

By-laws

DEPARTMENT OF URBAN POLICY AND PLANNING

HUNTER COLLEGE

ARTICLE I – ORGANIZATION

1. MEMBERSHIP: For departmental elections (for Department Chair, Personnel and Budget committee, and college governance representatives) and routine department business, the voting members of the department shall be all persons holding “Faculty Rank” (i.e., holding full-time title of Assistant Professor, Associate Professor, Professor, or Distinguished Professor). As stated in the CUNY By-laws, all persons having faculty rank shall retain their voting rights provided that they have not received notice of non-reappointment, or submitted a resignation, or are not on Travia leave.

2. OFFICERS - The officers of the Department shall consist of:

A. A Chair who shall be elected by the Department in accordance with the procedures defined in the *By-Laws of the CUNY Board of Trustees*; see Article II below. The Chair will appoint a departmental staff person to record and distribute the minutes of department meetings. Department meeting minutes shall be amended if necessary and approved by the faculty present at the next department meeting.

3. PROGRAM DIRECTORS: There are three program directors, appointed by the department Chair from the department’s full-time faculty holding faculty rank. Working closely with the department Chair, the program directors manage the day-to-day matters of their respective programs relating to curriculum, course schedules, adjunct appointments, assessment, admissions and accreditation. The three program directors are:

- A. Director of the undergraduate Urban Studies major.
- B. Director of the graduate program in Urban Policy and Leadership.
- C. Director of the graduate program in Urban Planning.

4. COLLEGE GOVERNANCE REPRESENTATIVES – The Representatives of the Department (including alternates) for purposes of College Governance shall consist of:

A. Faculty and student members nominated to the Hunter College Senate and

elected by their respective constituencies in the manner and at the times defined by Articles III and IV of the *Charter for the Governance of Hunter College*.

B. Faculty member representatives will be elected by the voting members of the Department, and student representatives will be elected by department majors. If the students fail to elect a member, a student departmental major may be appointed by the department chair to serve on the School/Divisional Curriculum Committee as defined in the *Charter for a Governance of Hunter College*. Article VIII, Section 3.D.

5. DEPARTMENT MEETINGS AND RULES OF ORDER

A. There shall be at least one department meeting per semester.

B. Additional meetings may be called at the discretion of the Chair. The Chair must call a meeting of the department within ten (10) working days at the request of twenty (20) percent of the voting members of the Department.

C. Written notice of departmental meetings shall be sent to all voting members of the Department by the Chair or Chair's assistant no less than five (5) working days in advance of the meeting date. An agenda of the meeting shall accompany such notification.

D. Meetings shall be open to voting members of the department only, but the Chair may choose to open some or all of a meeting to others as appropriate, subject to department consent.

E. The presiding officer at all meetings of the Department shall be the Chair. In the absence of the Chair, a presiding officer shall be elected by the voting members of the Department.

F. A quorum shall consist of the majority of the voting members of the department unless otherwise noted in the By-laws.

G. Except where it conflicts with these By-Laws, the last edition of *Roberts Rules of Order* shall be followed at all meetings.

6. COMMITTEES - The Department shall establish the following committees:

A. DEPARTMENT PERSONNEL AND BUDGET COMMITTEE.

- 1. Membership:** The committee, in accordance with CUNY By-laws, shall consist of the Department Chair and four other members who must have faculty rank. At a minimum, four of the five faculty members serving must also be tenured. There must

also be a first alternate member and a second alternate member. An alternate member serves when a regular member is unable to serve, or when in the determination of recommendations for reappointment, promotion, or tenure the disqualification of regular members would reduce the membership of the P & B Committee to three or fewer.

2. **Responsibilities:** The responsibilities of the committee, in accordance with CUNY By-laws, include reviewing and recommending the appointment, reappointment, reappointment with tenure, and promotion of academic personnel. This committee may also initiate and shall review recommendations for changes in departmental policy. It reviews the adequacy of the departmental governance, initiating proposals for amendments to the by-laws as required, and is responsible for the recommendation of election procedures not mandated by higher authority.
3. **Election:** See Article II, Elections, below.
4. **Meetings:** The Committee shall meet as often as necessary to conduct its business and at least once each semester. 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 CUNY By-Laws.

B. DEPARTMENTAL COMMITTEE ON THE EVALUATION OF TEACHING.

1. Membership

Pursuant to Article XI, Section 3(c) of the Charter for the Governance of Hunter College, the committee shall be composed of two faculty members (one who will serve as chair of the committee), one undergraduate Urban Studies major, one graduate student in Urban Policy and Leadership, and one graduate student in Urban Planning – appointed by the department Chair.

2. Duties

This committee shall be responsible for review the results of the college's teacher evaluation system and reporting the results of its review to the department Chair, and carrying out all other functions envisaged by the Charter for the Governance of Hunter College.

C. SPECIAL DEPARTMENT COMMITTEES

1. Establishment

The Department may establish such additional committees as it deems necessary (e.g., search committee, curriculum committee, etc.). Subject to the limitations provided in B.2 below, the Chair shall have the authority to appoint the members of these additional committees.

2. Limitations

When the committees named in B.1 above are of a policymaking character, the provisions of the *Charter for the Governance of Hunter College* related to their composition and election shall apply.

D. RULES OF ORDER FOR DEPARTMENTAL COMMITTEES

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. Each committee may adopt other rules for its own governance not inconsistent with these by-laws, the Charter, and the CUNY By-Laws.

ARTICLE II –ELECTIONS

1. Triennial Election for Department Chair and P&B Committee

A. Timing: The Triennial Election for the Department Chair and the Departmental Personnel and Budget Committee shall occur in the department meeting held the first full week of May of the year in which the current Chair's term of office expires and every three years in the first full week of May thereafter. The election of Chair shall take place first, followed by the election of the Personnel and Budget Committee. Proxy or mail voting is prohibited. All nominations must occur at the election meeting itself. All nominations must be seconded to be placed on the ballot. Elections will be by secret ballot. Ballots will be counted by two voting members of the department who are not on the ballot.

B. Election for Chair:

1. All eligible voting members of the department (See Article I, Section 1, "Membership," above) may nominate or second a nomination for Department Chair. The votes of a majority of the faculty eligible to vote are required for the election of Chair. Candidates for Chair must be tenured or approved for tenure at the time of election, unless the College obtains a waiver from the CUNY Board of

Trustees.

2. 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 elections for Chair.

C. Election for P&B Committee:

1. All eligible voting members of the department may nominate or second one or more nominations for the Departmental Personnel and Budget Committee. A nominated candidate for the Department Personnel and Budget Committee need not be physically present to accept the nomination, but in order to stand for election he or she must have acknowledged his or her willingness to serve on or before the day of election. Each voter may vote for up to four candidates, but may vote only once for any candidate per election round. In accordance with the CUNY By-laws, the votes of a majority of the faculty eligible to vote are required for election to the Personnel and Budget Committee. Persons elected to this must finish among the top four candidates. If fewer than four persons are elected on the first ballot, runoff elections will be held for the remaining vacant positions. All members of the Personnel and Budget Committee must hold Faculty Rank and at least three of the four members elected under this paragraph must be tenured (or all four if the Chair is not tenured).
2. After the four positions are filled, separate elections for first alternate and second alternate will be held, following the same procedures. If the Chair and all four of the members of the Personnel and Budget Committee are tenured, one of the two alternates may be untenured. Otherwise both alternates must be tenured.

ARTICLE IV - AMENDMENTS

1. PROCEDURES

- A. All proposed amendments to these by-laws shall be submitted in written form to all voting members of the department at least five (5) working days in advance of the meeting at which the proposal is to be considered. Any voting member of the department has the right to submit proposed amendments to the by-laws.
- B. An amendment to these by-laws shall become effective upon the approval of a majority of the voting members of the department and by the Hunter College Senate.
- C. The *By-Laws of the CUNY Board of Trustees* and the *Charter for the*

Governance of Hunter College shall supersede any department by-Law which conflicts with any provision of these documents.