faculty performance for purposes of reappointment, promotion, and tenure.

B. Student evaluations of faculty should be made routinely each semester in all college courses.

C. A standing Departmental Committee on the Evaluation of Teaching, composed almost entirely of student majors in the Department but including a single faculty member with an alternate to insure faculty/student liaison within the Department, shall be responsible for the distribution of the questionnaire and the management of the evaluation in each department. Its purview is to extend to all matters of administration and interpretation of the adopted teacher evaluation procedures.

D. Each semester's questionnaire results are to be submitted to the Department Chair by the Chair of the Committee on Evaluation of Teachers for use in the duly constituted procedures of professional appraisal.

E. There is also to be a faculty evaluation of course handling, based on observation and interview of all faculty members in the Department.

F. As to non-tenured faculty:

   (i) A strongly negative student questionnaire response for a faculty member for a semester is to be the basis for discussion of the results by the Chair of the department or a designee with the faculty member before reappointment for a second year.

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

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

   (iii) The same procedures are to be applied to untenured faculty who are being considered for reappointment with tenure.

   (iv) Strongly positive questionnaire responses for a faculty member during the time periods indicated in F. (i) and (ii) above, shall be a strongly presumptive basis for reappointment of the faculty member; such reappointment may be denied by the department if it concludes that the faculty member is not demonstrating prospects of achieving professional growth within the discipline.

   (v) Reappointment with tenure shall also be based on other required and significant criteria of professional accomplishments and standing.

G. As to tenured faculty:

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

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

Section 4

1. The Procedure for Promotion to Full Professor will begin with nominations and requests for consideration for promotion to full professor being directed to the President of Hunter College by the date announced by the President's Office. This date will be included in the Schedule of Promotions for Full Professors disseminated each year by the Provost's Office to deans and department chairs. Nominations may be made by the Department Chair, the Department P&B, or any Full Professor. Copies of the nomination or request for consideration will be directed also to the Provost, the Dean of the candidate's respective school or division, and the Chairperson of his or her respective department.

2. When the chair of a department is a candidate for promotion to full professor, all of the chair's duties in the promotion process for all candidates for promotion to full professor shall be assumed by a chair pro tern. This includes having voice and vote on the departmental P&B, the appropriate
3. The departmental P&B committee will be responsible for reviewing the files, scholarship materials, and letters of outside evaluation for all the candidates for promotion to full professor within the department and to make a recommendation as to whether the candidate should be endorsed for promotion.

4. The departmental P&B committee shall compile the list of external evaluators. Although the candidate shall be invited to submit names for this list, the final determination of who shall be contacted is the responsibility of the departmental P&B committee and the department Chair.

5. The Chair of the candidate's department shall on behalf of the departmental P&B committee perform such administrative tasks as contacting outside evaluators, sending them the candidates' appropriate materials, receiving the evaluations, and transmitting them to the departmental P&B committee. The Chair shall write the Chair's report summarizing the candidate's record.

6. The departmental P&B committee shall make its recommendation to the respective school or divisional Personnel and Budget Committee via the office of the respective Dean. The candidate will be informed of the recommendation and, if negative, may elect to withdraw or to continue in the process.

7. The responsibilities of the Dean shall include, but not be limited to, scheduling meetings of the respective personnel and budget committee; scheduling interviews with candidates and the respective personnel and budget committee; duplicating the candidates' curriculum vitae, external evaluations, and any other pertinent materials; maintaining the files on the candidate; and placing candidates' publications in the Archives.

8. The appropriate divisional or school personnel and budget committee shall review all supporting documents for the candidate's promotion. An interview before this committee may be requested by the candidate or the committee.

Refusal to meet with the committee shall not be prejudicial to the candidate. However, the committee shall not refuse to meet with the candidate once such a meeting is requested in writing by the candidate. The committee may ask any member of the full-time faculty to serve as a resource in gathering pertinent information on the candidate's relevant discipline, including members from the candidate's department and/or school or division.

9. The appropriate divisional or school personnel and budget committee will judge whether to recommend or not recommend each candidate falling within its purview. The committee will vote by secret ballot and minutes of the meeting shall be kept pursuant to Robert's Rules, newly revised. All affirmative recommendations must be by a majority of the committee. The Dean shall transmit a report of the committee's recommendations to the President and Provost's Offices indicating those candidates recommended and those candidates not recommended. Each candidate will be informed of the recommendation and, if negative, may elect to withdraw or to continue in the process.

10. The Deans of each School or Division shall transmit to the President, Provost, and the Office of Personnel for duplication and distribution the curriculum vitae, chair's report, teaching evaluations, and external evaluations for each candidate. All members of the FP&B shall receive copies of the curriculum vitae, chair's report, and teaching evaluations. The Deans shall receive copies of the external evaluations for all candidates and shall make them available to members of the FP&B for review. The Deans shall place all other documents, including publications, in the Archives.

11. The President shall send a report of the recommendations to all members of the FP&B prior to the meeting designated to consider promotions to full professor. At that meeting, members of the FP&B shall deliberate and vote on the FP&B recommendation to the President concerning which candidates should be recommended to the Board of Trustees for promotion.

12. The President shall review the recommendations of the FP&B and notify the candidates, in writing, who the President will recommend to the CUNY Board of Trustees for promotion to full professor. The President also has the authority to make an independent recommendation for promotion after consultation with the appropriate departmental P&B Committee and with the FP&B.

13. The President shall notify in writing those candidates who will not be recommended to the Board of Trustees for promotion. After receipt of this notification, candidates not recommended for promotion to full professor may appeal, writing directly to the President.

ARTICLE XII

Section 1

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

Section 2
Any member of the College community eligible to serve on the Senate may be nominated or may nominate herself or himself for the position of Hunter College Ombuds Officer. Such nominations shall be addressed to the Nominations Committee of the Senate which may make its own nominations as well as soliciting them from the floor of the Senate. Each candidate shall be voted on individually by a for-or-against vote, the appointment going to the candidate with the highest plurality of "for" votes, provided their number exceeds two-thirds of the number of representatives present and voting.

Section 3

The appointment shall be for a term of three years, removal from office to occur only as the result of demonstrated inability to perform the duties of the office.

Section 4

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

Section 5

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

ARTICLE XIII

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

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

Section 2

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

A. An amendment may be proposed by the Charter Review Committee or by written petition to the Administrative Committee bearing the signatures of not less than 20% of the Senate members or 200 members of the Hunter College community.

B. Upon receipt, the Administrative Committee will schedule as the first order of business, a First Reading of the proposed amendment, not later than the second regular meeting following its submission date, for discussion without vote.

C. A Second Reading will take place at the next Senate meeting, at least 27 days later, the complete text having been mailed to all Senate members and to the chief officer of the faculty organizations and the student governments. At such meeting, the proposed Amendment shall be subject to amendment from the floor by a 3/4 vote of those present and voting. After debate on the proposed Amendment as submitted and amended, the Amendment will be formally proposed if it receives a 3/4 vote of all those present.

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

ARTICLE XIV

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

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

B. Recommended by the President of Hunter College to the CUNY Board of Trustees.

C. Approved by the CUNY Board of Trustees.

AMENDMENTS:

1979: ARTICLE XIV Section 2

1980: ARTICLE VIII Sections 10, 11

1981: ARTICLE III Section 1; ARTICLE IV Section 1. C (ii), E (i), H (ii), (ii); ARTICLE VIII Section 8. A, B, Section 12

1985 ARTICLE VIII Section 5; Elimination of Sexist Language: ARTICLE IV Section I. (iii), Section 2. C; ARTICLE V Sections 1, 2, 3; ARTICLE VI Sections 3, 4, 6, 7, 10; ARTICLE X Sections 1, 3; ARTICLE XII Section 3. D, F (i), F (ii), F (iv), 3, G; ARTICLE XIII Sections 2, 4.

1987: ARTICLE I Section 1; ARTICLE II Section 3; ARTICLE XII Section 1; ARTICLE XIII Section 2;
ARTICLE IV Section 1. A, B, Section 2. A (i), (ii), B (i), (ii), C (i), D (i), E (i), H (i); Sections 3, 4, 5; ARTICLE VIII Sections 1, B, Section 2, Section 3, A, B, D; Sections 4, 5, 6, 7, 8, 9, 11, 12, and 13.

1992: ARTICLE VIII Section 14; ARTICLE XIV Section 2. A

1998: ARTICLE III, Section 1, new Section 2; ARTICLE IV Section I A, B, Section 2 A, B, C, D, F, G, H(ii); Section 3 B, Section 4; ARTICLE V, Sections I and 3; ARTICLE VII Section 2; ARTICLE VIII Section 3 A, B, D, Section 4 A, Sections 5, 6, 8, 9, 10, 11, new Sections 15 and 16; ARTICLE XI (XII) Section 2, new Section 4.

2006: ARTICLE III, Section 1, new Section 2; ARTICLE IV, Section 2 A, B, C, D, E, F, G, new Section 3; ARTICLE VIII, Section I, new paragraph C and D, Section 3, 4, 5, 8, 9, 10, II, 12, 14, 15, 16, new Section 17.

2015: ARTICLE IV, Section 1 B (i), (ii), Section 2. C; ARTICLE VIII, Section 3 D; ARTICLE V, Section I; ARTICLE VI, Section I; ARTICLE XIII, Section 2 D.

2017: Title; ARTICLE I; ARTICLE II Section 3; ARTICLE III Section I, 3, 4; ARTICLE IV Section 2 A, B, C, E, F, G; ARTICLE VIII Section I, 3 4 A, 4 B, 5, 6, 9, 11, 12, 14, 18, 19, 20, 21; ARTICLE XI Section 4; ARTICLE XII; ARTICLE XIV.

2018: ARTICLE VII.12 and ARTICLE VII.21.

[Approved by BoT on________. - ]
CHARTJER FOR THE GOVERNANCE OF HUNTER COLLEGE

September 1970

ARTICLE I

Section 1

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

Section 2 (Initial Meeting)

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

ARTICLE II

Section 1

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

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

Section 2

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

ARTICLE III

Section 1

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

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

13% Lecturers (part-time), Adjunct faculty, and all other part-time members of the teaching faculty who are not also serving in full-time appointments, Clinical Professors, Distinguished Lecturers, and non-faculty department members in the title series College Laboratory Technician and Higher Education Officer.

14% Full-time Undergraduate students, other than students in the SEEK Program.

11% Part-Time Undergraduate students.

2% Undergraduate students - SEEK Program.

11% Graduate students.

5% Administration.

Section 2

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

Section 3

Ex officio nonvoting membership shall be extended to:

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

or designee of any of the preceding.

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

Section 4

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

ARTICLE IV

Section 1

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

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

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

Section 2

A. The 44 Senate seats reserved for representatives in the ranks of Professor, Associate Professor, Assistant Professor, Instructors on full-time appointments, and Lecturers on full-time appointments shall be filled as follows:

(i) All departments shall be rank-ordered by the number of such faculty in the department. Each department shall be allocated one seat, and the remaining seats shall be allocated by assigning one additional seat to each department from the top of the list down, until the available number is exhausted.

(ii) Each department will fill its allocated seats by nominations from and elections by its faculty members in the ranks of Professor, Associate Professor, Assistant Professor, Instructor on full-time appointment, and Lecturer on full-time appointment.

B. The 13 Senate seats reserved for representatives in the ranks of Lecturer (part-time), Adjunct faculty, any other part-time members of the teaching faculty who are not also serving in full-time appointments, or department members in the title series College Laboratory Technician and Higher Education Officer.

C. The 14 Senate seats reserved for Full-time undergraduate students, other than students in the SEEK Program, shall be filled as follows:

(i) Of these seats, 9 shall be reserved for Full-time department majors. Toward their election, each department will elect, from nominations made within its own ranks, one nominee for these seats. All Full-time Seniors, Juniors, and Sophomores who have declared their major will elect the required number of representatives by an at-large vote among these nominees.

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

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

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

E. All graduate student positions shall be filled by the Graduate Student Association of Hunter College (GSA) according to the representational requirements outlined below and in Article III.I and Article IV.4.B.

In the event that the GSA decides not to put forth a sufficient number of students to fulfill the representational requirements outlined in Article III.I and Article IV, Section 2.E of the College Charter, or fails to do so by the first regularly scheduled meeting of a new Senate (at the end of the spring semester), nominations can be made by the Senate Administrative Committee or any seated Senator during a regular Senate meeting. In addition, candidacy at-large can be declared by filing a petition meeting the requirements established by the Senate. From the pool of such candidates, graduate student representatives shall be elected by a vote of the full Senate during a regular meeting.

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

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

(iii) There shall also be 1 non-matriculated graduate student representative.

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

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

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

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

Section 3

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

Section 4

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

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

B. Students shall be in good standing. Graduate students shall have completed at least 3 hours of credit. Part-time Undergraduate students shall have completed at least 6 hours of credit.

C. Those holding appointment to the instructional staff while enrolled in a graduate program at Hunter College under conditions that make them eligible to stand for election to the Senate and to vote in Senate elections as graduate students shall not be eligible for nominations or election to the senate or to vote in Senate elections as faculty members.

If ineligible as graduate students, enrollment in graduate courses shall not affect eligibility as faculty members.

Section 5

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

Section 6

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

ARTICLE V

Section 1

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

Section 2

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

Section 3

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

A. Prepare the agenda for regular and special meetings, causing it to be published in the College no less than 10 days before the meeting.

B. Be responsible for having prepared an Administrative Report, presenting the recommendations of the various Senate Committees that are considered routine, this report to be distributed to the representatives 10 days in advance of the meeting. Unless exceptions are taken, this Report will be handled as a single item on the Agenda.

C. Assure continuity of the Senate's business between meetings.
ARTICLE VI

Section 1

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

Section 2

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

ARTICLE VII

Section 1

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

Section 2

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

Section 3

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

ARTICLE VIII

Section 1

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

B. When a committee vacancy cannot be filled with a faculty member or student with specified qualifications that vacancy shall be first reported to the Senate and then may be filled by a faculty member or student, respectively, without regard to the qualification specified.

C. Senate committees report to the Senate

D. Alternate members on committees may only vote and be counted in the quorum when regular members are absent.

E. Each committee has two faculty alternates.

Section 2

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

Section 3

A. The Graduate Course of Study and Academic Requirements Committee

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

B. The Undergraduate Course of Study Committee

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

C. Both of these Committees shall be chaired by faculty members elected by the voting members of the Committee.

D. Both of these Committees shall have Deputy Chairs elected by the voting members of the Committee.

E. There shall also be Committees on Curriculum in the School of Arts and Sciences, the Division of the School of Health Professions, the School of Education, and the School of Social Work. These committees shall be composed of the dean (with vote) and one faculty member from each
A. The Undergraduate Course of Study Committee shall have oversight authority on all undergraduate curricular matters. It shall also concern itself through study and research with policies relating to the undergraduate curricular organizations. All proposals pertaining to:

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

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

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

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

Section 5

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

Section 6

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

Section 7

In order to insure effectiveness, compatible procedures and comparable standards in the evaluation of teaching and teachers by the students throughout the departments (Article XI), and to assure the formal consideration of the results of such appraisals in the professional evaluation of members of the teaching faculty, the Senate shall establish a Committee on Evaluation of Teaching. This Committee will, among other things, be responsible for: the preparation of standard guides for an evaluation questionnaire to provide opportunities, under its supervision, for some departmental variation in the details of the evaluation procedure; continuing review of the scope, validity, content, and efficacy of the questionnaires actually utilized; and the compilation, analysis, and publication of the data produced by such questionnaires in order to facilitate widespread understanding of the purposes and results of the evaluation procedure.

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

Section 8

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

Section 9

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

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

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

Section 10

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

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

Section 11

There shall be a Committee on the Calendar, consisting of one faculty member from each division (as defined in IV.1.B.ii), a faculty member from School of Social Work, and 2 students and 2 student alternates. The Dean of Students or designee, the Director of Advising, the Registrar, and the Director of Financial Aid shall serve without vote. The Committee on the Calendar will make recommendations on the College Calendar, and, in consultation with the Faculty Personnel & Budget Committee, on the Bell Schedule. The Committee will also evaluate existing registration procedures and make recommendations regarding changes in registration procedures.

Section 12

There shall be a Committee on Governance, consisting of one faculty member from each division (as defined in IV.1.B.ii), 2 students and 2 student alternates, one HEO representative from an academic unit, and one member of the administration (all with vote). The Committee on Governance shall: (a) make recommendations to the Senate on standards for By-laws for divisions, schools, departments, and all degree and/or certificate granting programs; (b) review By-laws and Amendments approved by divisions, schools, departments, and all degree and/or certificate granting programs, and make recommendations for Senate action; (c) make recommendations to the Senate on alleged infractions of By-laws of divisions, schools, departments, or degree and/or certificate granting programs.

Section 13

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

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

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

Section 14

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

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

Section 15

The Senate shall establish a Committee on Computing and Technology, consisting of one faculty member from each of the divisions (as defined in IV. LB.ii), the School of Social Work, the Library, and one faculty member at-large who conducts research that depends on computers and who complements and diversifies the knowledge base of the committee; and 2 students and 2 student alternates. Two members of the staff, the Director of ICIT, and the Provost (or designee) shall serve without vote.
The committee shall both propose and review computing technology plans and strategies as they impact on the instructional, research, and administrative functions at the College. The committee will consult with all affected communities before issuing proposals or review documents. Goals of this committee would include using technology to improve all aspects of the College functioning in a manner which enhances productivity for all members of the College community and spreads both the benefits and costs of these technologies equitably among the members of the community.

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

Section 16

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

The Evening Council shall have the following responsibilities:

A. To develop and recommend to the President of Hunter College required improvements in the supporting services (library, business office, registrar, etc.) during the evening hours.

B. To provide the Administrative Committee of the College Senate with agenda items of concern to the Evening Council that are not the responsibility of other Senate committees.

C. To identify, review, and give focus to matters of interest to the evening students and faculty, with the right to express itself as an advisory body on these matters and to transmit its recommendations to the cognizant authorities.

Section 17

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

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

Section 18

There shall be a Committee on Academic Freedom consisting of one faculty member from each of the divisions (as defined in the Charter IV.LB.ii), the School of Social Work, the Library, and one faculty member at-large, one member of the HEO staff, two students, and two faculty alternates, one HEO alternate, and two student alternates. The Provost (or designee) shall serve ex-officio without vote. The chair shall be a faculty member elected by the voting membership of the committee.

The charge of the committee shall include: to monitor, examine and report annually to the Senate on the status of academic freedom at the college; to make appropriate recommendations regarding academic freedom policies and practices to the college's governance bodies and, as appropriate, through those bodies to the University Faculty Senate; to investigate possible violations of academic freedom.

In order to ensure a secure and protected environment for individuals who wish to bring cases of abridgement of academic freedom before the committee, such charges will be examined by a subcommittee of two members chosen by the committee chair in consultation with the rest of the committee. In addition, the committee chair shall be recused from serving on the subcommittee.

Section 19

There shall be a Standing Committee on Academic Assessment and Evaluation, consisting of one full-time faculty from each division of the School of Arts and Sciences, three full-time faculty members at-large from the School of Arts and Sciences, one faculty from each of the Schools of Education, Social Work, Nursing and Health Professions, two students-at-large from the School of Arts and Sciences, the Director of Assessment, a HEO representative and a HEO Alternate, and, serving ex-officio without vote the Deans of the schools of Arts and Sciences, Social Work, Nursing and Health Professions, Education (or their respective designees); the Chief Academic Officer and the Vice President of Student Affairs (or their respective designees); and the Director of Institutional Research. The Chair shall be a faculty member elected by the voting membership of the Committee, the Deputy Chair shall be a voting member elected by the voting membership of the Committee.

The specific charges to the committee shall include to develop, implement, review, and approve all college policies and procedures related to academic assessment; to seek necessary support (logistical and otherwise) for the proper implementation of approved college assessment processes and policies; to coordinate with other Senate committees to ensure that all policies and procedures related to academic assessment are faculty-driven; to serve as an assessment advisory committee for academic departments and programs, and work with all relevant constituencies as needed; to inform the academic community about accreditation standards as presented by the Middle States
Commission on Higher Education; and to deliver regular reports to the Hunter Senate.

Section 20

There shall be a Committee on General Education, consisting of one full-time faculty member from each division of the School of Arts and Sciences, three full-time faculty members at-large from the School of Arts and Sciences, one full-time faculty member from each of the professional schools with undergraduate degree programs, two students-at-large, the Chair, who shall be a full-time faculty member elected by the voting membership of the Senate, and, serving ex-officio without vote: Dean of the School of Arts and Sciences (or designee), the Provost (or designee), the Director of Assessment, the Chair of the Undergraduate Course of Study Committee (or designee), the Chair of the Committee on Academic Assessment and Evaluation (or designee), the Registrar (or designee), and the Director of Advising Services (or designee).

The specific charges to the committee shall include: Develop, review, and approve all college policies and procedures pertaining to the general education program (including related graduation requirements) and curriculum; determine course approval guidelines for courses to be included in general education; review and make recommendations about such proposals; lead and coordinate periodic review of courses in general education; devise programmatic assessment for general education; receive and review programmatic assessment data and make recommendations on the basis thereof; encourage and facilitate faculty participation in general education curriculum development and teaching; advise the administration on matters of implementation of general education requirements as passed by the Senate; collaborate with other Senate committees, especially Undergraduate Course of Study and the Committee on Academic Assessment and Evaluation, to ensure that all policies and procedures related to general education are faculty-driven; and deliver regular reports to the Hunter Senate.

Section 21

There shall be a Committee on Food Services and Facilities, consisting of three faculty members, three students, one staff member represented by the HEO Forum and one staff member not represented by the HEO Forum, and the College Business Manager to serve as a Chairperson ex-officio, all Committee members to have a vote. The Committee will meet at least once per semester, and report to the Senate at least once per year. The Committee shall be responsible for advising the administration concerning all food services at the College, including the quality, variety, prices, and presentation of the food, as well as dining facilities. An annual review of all contracted food services shall be part of the Committee's responsibility. The Committee shall also be responsible for making recommendations to the Administration on the college facilities, including but not limited to the state of classrooms and other teaching facilities, common areas, and access (including but not limited to corridors, doorways, elevators, and escalators), particularly in regard to the teaching/learning activities of the College.

ARTICLE IX
The Founding of the Hunter College Senate in 1970

Section 1

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

Section 2

The next order of business shall be the review and adoption of the Evening Session Council By-laws and the seating of the student representatives at-large, elected by the electoral college of Evening Session Council student members, provided such elections are found to have taken place in consonance with the approved By-laws.

Section 3

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

ARTICLE X

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

ARTICLE XI

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

Section 2

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

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

Section 3

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

A. Student evaluation of faculty teaching and course handling is to be a significant factor in the professional appraisal of faculty performance for purposes of reappointment, promotion, and tenure.

B. Student evaluations of faculty should be made routinely each semester in all college courses.

C. A standing Departmental Committee on the Evaluation of Teaching, composed almost entirely of student majors in the Department but including a single faculty member with an alternate to insure faculty/student liaison within the Department, shall be responsible for the distribution of the questionnaire and the management of the evaluation in each department. Its purview is to extend to all matters of administration and interpretation of the adopted teacher evaluation procedures.

D. Each semester's questionnaire results are to be submitted to the Department Chair by the Chair of the Committee on Evaluation of Teachers for use in the duly constituted procedures of professional appraisal.

E. There is also to be a faculty evaluation of course handling, based on observation and interview of all faculty members in the Department.

F. As to non-tenured faculty:

(i) A strongly negative student questionnaire response for a faculty member for a semester is to be the basis for discussion of the results by the Chair of the department or a designee with the faculty member before reappointment for a second year.

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

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

(iii) The same procedures are to be applied to untenured faculty who are being considered for reappointment with tenure.

(iv) Strongly positive questionnaire responses for a faculty member during the time periods indicated in F. (i) and (ii) above, shall be a strongly presumptive basis for reappointment of the faculty member; such reappointment may be denied by the department if it concludes that the faculty member is not demonstrating prospects of achieving professional growth within the discipline.

(v) Reappointment with tenure shall also be based on other required and significant criteria of professional accomplishments and standing.

G. As to tenured faculty:

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

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

Section 4

1. The Procedure for Promotion to Full Professor will begin with nominations and requests for consideration for promotion to full professor being directed to the President of Hunter College by the date announced by the President's Office. This date will be included in the Schedule of Promotions for Full Professors disseminated each year by the Provost's office to deans and department chairs. Nominations may be made by the Department Chair, the Department P&B, or any Full Professor. Copies of the nomination or request for consideration will be directed also to the Provost, the Dean of the candidate's respective school or division, and the Chairperson of his or her respective department.

2. When the chair of a department is a candidate for promotion to full professor, all of the chair's duties in the promotion process for all candidates for promotion to full professor shall be assumed by a chair pro fem. This includes having voice and vote on the departmental P&B, the appropriate divisional or school P&B, and the college-wide Committee on Faculty Personnel and Budget (FP&B) when such bodies consider the issue of promotion to full professor. For the purposes of this section, the Ancillary Units (including the Library), shall be regarded as a division, the FP&B Subcom- mittee on Personnel in Ancillary Units as the divisional
3. The departmental P&B committee will be responsible for reviewing the files, scholarship materials, and letters of outside evaluation for all the candidates for promotion to full professor within the department and to make a recommendation as to whether the candidate should be endorsed for promotion.

4. The departmental P&B committee shall compile the list of external evaluators. Although the candidate shall be invited to submit names for this list, the final determination of who shall be contacted is the responsibility of the departmental P&B committee and the department Chair.

5. The Chair of the candidate's department shall on behalf of the departmental P&B committee perform such administrative tasks as contacting outside evaluators, sending them the candidates' appropriate materials, receiving the evaluations, and transmitting them to the departmental P&B committee. The Chair shall write the Chair's report summarizing the candidate's record.

6. The departmental P&B committee shall make its recommendation to the respective school or divisional Personnel and Budget Committee via the office of the respective Dean. The candidate will be informed of the recommendation and, if negative, may elect to withdraw or to continue in the process.

7. The responsibilities of the Dean shall include, but not be limited to, scheduling meetings of the respective personnel and budget committee; scheduling interviews with candidates and the respective personnel and budget committee; duplicating the candidates' curriculum vitae, external evaluations, and any other pertinent materials; maintaining the files on the candidate; and placing candidates' publications in the Archives.

8. The appropriate divisional or school personnel and budget committee shall review all supporting documents for the candidate's promotion. An interview before this committee may be requested by the candidate or the committee. Refusal to meet with the committee shall not be prejudicial to the candidate. However, the committee shall not refuse to meet with the candidate once such a meeting is requested in writing by the candidate. The committee may ask any member of the full-time faculty to serve as a resource in gathering pertinent information on the candidate's relevant discipline, including members from the candidate's department and/or school or division.

9. The appropriate divisional or school personnel and budget committee will judge whether to recommend or not recommend each candidate falling within its purview. The committee will vote by secret ballot and minutes of the meeting will be kept pursuant to Robert's Rules, newly revised. All affirmative recommendations must be by a majority of the committee. The Dean shall transmit a report of the committee's recommendations to the President and Provost's Offices indicating those candidates recommended and those candidates not recommended. Each candidate will be informed of the recommendation and, if negative, may elect to withdraw or to continue in the process.

10. The Deans of each School or Division shall transmit to the President, Provost, and the Office of Personnel for duplication and distribution the curriculum vitae, chair's report, teaching evaluations, and external evaluations for each candidate. All members of the FP&B shall receive copies of the curriculum vitae, chair's report, and teaching evaluations. The Deans shall receive copies of the external evaluations for all candidates and shall make them available to members of the FP&B for review. The Deans shall place all other documents, including publications, in the Archives.

11. The President shall send a report of the recommendations to all members of the FP&B prior to the meeting designated to consider promotions to full professor. At that meeting, members of the FP&B shall deliberate and vote on the FP&B recommendation to the President concerning which candidates should be recommended to the Board of Trustees for promotion.

12. The President shall review the recommendations of the FP&B and notify the candidates, in writing, who the President will recommend to the CUNY Board of Trustees for promotion to full professor. The President also has the authority to make an independent recommendation for promotion after consultation with the appropriate departmental P&B Committee and with the FP&B.

13. The President shall notify in writing those candidates who will not be recommended to the Board of Trustees for promotion. After receipt of this notification, candidates not recommended for promotion to full professor may appeal, writing directly to the President.

ARTICLE XII

Section 1

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

Section 2

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

**Section 3**

The appointment shall be for a term of three years, removal from office to occur only as the result of demonstrated inability to perform the duties of the office.

**Section 4**

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

**Section 5**

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

**ARTICLE XIII**

**Section 1**

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

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

**Section 2**

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

A. An amendment may be proposed by the Charter Review Committee or by written petition to the Administrative Committee bearing the signatures of not less than 20% of the Senate members or 200 members of the Hunter College community.

B. Upon receipt, the Administrative Committee will schedule as the first order of business, a First Reading of the proposed amendment, not later than the second regular meeting following its submission date, for discussion without vote.

C. A Second Reading will take place at the next Senate meeting, at least 27 days later, the complete text having been mailed to all Senate members and to the chief officer of the faculty organizations and the student governments. At such meeting, the proposed Amendment shall be subject to amendment from the floor by a 3/4 vote of those present and voting. After debate on the proposed Amendment as submitted and amended, the Amendment will be formally proposed if it receives a 3/4 vote of all those present.

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

**ARTICLE XIV**

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

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

B. Recommended by the President of Hunter College to the CUNY Board of Trustees.

C. Approved by the CUNY Board of Trustees.

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**AMENDMENTS:**

1979: ARTICLE XIV Section 2

1980: ARTICLE VIII Sections 10, 11

1981: ARTICLE III Section I; ARTICLE IV Section 1. C (ii), E (i), H (i), (ii); ARTICLE VIII Section 8. A, B, Section 12

1985 ARTICLE VIII Section 5; Elimination of Sexist Language: ARTICLE IV Section 1. (iii), Section 2. C; ARTICLE V Sections 1, 2, 3; ARTICLE VIII Sections 3, 4, 6, 7, 10; ARTICLE X Sections 1, 3; ARTICLE XII Section 3. D, F (i), F (ii), F (iv), 3. G; ARTICLE XIII Sections 2, 4.

1987: ARTICLE I Section 1; ARTICLE II Section 3; ARTICLE XII Section 1; ARTICLE III Section 2; ARTICLE IV Section I. A, B, Section 2. A (i), (ii), B (i), (ii), C (i), D (i), E (i), H (i); Sections 3, 4, 5; ARTICLE VIII Sections 1. B, Section 2,
Section 3, A, B, D; Sections 4, 5, 6, 7, 8, 9, 11, 12, and 13.

1992: ARTICLE VIII Section 14; ARTICLE XIV Section 2. A.

1998: ARTICLE III, Section 1, new Section 2; ARTICLE IV Section 1 A, B, Section 2 A, B, C, D, F, G, H(ii); Section 3 B, Section 4; ARTICLE V, Sections 1 and 3; ARTICLE VII Section 2; ARTICLE VIII Section 3 A, B, D, Section 4 A, Sections 5, 6, 8, 9, 10, 11, new Sections 15 and 16; ARTICLE XI (XII) Section 2, new Section 4.

2006: ARTICLE III, Section 1, new Section 2; ARTICLE IV, Section 2 A, B, C, D, E, F, G, new Section 3; ARTICLE VIII, Section 1, new paragraph C and D, Section 3, 4, 5, 8, 9, 10, 11, 12, 14, 15, 16, new Section 17.

2015: ARTICLE IV, Section 1 B (i), (ii), Section 2. C; ARTICLE VIII, Section 3 D; ARTICLE V, Section 1; ARTICLE VI, Section 1; ARTICLE XIII, Section 2 D.

2017: Title; ARTICLE I; ARTICLE II Section 3; ARTICLE III Section 1, 3, 4; ARTICLE IV Section 2 A, B, C, E, F, G; ARTICLE VIII Section 1, 3, 4 A, 4 B, 5, 6, 9, 11, 12, 14, 18, 19, 20, 21; ARTICLE XI Section 4; ARTICLE XII; ARTICLE XIV.


[Approved by BoT on ]
THE CITY UNIVERSITY OF NEW YORK

Appointment of Joy Connolly as Distinguished Professor at The Graduate Center

WHEREAS, Professor Joy 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; and

WHEREAS, In addition to her widely acclaimed books, State of Speech: Rhetoric and Political Thought in Ancient Rome (2007) and Life of Roman Republicanism (2014), she has published 27 articles and book chapters, 37 reviews and short essays, and made over 30 conference presentations and 24 invited lectures since 2008; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York appoint Joy Connolly as Distinguished Professor of Classics at The Graduate Center effective April 1, 2018, with the compensation applicable to this title to take effect upon her return to the faculty from her current administrative position.

EXPLANATION: As one of her reviewers notes, Connolly's "writings in disparate fields collectively form part of an intellectually coherent and ongoing project, where ancient texts and reflection on them offer a vehicle for the development of a new and living political theory." One reviewer notes, "Her record of publication and of involvement in the Classics profession would be exemplary if she had not simultaneously been so actively involved in administration for the last ten years." As another review points out, not only is she "one of the most brilliant Latinists working at this moment" who is expert in the ways of traditional philology, but she has used her skills to create an entirely new field of scholarly inquiry: political theory in the Roman republic. She has uncovered genuine, even compelling political thought in Cicero's rhetorical treatises where no one thought to look for it. Her work is a brilliant example of how theory and reading across disciplines can produce new knowledge, even from oft-read texts.

Since 2016, Dr. Connolly has served as Provost and Senior Vice President and Professor of Classics at the Graduate Center. From 2012 to 2016, Dr. Connolly was Dean for the Humanities at New York University, where she joined the faculty as an Assistant Professor of Classics in 2004. She also served as Assistant Professor of Classics at Stanford University from 2000 to 2004 and the University of Washington from 1997 to 2000. Connolly earned her Ph.D. in Classical Studies from the University of Pennsylvania in 1997.

The Graduate Center and The City University of New York will be well-served by Dr. Connolly's appointment as Distinguished Professor.
Joy Connolly

POSITIONS HELD

The Graduate Center, City University of New York

Provost, Senior Vice President, and Professor of Classics 2016-present

New York University

Dean for the Humanities, Faculty of Arts and Science 2012-2016
Professor of Classics 2014-2016
Associate Professor of Classics 2007-2014
Assistant Professor of Classics 2004-2007

Stanford University, Assistant Professor of Classics and by courtesy, Political Science 2000-2004

University of Washington, Assistant Professor of Classics 1997-2000

GRANTS, AWARDS, AND FELLOWSHIPS

$2,000,000

Research Fellowship, Netherlands Institute for Advanced Study Spring 2012
Golden Dozen Teaching Award, NYU 2010
Teagle Foundation Grant, "Civic education," $65,000 2007-2012
Laurance S. Rockefeller Fellowship, Center for Human Values, Princeton University 2003-2004
Postdoctoral Fellowship, Classics Department, Stanford University 1999-2000
Faculty Fellowship, Center for the Humanities, University of Washington Fall 1998
Boeing Endowment for Excellence Award, University of Washington 1997-98
Dean's Scholar, University of Pennsylvania 1996-97

EDUCATION

PhD, Classical Studies, University of Pennsylvania 1997

AB, Classics, Princeton University 1991

PUBLICATIONS

BOOKS

The Life of Roman Republicanism (Princeton, 2014)
The State of Speech: Rhetoric and Political Thought in Ancient Rome (Princeton, 2007)
Edition of Wilkie Collins' The Moonstone with introduction, bibliography, and notes (Barnes and Noble, 2005)
ARTICLES AND BOOK CHAPTERS


Envoi: Migrancy. In *Dionysius of Halicarnassus*, ed. Casper de Jonge and Richard Hunter (Cambridge, 2m8)


The new world order: Greek rhetoric in Rome. *Companion to Greek Rhetoric*, ed. Ian Worthington (Blackwell 2007) 139-165

**Being Greek/being Roman: Hellenism and assimilation in the Roman empire.** *Millennium fahrbuch zu Kultur und Geschichte* I01 (2007) 93-I19


Reclaiming the theatrical in the second sophistic. *Helios* 28 (20m) 75-96


**REVIEWS AND SHORT ESSAYS**


Why the NEA and NEH matter more than ever: thinking is not optional. *The Village Voice*, 29 March 2017


Mary Beard, *The Fires of Vesuvius* and other work (Cambridge 2008), *The Nation* (“A city unbottled”), 9 November 2009


Maria Wyke (ed.), *Julius Caesar in Western Culture* (Blackwell 2006): *TLS* 29 June 2007


Heinz Hofmann, ed., *Latin Fiction* (New York 1999): *BMCR* 00.05.m
Vasily Rudich, *Dissidence and Literature in Imperial Rome* (London 1997): *BMCR* 98.3.u

**WORK IN PROGRESS**

*Oxford Handbook to Ancient Literary Theory and Criticism*, co-edited with Nancy Worman (under contract, Oxford)

*Remembering Rome: Hannah Arendt and the Inspiration of Ancient Political Thought* (under contract, Bloomsbury)
A new form of citizenship: imperial fantasies of 'classical Athens'." *Literature and Cultural Identity in the Late Hellenistic and Imperial Periods*, ed. Nicolas Wiater and Jason Konig (in progress, Cambridge)


**RECENT AND UPCOMING INVITED LECTURES**

(Full list of lectures and conference presentations since 1994 available on request)

The singularity of Roman literature. Conference Keynote, Classical Association of the Pacific Northwest, 2018  
Thinking like a Roman: how to renew America's polarized landscape. Getty Villa, 2018  
Who speaks for the people? Miami University, 2018  
Why Hannah Arendt reads the Romans. University of Washington, 2017  
Why autocracy appeals: lessons from Lucan. University of New Hampshire and CUNY Greek and Latin Institute, 2017  
The promise of the classical canon: Hannah Arendt and the Romans. George B. Walsh Memorial Lecture, University of Chicago, 2016  

**Violence, humor, and autocratic rule. Pennsylvania State University, 2016**  
The life of Roman republicanism. Hannah Arendt Center, Bard College, 2015  
Fantasy states: a new approach to "identity" in Roman thought. University of Wisconsin at Madison, 2014  
The ethics of reading classical texts. University of Pennsylvania, 2014  
Beyond 'identity': Roman imaginings of Greece, Rutgers University, 2014  
The indispensability of canonical thinking. University of California at Berkeley, 2014  
Feeling history: plot, pathos, and political sensibility. Aristotle University, Thessaloniki, 2013  
The revival of Roman political thought in the twentieth century. Howard University (sponsored by the National Endowment for the Humanities), 2013  
The modern life of Roman republicanism. J.P. Sullivan Memorial Lecture, UC Santa Barbara, 2013  
The republican revival in political theory. La Sapienza, University of Rome, 2013  
Telephonic politics: the case of the Roman republic. Annual Classics Lecture, University of South Carolina, 2012  
The poetics of non-sovereign freedom in Horatian satire, University of Toronto and McMaster University, 2011 (also delivered at the Boston Area Roman Studies Colloquium, 20ou)

**Roman satire as a liberal art Brown University, 20n**

Must we mean what we say (when we talk about politics)? The uses of hyperbole in political speech. Haverford College, 2010
Rhetoric thinks the political. UC Irvine, 2010
Cicero at the Tea Party: conflict in republican politics, then and now. The Eitner Memorial Lecture, Stanford, 2010
Living in the end times: fantasy and realism in Cicero's *pro Marcello*. University of Minnesota, 2010
Classical rhetoric and contemporary politics: defending the debates. Presidential Debate Lecture series, University of Mississippi, 2008
Rome as the Founders saw it: the challenge of republican politics. University of Richmond, 2008

RECENT AND UPCOMING CONFERENCE TALKS AND SEMINARS
Migrancy, alterity, ideology. Three lectures for the Advanced Seminar in the Humanities, Venice International University, 2018
Against purity: classical strategies for collective thought and action now. Program Committee Special Panel, Society for Classical Studies Annual Meeting, 2018
Discussion with Dan-El Padilla Peralta on *Liquid Antiquity*. Princeton Center in Athens, 2017
Connected Classics: research and teaching in the public interest. The Future of Classics, Smith College, 2017
Roman cultural memory in Cicero and Arendt. Roman Memory, UCL, 2016
Canons, ideology, violence. Three lectures for the Advanced Seminar in the Humanities, Venice International University, 2015
How to read like a Roman rhetorician. The Value of Literature, SCS Presidential Panel, New Orleans, 2015
Humanities and the public good. Panel on The Future of Learning in the Humanities, SUNY Purchase College, 2015
Arendtian questions for Addison's *Cato*. APA, Organized Panel on Bonnie Honig's *Antigone, Interrupted*, 2014
The moral teachings of declamation: an ethico-literary approach. Keynote, Roman Declamation, University of Sao Paulo and the University of Rio de Janeiro, 2013
Terms for the critical lexicon I, II, III: identity, ideology, voice. Three lectures for the Advanced Seminar in the Humanities, Venice International University, 2013
Past sovereignty: Roman freedom in modernity. Roman Error, University of Michigan, 2013
The making of classical Athens in Hellenistic Roman thought. Rethinking Late Hellenistic Greek Literature, St. Andrew's University and the University of Sao Paulo at Campinhas, 2013
The obscene in the sacred: the emperor's body. Ancient Communication, Netherlands Institute for Advanced Study, 2012
Self and judgment in political thought: the satirist's take. Colloquium on Classics in Contemporary Perspective, University of South Carolina, 2012

Three papers on ideology and praise (Althusser, Pliny, Cicero). Advanced Seminar in the Humanities, Venice International University, 2011

Exploring the republican sensorium. Classics Triennial, Cambridge University, 2011


Cicero's concordia ordinum: a Machiavellian reappraisal. APSA, 2010

Praise and the political imagination in Cicero's pro Marcello. Dicere Laudes: Fondazione Canussio, Friuli, 2010

Sulpicia sketched. Barnard College, 2009

Toward global studies: general education at NYU. Teaching the Ancient World, NYU-Abu Dhabi, 2009

Contested representations: Cicero on the republic. APSA, 2009

Fear, freedom, and the right to lie. On Security, NYU Poetics and Theory Colloquium, 2009

Cicero and the other scene: integrity and instability in De Republica. Possibility and Paradox: On Rhetoric and Political Theory, Northwestern University, 2009


Rhetorical experiments with subversion: the younger Pliny's Panegyricus. Ordine e sovversione nel mondo greco e romano, Fondazione Canussio, Friuli, 2008

Conceptualizing citizenship in Cicero's rhetorica. Seminar on Political Thought and Rhetoric, Northwestern University, 2008

Juno unbound: women and the foundation of Rome. Feminism and Classics, Ann Arbor, 2008


The grammar of action: Classics and political discourse. APA Presidential Panel, Chicago, 2008

SERVICE

Field

Advisory Board, Society for Early Modern Classical Reception 2015-present

Board of Directors, Society for Classical Studies (previously the American Philological Association) 2013-17

APA Committee on the Status of Women and Minority Groups; chair, 2011 2009-2012

APA Nominating Committee, co-chair, 2010-2012

Women's Classical Caucus Steering Committee (elected; co-chair, 2006-2007) 2004-2007

CUNY

CUNY Strategic Framework Committee on Knowledge Creation, co-chair 2017-present

New York University

Director of the College Core Curriculum, College of Arts and Science 2009-2012

Director of Honors, College of Arts and Science 2007-2009

Director of Undergraduate Studies, Classics 2006-2009
Selected Committees: Advisory Board, NYU Center for the Humanities (2012-16), FAS Nominating Committee (2009-n), Undergraduate Curriculum Committee (2005-08; chair, 2007-08), Morse Academic Plan Review Committee (2007-08)

RECENT AND ONGOING RESEARCH GROUPS, CONFERENCES, AND PANELS

Organized or co-organized:
Panel for Society for Early Modern Classical Reception, SCS Annual Meeting, 2012
The wisdom of the humanities. Co-organized with the Humanities Initiative, NYU, 2012
Authors meet critics: race and reception. Panel sponsored by the Committee on the Status of Women and Minority Groups, APA Annual Meeting, 2014
Morse Academic Plan Colloquium, NYU, 2011-12
Working Group, Civic Education and Liberal Education, Teagle Foundation "Fresh Thinking" initiative, 2008-12
Discourses of republicanism, NYU, co-organized with Michele Lowrie, 2008
Rome, community, and state violence, then and now, University of Konstanz, co-organized with Michele Lowrie and Albrecht Koschorke, 2008

DOCTORAL ADVISING

Outside NYU: Carolyn MacDonald (Stanford), Dan Hanchey (University of Texas at Austin); Caleb Dance, Spencer Cole, Laura Samponaro (all at Columbia); Amy Jervis, Cashman Prince, Meredith Monaghan, David Smith (all at Stanford)

OTHER DUTIES

Graduate Education
Going on the market: an affable guide. Published on SCS website in 1999, updated annually
Convener, Presidential Working Group on Graduate Education, Society for Classical Studies, 2015-17

Field
Member, Advisory Council for the Department of Classics, Princeton University, 2015-2018
External reviewer, Department of Classics, University of Southern California, 2016
External reviewer, Department of Classics, Pomona College, 2015
Chair, Women's Classical Caucus Awards Committee, 2005-2007
Judge, John J. Winkler Prize Committee, 2005-2007

Boards
Member, Board of Trustees, Middlesex School, Concord, Massachusetts, 2007-present
Editorial/Advisory Boards, past and present: IB Tauris Press (Classics and Ancient History line), *Journal of the History of Ideas, Maia, Classical Receptions Journal, Antichistica, Classici Contra*

Outreach

Invited lectures, Bard High School Early College, 2013 and 2m5
Invited lecture, Global Supplementary Grants Program, Open Society Foundation, 2014
Invited inaugural contributor, APA/SCS Blog, 2m3-2m5
Mudge Family Fund Lecture, Middlesex School, Massachusetts, 2009
Commentator on the state of the liberal arts, WCKR (Columbia University radio), 2009

Podcast for "Democracy in America," *The Economist, 2008*

Faculty Visitor, Episcopal Academy, Pennsylvania, 2006
Speaker, "An Evening with Catullus," Illy Galleria, New York, 2005
Commentator, "Roman Vice," aired on History Channel, 2005

Other

Performer for artist Asad Raza and poet Jeff Dolven, Whitney Museum, 2017
Player/interpreter for artist Tino Sehgal, "This Situation," Marian Goodman, New York, 2007-08, and "This Progress," Guggenheim Museum, New York, 2010
BROOKLYN COLLEGE

Appointment of Alan Gilbert as Senior Vice President of Finance & Administration

WHEREAS, Alan Gilbert is well qualified to serve as Senior Vice President of Finance & Administration, having served Brooklyn College for the past 18 years, including in an interim Vice President appointment; and

WHEREAS, In his current capacity, Alan Gilbert oversees the administration of Brooklyn College's annual budget, accounting, financial reporting, bursar, purchasing, accounts payable, internal audit, property management, and institutional planning functions; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Alan Gilbert as Senior Vice President of Finance & Administration at Brooklyn College, effective February 27, 2018.

EXPLANATION: Alan Gilbert has been with The City University of New York since 1984. He began his career at Baruch College as a graduate research assistant from 1984-1986, followed by an appointment as Assistant Coordinator of Financial Aid Processing at the University Application Processing Center from 1986-1992. His previous positions also include Assistant Director of Financial Aid Processing (1992-1994), Director of Administrative Services (1994-1998) and Director of Fiscal Services (1998-2000).

Mr. Gilbert holds baccalaureate and Master's degrees in Business Administration from Baruch College.

Mr. Gilbert has a deep and broad knowledge of Brooklyn College, in particular the finance and administration portfolio. In addition, he has outstanding relationships with CUNY's colleges and Central Office. The President strongly recommends his appointment.
EMPLEYMENT

BROOKLYN COLLEGE

Associate Vice President for Budget and Planning and Chief Financial Officer May 2013 - Present
Assistant Vice President for Finance, Budget, and Planning/Comptroller November 2004 - April 2013
Assistant Vice President for Budget and Planning September 2000 - November 2004

Direct staff of over 120 in the administration of the budget, accounting, business analytics and reporting, institutional research, bursar, financial aid, purchasing, accounts payable, compliance and internal audit, property management, and campus support services functions. Collaborate with academic and administrative personnel.

Oversee the administration of annual budgets in excess of $170 million that span several funding sources. Implement processes to monitor each funding source at an institutional level and to provide detailed budget reports to budget administrators at all levels. Develop and maintain detailed position control functionality for full time employees that provide quality control for human resources and payroll functions, and support reconciliations and projections. Facilitate campus-wide trainings on financial operations.

Provide financial oversight and support to the Brooklyn College Foundation as its Chief Operating Officer. Work collaboratively with the Vice President for Institutional Advancement/Executive Director of the Brooklyn College Foundation and Board Members to achieve fiscal accountability, unitized investment accounting, and successful audits.

Serve as Finance functional lead for Brooklyn College as part of CUNY-wide PeopleSoft implementation (CUNYfirst). Successfully implemented Payroll Interface as the senior college pilot college. Selected to participate on Red Team and Shared Services RFP Selection Committee as part of the University's Administrative Excellence Transformation Initiative.

Developed and implemented operational plans to improve the collection rate for tuition and fees to almost 99% from rates in the low 90% range while simultaneously enhancing customer service. Restructured the Bursar and Financial Aid Offices to enhance effectiveness and accountability. Received two CUNY Productivity Awards (one before and one after CUNYfirst) for this initiative.

Created the Fiscal and Business Services Center (FBSC), a one-stop shared services office that processes documents from all funding sources. The FBSC reduced turnaround time on most transactions from one week to 24-48 hours while providing better utilization of staff so highly trained individuals were relieved from performing basic transactions. Received CUNY Productivity Award for this initiative.

Reorganized the Office of Institutional Research and Analysis to provide increased service and concise reports. Established processes to review and validate the quality of data inputs and to automate standard reports insuring information is accurate and available. Present information to the college community to enhance decision making for institutional priorities. Serve on committees to support Middle States accreditation and institutional effectiveness.

Acting Vice President for Finance and Administration February 2012 - September 2012

Led a team of over 450 in the areas of budget and planning, facilities, technology, human resources, campus safety, and campus support services. Facilitated a strategic and operational planning process that encouraged participatory discussion of college-wide, divisional, and unit-level goals. Developed a series of initiatives that were employee-focused to improve how the institution manages employee information and relations. Reorganized the campus support services operations to include external rentals, auxiliary services, sustainability, and other ancillary functions.
Managed the facilities team in the absence of an Assistant Vice President for Facilities Planning and Operations to ensure focus on capital projects, campus-managed projects, and daily maintenance and operations. Oversaw process reviews and planning sessions related to providing professional services.

THE CITY UNIVERSITY OF NEW YORK (CUNY)
Director of Fiscal Services
December 1998 - August 2000

Managed staff of 25 employees in the administration of business functions for the Central Office. Administered multiple budgets with a value in excess of $50 million. Developed and generated financial reports used to monitor expenditures. Established internal controls to insure compliance with appropriate business practices. Introduced a service-oriented philosophy to improve responsiveness to all users of departmental services. Trained staff on operational procedures and business practices.

Devised new systems and processes to procure and account for all centralized services, including central supplies, the copy center, mail room, telecommunications, and motor vehicle operations. Created models to improve ordering practices and the maintenance of acceptable inventory levels. Allocated costs appropriately and prepared reports to analyze the utilization of resources.

Served as liaison for the Interim Deputy Chancellor with the Chancellory and department heads on all tax levy budget issues. Conducted meetings to discuss current and projected personnel and OTPS expenditures.

Implemented tracking procedures to account for all purchase requisitions resulting in increased accountability and efficiency. Managed development of comprehensive database. Monitored accounts payable transactions enabling easier reconciliation of budgets and reduced occurrences of duplicate payments.

Coordinated time and leave operation. Oversaw five year audit of time and leave records to generate baseline information. Created database used to record data and generate employee and management reports. Designed new timesheet to simplify employee reporting. Initiated proactive notification practices for employees and managers.

Supervised property management function. Reorganized procedures, in accordance with University guidelines, to insure all fixed assets were accounted for appropriately. Substantially reduced the volume of unlocated property.

Continued to provide fiscal services to the University Application Processing Center.

UNIVERSITY APPLICATION PROCESSING CENTER
Director of Administrative Services
March 1998 - December 1998

Managed staff of 11 employees in the administration of all organizational accounting, facilities, and office service functions. Oversaw a $14 million budget comprised of multiple accounts and projects. Coordinated all budgeting, financial reporting, cash management, auditing, payroll, accounts payable, and purchasing activities. Developed internal controls and procedures that increased accountability and produced cost savings. Supervised facilities, including the mail room, stock room, shipping and receiving, inventory control, reprographics, renovations, and telephone systems.
Responsible for operational functions on several University initiatives, including COPE (a collaborative contract between CUNY and the city's Human Resources Administration), the CUNY Skills Assessment Testing process, and the CUNY Citizenship project. Coordinated various special projects, including data analysis and report preparation on admission standards and academic progress, preparation of materials for training sessions, and training of administrative staff in software applications.

**Assistant Director of Financial Aid Processing**
*October 1992 - March 1994*

**Assistant Coordinator of Financial Aid Processing**
*October 1986 - October 1992*

Supervised a staff of 15 employees responsible for the annual processing of more than 100,000 applications. Redesigned operation to streamline process, resulting in substantial staffing reductions and improved service to students. Implemented quality control procedures that detected problems at critical processing stages. Developed a comprehensive procedural manual documenting clerical procedures and system functionality related to these procedures. Prepared training materials and conducted sessions on operational topics and application software.

**BERNARD M. BARUCH COLLEGE**
*Graduate Research Assistant*  
*September 1984 - June 1986*

**THE DREYFUS CORPORATION**
*Junior Accountant*  
*September 1983 - June 1984*

Prepared daily cash forecasts and investment schedules for upper management. Recorded and maintained all cash and investment transactions. Analyzed general ledger accounts, including accounts receivable, and travel and entertainment. Generated financial statements for various subsidiaries. Organized schedules and other appropriate backup necessary for year-end audit. Worked on various special projects, including management fee projections and 1099 analysis.

**EDUCATION**

**The Bernard M. Baruch College of the City University of New York**

*Degree:* Master of Business Administration - June 1986  
*Major:* Finance  
*Overall Index:* 3.95

*Degree:* Bachelor of Business Administration-June 1983  
*Major:* Accounting  
*Overall Index:* 3.95
ANNUAL STATEMENT OF COMPUTER MONITORING

Pursuant to Section 13 of the CUNY Computer Use Policy, the Office of General Counsel shall issue an annual statement of the instances of account monitoring or inspection without notice that fall within categories (d) through (g) of Section 13 of the Policy. The statement shall indicate the number of such instances and the cause and result of each. No personally identifiable data shall be included in this statement.

Description of Categories:

(d) - when it is reasonably necessary to protect CUNY from liability, or when failure to act might result in significant bodily harm, significant property loss or damage, or loss of significant evidence, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;

(e) - when there is a reasonable basis to believe that CUNY policy or federal, state or local law has been or is being violated, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;

(f) - when an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns, as determined by the college president or a vice president designated by the president and the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee, the Office of General Counsel, and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable; or

(g) - as otherwise required by law.
<table>
<thead>
<tr>
<th>Cause</th>
<th>Year</th>
<th>Faculty Member</th>
<th>Category</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigation into allegations that senior stationary engineer stole time by having a second position at another University that overlapped with his job at CUNY.</td>
<td>2016</td>
<td>No</td>
<td>(d), (e)</td>
<td>Investigation complete. College was unable to substantiate charges. Matter was referred to the IG who subsequently closed the matter.</td>
</tr>
<tr>
<td>Investigation into allegation that CUNY Central employee, an Admissions Manager at the CUNY Welcome Center, viewed pornography during work hours</td>
<td>2016</td>
<td>No</td>
<td>(d), (e)</td>
<td>Investigation complete. Certain sites viewed by Employee were reviewed. Disciplinary charges were brought. Employee agreed to resign and agreed not to seek or accept future employment in any capacity at CUNY.</td>
</tr>
<tr>
<td>SPS student alleged to have used financial aid funds to pay other individuals to take online courses for her</td>
<td>2017</td>
<td>No</td>
<td>(d), (e)</td>
<td>Investigation complete. SPS blackboard account reviewed. IG referred case back to CUNY for investigation. CUNY advised IG that there was not enough evidence to support allegations of misconduct.</td>
</tr>
<tr>
<td>IG Investigation into use of grant including review of administrators one of whom is also a faculty member.</td>
<td>2017</td>
<td>Yes</td>
<td>(d), (e)</td>
<td>Referred to IG, and IG is continuing to investigate.</td>
</tr>
</tbody>
</table>

Total for Academic Year 2016-2017: 4
# 11-B. INFORMATION ITEMS

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

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Baruch</td>
<td>Tolga Aydinliyim</td>
<td>Management</td>
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<tr>
<td>B. Baruch</td>
<td>Jonathan Gilmore</td>
<td>Philosophy</td>
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<tr>
<td>C. Baruch</td>
<td>Andrew Sloan</td>
<td>History</td>
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<tr>
<td>D. Baruch</td>
<td>Rebecca Spokony</td>
<td>Natural Sciences</td>
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<tr>
<td>E. Baruch</td>
<td>Steve Young</td>
<td>Psychology</td>
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<tr>
<td>F. Hunter</td>
<td>Adam Braunschweig</td>
<td>Chemistry</td>
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<td>G. Hunter</td>
<td>Leo Coleman</td>
<td>Anthropology</td>
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<td>H. Hunter</td>
<td>Jessica Hardie</td>
<td>Sociology</td>
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<td>I. Hunter</td>
<td>Irvna Vushko</td>
<td>History</td>
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<td>J. John Jay</td>
<td>Michael Brownstein</td>
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<td>K. John Jay</td>
<td>Erin Thompson</td>
<td>Art &amp; Music</td>
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<tr>
<td>L. LaGuardia</td>
<td>Linda Chandler</td>
<td>English</td>
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<tr>
<td>M. Queens</td>
<td>Limarys Caraballo</td>
<td>Secondary Education &amp; Youth Services</td>
</tr>
<tr>
<td>N. Queens</td>
<td>Kevin Ferguson</td>
<td>English</td>
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<tr>
<td>G. Queens</td>
<td>Deirdre Cooper Owens</td>
<td>History</td>
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<tr>
<td>P. Queens</td>
<td>Francisco Penaranda</td>
<td>Economics</td>
</tr>
<tr>
<td>Q. School of Public Health</td>
<td>Sandra Echeverria</td>
<td>Community Health &amp; Social Sciences</td>
</tr>
<tr>
<td>R. School of Public Health</td>
<td>Ashish Joshi</td>
<td>Epidemiology and Biostatistics</td>
</tr>
<tr>
<td>S. School of Public Health</td>
<td>Levi Waldron</td>
<td>Epidemiology and Biostatistics</td>
</tr>
</tbody>
</table>