

DEPARTMENT OF ECONOMICS HUNTER COLLEGE BYLAWS

(Revised and Approved by the Department April 22, 2015)

ARTICLE I - ORGANIZATION

A. PREAMBLE

1. The Department is comprised of two programs, Economics and Accounting, each offering distinct undergraduate and graduate programs, and each with its own faculty.

B. VOTING MEMBERSHIP

1. For educational policy and routine business, voting members of the Department shall be all persons holding (a) Faculty Rank (i.e. holding full-time the title of Assistant Professor, Associate Professor, Professor or Distinguished Professor) or (b) Faculty Status (i.e., holding full-time the title of Instructor, Lecturer, Distinguished Lecturer, or lecturers with a CCE title).

C. OFFICERS - The officers of the Department shall be

1. A Chair who shall be elected for a three-year term in accordance with the procedures defined in the *Bylaws of the CUNY Board of Trustees* and with powers given in the BoT Bylaws, Article IX, Section 9.3. The Chair will serve no more than three consecutive terms.

D. COLLEGE GOVERNANCE REPRESENTATIVES

1. Hunter College Senate

a) Representatives specified in the *Charter for a Governance of Hunter College* in the ranks of Professor, Associate Professor, Assistant Professor, and Instructor on full-time appointments, will be filled by nominations from and elections by department members with faculty rank. Elections shall be by majority vote of those present at the meeting. The regular term of office will be two years.

b) Representatives specified in the *Charter for a Governance of Hunter College* in the ranks of Lecturer (full-time), Lecturer (part-time), and Adjunct faculty, shall nominate and elect one representative from among their number. The regular term of office will be two years.

2. Faculty Delegate Assembly

a) Representatives specified in the FDA bylaws shall come from members of the department with faculty rank. Elections shall be by majority vote of those present at the meeting. The regular term of office will be two years.

3. Divisional Curriculum Committee

a) The Chair of one of the Curriculum Committees (see Article III, Sections D.1. and 2) shall serve as the department representative to the Divisional Committee on Curriculum.

ARTICLE II - DEPARTMENT MEETINGS

A. CALLING DEPARTMENT MEETINGS

1. There shall be at least one department meeting per semester. Additional meetings may be called at the discretion of the Chair or if requested by a minimum of four voting members of the Department.
2. Written notice of departmental meetings shall be sent to all voting members of the Department no less than seven working days in advance of the meeting date. An agenda of the meeting shall accompany such notification. Notification may occur through e-mail.

B. ATTENDANCE AND VOTING AT DEPARTMENT MEETINGS

1. Meetings shall be open to voting members of the department. (See Article I., Section B) The Chair may choose to open some or all of a meeting to others as appropriate.
2. Proxy voting shall not be permitted. Subject to the approval of a majority of those present at a department meeting, questions (other than the election of the Chair and P&B members) may be referred to an e-mail vote.

C. RULES OF ORDER FOR DEPARTMENT MEETINGS

1. A quorum for Department meetings shall consist of a simple majority of the voting members of the Department.
2. The Chair shall preside at department meetings. In the absence of the Chair (but not due to vacancy or removal), the Chair may choose to appoint a presiding officer from the voting members of the Department.
3. Except where it conflicts with these bylaws, the latest edition of Roberts Rules of Order shall be followed at department meetings.

ARTICLE III --COMMITTEES

A. PERSONNEL AND BUDGET COMMITTEE

This Committee shall be governed by the provisions of the BoT Bylaws (Article IX, Section 9.1). In accordance with those provisions, the following rules shall apply:

1. Membership: The committee shall consist of the Department Chair and four other members who must have Faculty Rank. At minimum, four of the five faculty members serving must also be tenured. In addition to the Department Chair, two members of the committee will come from Economics and two from Accounting, via the election procedures outlined in Article IV. Members will serve no more than three consecutive terms.
2. Responsibilities: The responsibilities of the Personnel and Budget Committee include reviewing and recommending the appointment, reappointment, reappointment with tenure and promotion of academic personnel.
3. Meetings: The Committee shall meet as often as necessary to conduct its business and at least once each year. Decisions regarding appointment, reappointment, reappointment with tenure and promotion of academic personnel shall require a majority vote of all

members of the committee and shall be by secret ballot. The result of the balloting shall be duly recorded in the committee's minutes. The recommendations of the committee shall be submitted by the Chair to the president and appropriate college committee on personnel and budget in accordance with procedures set forth in the BoT.

4. Advisement: The Committee shall consider recommendations by the Faculty Advisory Committee regarding cases of tenure and promotion.

B. DEPARTMENTAL POLICY COMMITTEE

This Committee is governed by the provisions of the BoT Bylaws. In accordance with those provisions, the following rules shall apply:

1. Membership: Membership of the Committee shall consist of two faculty members and two students, with one student and one faculty each from Economics and Accounting. The faculty members may serve for up to three years. Students shall be appointed for one year terms by the Department Chair. Faculty members shall be elected via the procedures set forth in Article IV, B.
2. Responsibilities:
 - a. The committee shall be responsible for review of adequacy of departmental governance and supervision of elections and for initiation of recommendations for change if deemed necessary, as mandated by Article XI, Section 2 of the Hunter Charter.
 - b. The committee shall also be responsible for observation and review of educational policies as needed when such matters do not fall within the purview of other committees or governing bodies.
3. Meetings: At least one meeting shall be held per semester and all meetings shall be scheduled in such fashion that no member shall be constrained by regular duties to miss more than half of these meetings.
4. Decisions: All committee decisions shall be made by a majority of those present and voting at a meeting. Decisions shall be considered recommendations to the full department, which retains final authority over all policy matters other than those vested in the chair by the Bylaws of the CUNY Board of Trustees.

C. DEPARTMENTAL COMMITTEE ON THE EVALUATION OF TEACHING

This committee is governed by Article XI, Section 3C of the *Charter for a Governance of Hunter College*.

1. Membership: The committee shall be comprised of one member of the faculty and an alternate who shall be appointed by the Chair and two students elected by the undergraduate majors from their ranks, normally one from economics and one from accounting.
2. Responsibilities: This committee considers college- and university-wide policies and procedures relating to the evaluation of teaching. This committee shall be responsible for preparing, if desired, a departmental questionnaire in consonance with guidance from the Senate Committee on the Evaluation of Teaching. It shall also report the results of such evaluations to the Department.
3. Meetings shall occur as necessary as determined by the Departmental Policy Committee.

D. OPTIONAL AND AD HOC DEPARTMENTAL COMMITTEES

The department may establish ad hoc committees as it deems necessary. The Chair shall have the discretion to appoint the members of these committees or to make membership subject to a departmental vote. Below are guidelines for regularly occurring ad hoc committees:

1. Undergraduate Curriculum Committees; one for Economics, one for Accounting. These committees are responsible for recommending new courses, changes to existing courses, and for determination of requirements which must be met for majors, minors and certificate programs. Members are appointed by the chair in consultation with the committee chair. Meetings shall occur as necessary during the year.
2. Graduate Curriculum Committees; one for Economics, one for Accounting. These committees are responsible for recommending new courses, changes to existing courses, and for determination of requirements which must be met for graduate programs. Members are appointed by the chair in consultation with the committee chair. Meetings shall occur as necessary during the year.
3. Faculty Advisory Committee: The faculty advisory committee is the mechanism through which faculty can make recommendations to the P&B and the Chair in matters of appointment, reappointment, promotion and tenure. For advising the P&B on new faculty appointments, membership shall consist of all voting members of the department. For advising the P&B on tenure decisions, membership shall consist of all full-time tenured members of the department. For advising the P&B on promotion decisions, membership shall consist of all full-time tenured faculty at or above the rank to which promotion is under consideration. Personnel and administrative files remain confidential to the P&B. Any votes of the Faculty Advisory Committee are considered recommendations, and the P & B retains full decision-making authority in accordance with BoT Bylaws.
4. Search Committee: The Chair may appoint up to seven full-time faculty members to serve as a search committee. These members may or may not be members of the P & B committee. The search committee establishes procedures for screening and interviewing candidates and makes recommendations to the Faculty Advisory Committee, P&B and Chair regarding finalists for faculty positions.

E. RULES OF ORDER FOR DEPARTMENTAL COMMITTEES

1. Unless otherwise specified at the time the committee is created, a majority of the entire committee shall constitute a quorum. Except with respect to the Personnel and Budget Committee, the act of the majority of committee members present at a meeting at which a quorum is present shall constitute the act of the committee.
2. Each Committee may adopt other rules for its own governance not inconsistent with these bylaws, the Charter and the BoT.

ARTICLE IV – TRIENNIAL ELECTIONS FOR CHAIR AND PERSONNEL AND BUDGET COMMITTEE

Elections for Department Chair and Personnel and Budget Committee are governed by the BoT (Section IX.1). In accordance with those provisions, the following rules shall apply:

- A. Electorate: All persons holding full-time Faculty Rank in the department (Assistant Professors, Associate Professors, Professors, Distinguished Professors) and Lecturers holding a CCE may vote.
- B. Electoral Procedures:
1. Elections for members of the Personnel and Budget Committee and Chair shall be held at the same meeting in the first full week of May of the year in which the current Chair's term of office expires.
 2. Nomination procedures: The Chair shall call for nominations. Any voting member may make a nomination.
 3. A candidate need not be present at the meeting at which the vote takes place, but the candidate must acknowledge his or her willingness to serve.
 4. Election of candidates must be by secret ballot. A designated recording secretary will count votes. Unless otherwise allowed by CUNY, faculty must be present in person during the Department Meeting in order to vote. Proxy, electronic, or mail voting is prohibited. Candidates must be elected by a majority of those eligible to vote. If a majority is not reached, then voting will be repeated until one candidate obtains a majority of votes. In order to continue to the next round of voting, a candidate must receive at least two votes in the previous round. Elections for the P&B positions for the Economics and Accounting faculty will be held separately, with Economics held first. If there is a tie for the second member of the Personnel and Budget Committee from either Economics or Accounting, then voting will be repeated until one person has a majority of votes.
 5. Term: The term of office for both Chair and Personnel and Budget Committee members shall be three years.
 6. Eligibility to Serve: Candidates for Chair must be tenured or approved for tenure at the time of election. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured.
 7. Alternates: Alternate members of the Personnel and Budget Committee shall also be elected, one each from Economics and Accounting. An alternate serves when a regular member is on leave from the committee for a period of a semester or longer, or when in the determination of recommendations for reappointment, promotion or tenure the disqualification of regular members would reduce the membership to three or fewer.
 8. Vacancy or Removal of Chair: In the event that the Chair is on leave or otherwise unable to serve for any portion of the three-year term for a period of a semester or longer, the Department shall hold a special election to elect an Acting Chair for such period. The election procedures and eligibility requirements shall be the same as for Chair. The Chair may be removed as provided in BoT IX.1.c.

ARTICLE V – AMENDMENTS AND RELATION TO GOVERNING DOCUMENTS

- A. These Bylaws may be amended by majority votes of all the voting members of the department.

- B. Two-weeks' notice of any proposed change of the bylaws must be given to all voting members of the department, together with written notification of the substance of the proposed change.
- C. Amendments passed by the department shall become effective when and only when they have been approved by the Hunter College Senate.
- D. The BoT and the Charter shall supersede these Bylaws where inconsistencies exist. To the extent a relevant BoT Bylaw or Charter provision is amended or waived, the corresponding section of the Departmental Bylaws shall be deemed to have been amended or waived.