

**HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
WOMEN AND GENDER STUDIES BY-LAWS**

Preamble

The Department of Women and Gender Studies focuses on the critical examination of gender; class; race; dis/ability; sexuality; and nationality as intersecting dynamics of social and identity formation.

Our mission is to:

- Educate students about the principles, theories, and concrete applications of these critical analyses.
- Encourage students to examine the complex ways in which the social formations of sexuality, gender, race, class, national origin, dis/ability, and sexual orientation shape human experience and produce structures of power and inequality.
- Re-examine the historical record to make visible the experiences and contributions of disenfranchised groups in a vast range of historical and social locations.
- Connect academic work with social and political realities outside the university; enhance students' understanding of and resistance to structures of inequalities; and link research, teaching/learning, and activism.

Through its broad interdisciplinary research and curriculum, the Department of Women and Gender Studies promotes transformative practices in research, creative work, pedagogies, and local/global partnerships.

Our faculty is an interdisciplinary group of scholars whose research, teaching and advocacy work focuses on the relationships between these forces, drawing from women, gender, and feminist studies; ethnic and critical race studies; LGBT and queer studies; disabilities studies; as well as the study of nationalism and class.

Article I. Organization

A. Membership

1. Members of the Department shall include the following:

a. **Core Faculty Members:** Faculty Members who hold Faculty Rank (i.e. holding full-time the title of Assistant Professor, Associate Professor, Professor or Distinguished Professor) or Faculty Status (i.e. holding the full time title of Instructor, Lecturer, Distinguished Lecturer), and Lecturers with a Certificate of Continuous Employment (CCE). These may include

faculty members with a full time appointment in Women and Gender Studies and faculty members with a part time appointment in Women and Gender Studies.

b. **Affiliated Faculty members:** Faculty Members who hold Faculty Rank or Faculty Status whose lines and departmental homes are outside of Women and Gender Studies, but whose teaching, research and service are vital to the program. Affiliated Faculty membership shall be granted upon positive review of an application in which evidence of relevant teaching, research, and/or service is demonstrated. Each application will be reviewed by the Steering Committee and membership shall be granted upon the approval of a majority of the Voting Members of the Steering Committee.

c. **Adjunct Faculty Members**

d. **Students (majors and minors)**

2. Voting Members – for educational policy and routine business – of the Department shall be:

a. **Core Faculty.**

b. **Members of the Steering Committee (see Article III, Section B.2.a)**

As stated in the CUNY Board of Trustees Bylaws (hereafter BoT Bylaws), Article VIII, Sections 8.1 and 8.2, all persons having faculty rank or faculty status shall retain their voting rights provided that they have not received notice of non-reappointment, or submitted a resignation. A person with faculty rank or faculty status who is retiring shall retain her/his voting rights during her/his last year of active service, except while on Travia leave.

B. Officers

The officers of the Department shall be:

1. The Chair

In accordance with CUNY Board of Trustees Bylaws (Section 9.1.b.), the executive officer of the Department of Women and Gender Studies is the Chair. The Chair shall be elected for a term of three years (for election procedures see Article IV, Section A). The Department Chair must be tenured or have been approved by the Board of Trustees for tenure at the time of her/his election. The duties and powers of the Chair are those given in the BoT Bylaws, Article IX, Section 9.3.

2. The Secretary

The Secretary shall be appointed by the Chair of the Department for a one-year term. The Secretary shall have the responsibility of preparing the record of minutes of department meetings. If the Secretary is unable to attend a Department meeting, the Chair will appoint someone to serve as Secretary for that meeting.

C. College Governance Representatives

College Governance representatives shall be elected to serve on college governance bodies in accordance with the relevant governance documents, as detailed below.

1. The Hunter College Senate. The number will be determined by the Senate's membership rules. These members shall report to the Department faculty at its meetings.
2. The Faculty Delegate Assembly. The number will be determined by the Faculty Delegate Assembly's membership rules. These members shall report to the Department faculty at its meetings.
3. The Curriculum Committee of the School of Arts and Sciences. One faculty member, to serve for two years, and a student, to serve for one year, each elected by and from the faculty and students respectively. These members are to report on each meeting to the Department at its meetings.
4. Other pertinent committees as required by the College. The members will be elected by majority vote by Voting Members of the Department at faculty meetings.

Article II. Department Meetings

A. Calling Department Meetings.

1. The Department will meet once a month during the semester based on the college academic calendar.
2. Additional meetings may be called by the Chair or by request of 20% of Voting members of the Department.
3. Department meetings will be called through electronic mail sent to all members of the Department no less than one week prior to the meeting date. A statement of the agenda of the meeting shall accompany such notification.

B. Attendance

1. Department meetings will be open to all members of the Department, including adjunct faculty, students, and staff.
2. Only Voting Members of the Department may vote on departmental matters (other than the election of the Chair and P&B Committee members) during department meetings (See Article I, Section A.2).

C. Rules of Order for Department Meetings

1. A quorum for Department meetings shall consist of the majority of the Voting Members of the Department.
2. Proxy or regular mail voting shall not be permitted. Subject to the approval of a majority of those present at a Department meeting, the Chair may refer a question (other than the election of the Chair and P&B Committee members) to an e-mail vote. In case of an e-mail vote, Voting Members will forward their votes to both the Chair and the Secretary, the Chair will inform the Voting Members of the result and the Secretary will record the result in the minutes of the next department meeting.
3. The Department Chair will preside at meetings. Under the circumstances when the Chair is unable to preside (but not due to vacancy or removal), the Chair will appoint a presiding officer from the Voting Members of the Department.
4. The Department will run its meetings in accord with *Robert's Rules of Order*.

Article III—Committees

A. Personnel and Budget Committee

1. Membership

The membership and responsibilities of, and procedures pertaining to the P&B committee are articulated in Article IX of the BoT. In accordance to those provisions, the following rules shall apply (any exceptions will be dealt with in accordance with the BoT Bylaws). The Department of Women and Gender Studies shall have a Personnel and Budget Committee consisting of the Department Chair and four other full-time core faculty members with Faculty Rank. At least four of the faculty members of the committee must be tenured, except if the Department has fewer than four tenured faculty members (See Article IV, Section A.2). The Department Chair shall be the Chair of the P&B committee.

2. Responsibilities

The duties and responsibilities of the Personnel and Budget Committee include reviewing and recommending the appointment, reappointment, reappointment with tenure and promotion of academic personnel, and approval of expenditures from departmental accounts as requested or required.

3. 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 BoT.

B. Standing Committees

1. Selection of Members

- a. Faculty members of Standing Committees are to be nominated by the Chair from among both core and affiliated faculty in the Department. Except as noted below, the Voting Members of the faculty shall vote on these nominations, at the first departmental meeting in the fall.
- b. Student members of Standing Committees shall be elected from among Women and Gender Students majors and minors during the first month of the fall term.
- c. Adjunct faculty members of Standing Committees shall be elected from among the Department's adjunct faculty during the first month of the fall term.
- d. The Chair shall be ex officio member of all committees, with the privilege of attending all meetings.

2. The following committees shall be constituted with the duties, powers, and membership prescribed herein.

a. Steering Committee

- i. Membership: The committee will consist of the Women and Gender Studies core faculty, four representatives from the affiliated faculty appointed by the Chair after consultation with the Core faculty, one elected representative from the adjunct faculty, and one elected representative from the students. The Chair of the Department shall serve as the Chair of the committee.
- ii. Responsibilities: The Steering Committee shall make recommendations on matters of curriculum, faculty appointments, programs, recruitment, assessment, fiscal matters, and long range planning.
- iii. Meetings: The Steering Committee shall meet at least once a semester. If the Chair of the committee cannot attend a meeting, another faculty member shall chair the meeting. The Chair of the meeting shall choose another member of the Steering Committee present to be the Secretary for that meeting.

b. Departmental Policy Committee

- i. Membership: The committee shall consist of two core faculty members and two students. The faculty members may serve for up to three terms. The two students shall be elected as specified above in Article III.B.1.b, for a one-year term. If the students fail to elect members, the Chair may nominate one student to serve on the committee. One faculty member shall serve as the Chair of the committee.
- ii. Responsibilities: The committee shall be responsible for review of adequacy of departmental governance and for initiation of recommendations for change if deemed necessary, as mandated by Article XI, Section 2 of the Hunter Charter. It shall also be responsible for observation and review of educational policies as this may become desirable or necessary where such matters do not fall within the purview of other committees or governing bodies.
- iii. Meetings: At least one meeting shall be held per semester and shall be scheduled in such fashion that no member shall be constrained by regular duties to miss more than half of these meetings. If the Chair of the committee cannot attend a meeting, the other faculty member shall chair the meeting. The Chair of the meeting shall choose another member present to be the Secretary for that meeting.

c. Undergraduate Curriculum Committee

- i. Membership: The committee shall consist of three faculty members (2 core and one affiliate), and one student. When possible, one adjunct faculty may also serve on the committee.
- ii. Responsibilities: The committee shall be responsible for recommending new courses and changes of courses in the undergraduate curriculum and also for determination of requirements that must be met by majors and minors. This committee is also responsible for course descriptions as listed in the Hunter College Bulletin, and any other official college listings. It shall also encourage student interest in Women and Gender Studies through support of student organized clubs, seminars, and other activities. One faculty member shall serve as

the Chair of the committee.

iii. Meetings: Meetings shall occur as needed. If the Chair of the committee cannot attend a meeting, another faculty member shall chair the meeting. The Chair of the meeting shall choose another member present to be the secretary for that meeting.

d. Departmental Committee on the Evaluation of Teaching

i. Membership: Membership shall consist of the two students on the departmental Policy Committee and two faculty members (core and/or affiliate). When possible, one adjunct faculty may also serve on the committee. One faculty member shall serve as the Chair of the committee.

ii. Responsibilities: This committee is responsible for overseeing the administration of student evaluations, reporting the results to the Chair, and carrying out other functions envisaged by XI.3, of the Charter. Student evaluations of faculty are to be conducted routinely in every course every semester. It shall also report the results of such evaluations to the Department.

iii. Meetings: Meetings shall occur as needed. If the Chair of the committee cannot attend a meeting, another faculty member shall Chair the meeting. The Chair of the meeting shall choose another member present to be the secretary for that meeting.

C. Optional 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.

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 by-laws, the Charter and the BoT.

Article IV. Elections

A. Triennial Elections for Department Chair and Personnel and Budget Committee

1. Electorate: Those eligible to vote for the Chair and the members of the Personnel and Budget Committee shall be Core faculty members of the Department with Faculty Rank and Lecturers with a CCE..

2. Electoral Procedures:

a. Elections for Chair and members of the Personnel and Budget Committee shall be held triennially and at the same time [i.e. at the same meeting] in the first week of May of the year in which the current Chair's term of office expires. Those eligible to vote will be notified of the meeting's date and purpose at least two months prior to the event.

b. Nominations shall be called by the Chair and any Voting member may nominate a candidate. To become a candidate, a member must be nominated and seconded at the meeting, and agree to serve if elected. There shall be no limit on the number of candidates.

c. Election of candidates must be by secret ballot. The Secretary will count votes. Unless otherwise allowed by CUNY, faculty must be present in person during the Department meeting in order to vote. Proxy 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 a majority of votes for a candidate is obtained. In order to continue to the next round of voting, a candidate must receive at least two votes in the previous round. If there is a tie for the fourth member of the Personnel and Budget Committee, then voting will be repeated until one person has a majority of votes.

d. In the event that the Department has fewer than four tenured faculty members, the President, after consultation with the Department faculty and the Chair, shall appoint an ad hoc committee drawn from the members of the Steering Committee to make recommendations on appointments with tenure in lieu of a committee on appointments or a departmental committee on personnel and budget.

3. Term: The term of office for Chair shall be three years with a three consecutive term limit. Previous Chairs can be re-elected after an interval of one full term.

4. Eligibility to Serve: The Department Chair must be tenured or approved for tenure at the time of election, unless the college obtains a waiver from the CUNY BoT. At least three of the other four members of the Personnel and Budget committee must be tenured except if the Department has fewer than four faculty members (See IV.A.2.d.).

5. Alternates: P&B Committee members who are granted a period of sabbatical or fellowship leave shall be allowed to decide whether or not to remain on the Committee for all or part of the period. It shall be expected that members who choose to remain on the Committee will regularly attend all of its meetings. Two alternate members of the Personnel and Budget Committee shall also be elected. 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. In numerical order, the first and second alternates will assume full committee membership pursuant to resignation of non-Chair committee members, or will serve in lieu of an elected member due to the latter's being on formally granted leave or absenteeism due to prolonged illness. Otherwise, P&B alternates shall not be called upon to attend P&B Committee meetings unless by invitation of the Chair.

6. Vacancy or Removal of Chair. In the event that the Chair is on leave or otherwise unable to serve 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.

7. Elections shall be overseen by the departmental Policy Committee.

Article V. Amendments and Relation to Governing Documents

A. These By-laws may only be amended by a two-thirds vote of all the Voting Members of the Department.

B. Two-weeks notice of any proposed change of the By-laws must be given to all Voting members of the Department, together with 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 By-laws where inconsistencies exist. To the extent a relevant BoT By-law or Charter provision is amended or waived, the corresponding section of the departmental By-laws shall be deemed to have been amended or waived.