

# PHILOSOPHY DEPARTMENT BYLAWS

(Revised and Approved May 8, 2013)

## ARTICLE I - ORGANIZATION

### A. 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 anyone with a CCE title). 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 his/her voting rights during his/her last year of active service, except while on Travia leave.

### B. OFFICERS - The officers of the Department shall be

1. The Chair who shall be elected for a three-year term. The duties and powers of the Chair are those given in the BoT Bylaws, Article IX, Section 9.3.
2. The Secretary shall be appointed by the Chair 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

1. For the Senate -
  - a) allocated seats for representatives 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 faculty members in those ranks as a group.
  - b) faculty in the ranks of Lecturer (full-time), Lecturer (part-time), and Adjunct faculty, shall nominate and elect one representative from among their number.
2. For the Divisional Curriculum Committee - the department representative shall be elected for the following year by faculty voting members at the last meeting of the department in the academic year.

## ARTICLE II - DEPARTMENTAL MEETINGS

#### A. CALLING DEPARTMENT MEETINGS

1. There shall be at least one department meeting per semester.
2. Additional meetings may be called at the discretion of the Chair. Ordinarily meetings will be called once per month during the academic year. In addition, the Chair must call a meeting of the Department within ten working days if requested by a minimum of three voting members of the Department.
3. 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 full-time faculty of the Department only. The Chair may choose to open some or all of a meeting to others as appropriate.
2. Proxy or surface 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 members) to an e-mail vote. In case of an e-mail vote, faculty 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 right to vote for the election of the department chair and the departmental Personnel and Budget committee shall be reserved only to those with Faculty Rank and Lecturers holding a CCE.

#### 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 all meetings of the Department. In the absence of the Chair (but not due to vacancy or removal), the Chair may choose to cancel the meeting or to appoint a presiding officer from the voting members of the Department.
3. Except where it conflicts with these By-Laws, the latest edition of *Roberts Rules of Order* shall be followed at all 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 (any exceptions will be dealt with in accordance with the BoT Bylaws):

1. **Membership:** The committee shall consist of the Department Chair and four other members who must have Faculty Rank (i.e. hold full-time the title of Assistant Professor, Associate Professor, Professor or Distinguished Professor). At minimum, four of the five faculty members serving must also be tenured.
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. At the discretion of the Chair, this Committee may also serve as the search committee for new faculty positions in the Department.
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 of Standing Committees**

- a. Faculty members of Standing Committees are to be nominated by the Chair from among both full-time and part-time 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 Philosophy majors and minors through a meeting of the student Philosophy Club during the first month of the Fall term.
- c. The Chair shall be *ex officio* member of all committees, with the privilege of attending all meetings.
- d. Election will be for a one year term.

2. The following committees shall be constituted with the duties, powers and membership prescribed herein. In this section the term 'faculty member' shall be understood to mean both full-time and part-time teachers in the department.

#### a. **Departmental Policy Committee**

- i. **Membership:** Membership of the Committee shall consist of two faculty members and two students. The faculty members may serve for up to three terms. Two undergraduate 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, undergraduate students may be chosen by the Chair. The senior faculty member shall serve as the chair of the committee.

ii. Responsibilities:

a. 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.

b. 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 senior faculty member 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.

**b. Undergraduate Curriculum Committee:**

i. Membership: Membership shall consist of all Voting Members of the Department.

ii. Responsibilities:

a. Shall be responsible for recommending new courses and changes of courses in the undergraduate curriculum and also for determination of requirements which must be met by majors. This committee is also responsible for course descriptions as listed in the Hunter College *Bulletin*, and any other official college listings.

b. Shall encourage student interest in philosophy through support of student organized clubs, seminars, and other activities.

iii. Meetings: Meetings shall occur as necessary during Department Meetings.

**c. Committee on Evaluation of Teaching**

This committee shall be governed by the provisions of the Charter (see esp. XI: 3)

In accordance with those provisions, the following rules shall apply:

i. Membership: Membership shall consist of the two students on the Departmental Policy Committee and the senior faculty member of that committee. The junior faculty member of the Departmental Policy Committee shall serve as the faculty

alternate. The chair of the committee shall be the same person serving as chair of the Departmental Policy Committee.

ii. Responsibilities: 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.

iii. Meetings: Meetings shall occur as necessary as determined by the Departmental Policy Committee. If the chair of the committee cannot attend a meeting, the faculty alternate shall chair the meeting. The chair of the meeting shall choose another member present to be the secretary for that meeting.

**d. Prizes and Awards Committee**

i. Membership: Membership shall consist of three full-time faculty members

ii. Responsibilities: This committee shall be responsible for selecting best paper awards, the recipients of the William S. Bryar Memorial Award for Best Student in Philosophy, the Sue Weinberg Philosophical Studies Award and other awards if necessary. The Department Chair will solicit nominations of papers, and will forward them to the committee. The department advising coordinator will forward the committee a list of nominations for the Bryar and Weinberg awards.

iii. Meetings: The committee will meet at least once in April to vote on the prizes and awards for the Spring Awards ceremony

**e. Outcomes Assessment Committee**

i. Membership: Membership shall consist of all voting members of the Department.

ii. Responsibilities: The committee shall regularly review the stated student learning outcomes for the department's major programs, together with corresponding curriculum maps, and determine effective means of assessing whether those outcomes are being achieved. Assessment of courses may be done if deemed necessary by the committee. The committee shall consider and discuss the results of such assessment and make changes in curriculum and pedagogy as appropriate.

iii. Meetings: The committee shall meet at least once a year.

**C. 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. **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 as well as the rest of the faculty of the department may give input to the P&B committee regarding finalists for faculty positions, but this input is non-binding and it is the vote of the P&B committee that determines which candidate is recommended by the Chair for appointment.

2. **Grade Appeal Committee:** This will be formed according to the Hunter College Grade Appeals Procedures approved by the Senate: “The Department Chair shall convene a Department/School Grade Appeals Committee of three members who are familiar with the course in question within one week of receiving the appeal. The purpose of the Department/School Grade Appeals Committee is to consider all of the evidence within the grading standards previously established by the instructor of the course, and on this basis render a decision, either to sustain or to change the original grade. The Department/School Grade Appeals Committee (if not otherwise specified in the By-laws) shall consist of three members of the Department/School faculty, unless the student has requested that a student be appointed as the third member of the committee. The Department Chair shall designate one member of the Committee as Chair, who will be responsible for gathering the pertinent materials from the student and instructor into a file for review by the Committee.”

3. **Departmental Honors Committee:** To judge whether a student is to be awarded departmental honors on the basis of a thesis paper written for PHILO 494, the faculty member teaching the PHILO 494 in which the student is enrolled shall choose two other full-time faculty members whose areas of research or teaching interests are relevant to the student’s topic.

#### D. 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 – TRIENNIAL ELECTIONS FOR CHAIR AND PERSONNEL AND BUDGET COMMITTEE

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

1. Electorate: All persons holding full-time Faculty Rank in the philosophy department (Assistant Professors, Associate Professors, Professors, Distinguished Professors and Lecturers holding a CCE) may vote.
2. Electoral Procedures:
  - a. 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.
  - b. Nomination procedures: The Chair shall call for nominations, and any voting member may make a nomination.
  - c. A candidate need not be present at the meeting at which the vote takes place, but the candidate must acknowledge to the Secretary his or her willingness to serve.
  - d. 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.
3. Term: The term of office for both Chair and Personnel and Budget Committee members shall be three years.
4. Eligibility to Serve: Candidates for Chair must be tenured or approved for tenure at the time of election, unless the college obtains a waiver from the BoT. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured.
5. Alternates: 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.
6. 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 Secretary may be removed in the same manner in which they were selected. The Chair may be removed as provided in BoT IX.1.c.

## ARTICLE V – AMENDMENTS AND RELATION TO GOVERNING DOCUMENTS

- A. These By-laws may only be amended by a two-thirds votes 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.