

Article IX

ARTICLE IX ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS SECTION 9.1. DEPARTMENT ORGANIZATION.

a. Each department, subject to the approval of the faculty or faculty council, where existent, and subject to the provisions of other bylaws, shall have control of the educational policies of the department through the vote of all of its members who have rank or faculty status; and if it may also choose to permit a vote on departmental matters by persons in visiting professorial titles. Such elections shall be subject to the subsequent approval of the president and the chancellor, or his/her designee. The staggered departmental elections shall be continued. The successors of department chairpersons shall be elected during the month of May at the expiration of the respective terms of office to take office as of July first of the year in which they are elected and at year intervals thereafter. Vacancies shall be filled by election for the unexpired term. Notwithstanding anything in the foregoing to the contrary, in the library department, the president of the college shall from time to time recommend a member of the department to the chancellor, or his/her designee for designation as chairperson.

b. The executive officer of the department shall be the department chairperson who shall be a professor, associate professor or assistant professor elected by secret ballot for a term of three years, except as provided below, by a majority vote of all the members of the department who have faculty rank. Proxy or mail voting shall not be permitted. The department chairperson shall be tenured or have been approved by the board for tenure at the time of his/her election, except in departments less than seven years in existence. Such elections shall be subject to the subsequent approval of the president and the chancellor, or his/her designee. The staggered departmental elections shall be continued. The successors of department chairpersons shall be elected during the month of May at the expiration of the respective terms of office to take office as of July first of the year in which they are elected and at year intervals thereafter. Vacancies shall be filled by election for the unexpired term. Notwithstanding anything in the foregoing to the contrary, in the library department, the president of the college shall from time to time recommend a member of the department to the chancellor, or his/her designee for designation as chairperson.

c. In any case where the president does not approve the election of a department chairperson, or at such other time as the president may require, the college may require the removal of a chairperson and the appointment of a new one, he/she shall confer with the department chairperson and shall report to the chancellor any subsequent action by the department with respect thereto, together with his/her own recommendation for a chairperson. The recommendation by the president to the chancellor for the designation of the department chairperson shall be based only after careful consideration by the president of the qualifications of those selected by the respective departments. The president shall base his/her recommendation on the capacity of the individual selected to act effectively as the departmental administrator and as a spokesperson and as a participant in the formation, development, and interpretation of college-wide interest and policy.

d. Where there are fewer than three tenured professors, associate professors, and assistant professors in a department, the department chairperson, except where the department has been in existence for less than seven years, after consultation with the departmental faculty, shall recommend to the chancellor the appointment of a chairperson to the chancellor from among the members of the department holding professorial rank. Where the department chairperson is recommended by the president pursuant to this subdivision, subdivision "c" of this section, or subdivision 9.5, the chairperson need not be tenured.

e. Each department shall operate as follows, unless the governance plan provides otherwise: There shall be in each department a committee on personnel and budget, referred to in some colleges as a department committee on appointments, consisting of the department chairperson and where possible, of four other members who must have faculty rank. The number of members of the committee shall not affect provision for student membership, if a college governance plan so provides. Four of the faculty members of the committee must be tenured, except if the department has fewer than four tenured faculty members. The department chairperson shall be the chairperson of the committee. The four faculty members shall be elected by a majority vote of those persons in the department who have faculty rank. Election shall be held at the same time that the department chairperson is elected. A vacancy in the office of the chairperson prior to expiration of his/her term when such vacancy necessitates an election for a new chairperson shall not affect the term of the committee. A president may remove a member of the personnel and budget committee, for good cause, at the request of a majority of the members of such committee. Such request shall be in writing, and the member whose removal is sought shall have an opportunity to respond. If a member of the personnel and budget committee is removed by the President, an election shall be held to fill the vacancy. In departments with fewer than four tenured faculty members, the president, after consultation with the departmental faculty, shall

an ad hoc committee to make recommendations on appointments with tenure in lieu of a committee on appointments or a departmental committee on personnel and budget.

f. There shall be a committee on personnel and budget for the Hunter College Elementary School and a committee on personnel for the Hunter College High School. The committee in each school shall consist of the principal, as chairperson, a designee of Hunter College, and three members of the instructional staff of the school who are tenured or will have tenure by the time of selection for a term of three years by members of the permanent instructional staff of the school. These committees shall have in each school insofar as practicable, the same functions as are assigned by these bylaws to a departmental committee on personnel and budget in each college.

g. Each department may name such other committees as it chooses and shall have the fullest measure of autonomy consistent with the maintenance of general educational policy.

(Amended: Board of Trustees Minutes, 2018, 12-10, 6.D.)

SECTION 9.2. PROCEDURES FOR DEPARTMENT COMMITTEES.

Each department committee shall keep minutes of its proceedings conforming insofar as is practicable to the most recent edition of Robert's Rules of Order. It is the responsibility of the department chairperson, except as specified below, to circulate the minutes of the departmental committee to all members of the department.

The actions of the appropriate committee concerned with instructional staff appointments, reappointments, reappointments with promotion and promotion shall be by secret ballot, and the result of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be filed in the candidate's administration file, available only to the committees and individuals authorized for the review and recommendation of appointments, promotion, and tenure. It shall be the duty and responsibility of the department chairperson to communicate to the candidate the action of the committee, but no reason shall be assigned for the action taken. Affirmative recommendations of the committee shall be submitted by the department chairperson to the president and the appropriate committee on personnel and budget in accordance with procedures set forth in the bylaws of the board.

SECTION 9.3. DUTIES OF DEPARTMENT CHAIRPERSON.

a. The department chairperson shall be the executive officer of his/her department and shall carry out the department's policies in those of the faculty and the board which are related to it. He/she shall

1. Be responsible for departmental records
 2. Assign courses to and arrange programs of instructional staff members of the department
 3. Initiate policy and action concerning the recruitment of faculty and other departmental affairs subject to the powers delegated by bylaws to the staff of the department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions and appointments
 4. Represent the department before the faculty council or faculty senate, the faculty, and the board
 5. Preside at meetings of the department
 6. Be responsible for the work of the department's committee on appointments or the department's committee on personnel and budget in which he/she chairs
 7. Prepare the tentative departmental budget, subject to the approval by the department's committee on appointments or the committee on personnel and budget
 8. Transmit the tentative departmental budget with his/her own recommendations to the president or the dean or provost as they may designate
 9. Arrange for careful observation and guidance of the department's instructional staff members
 10. Make a full report to the president and to the college committee on faculty personnel and budget of the action taken by the committee on personnel and budget or department committee on appointments when recommending an appointee for tenure following, as well as any other criteria set forth in university policies
 - a. Teaching qualifications and classroom work
 - b. Relationship of the appointee with his/her students and colleagues
 - c. Appointee's professional and creative work
 11. Hold an annual evaluation conference with every member of the department after observation and prepare a memorandum
 12. Generally supervise and administer the department
- b. Each library, where size makes it practicable, shall constitute an instructional department of the college. The chairperson thereof shall be designated by the president. Such chairperson, in addition to the duties of department chairperson as enumerated in paragraph

section, shall be charged with the administration of the library facilities of his/her college and shall perform such other duties as the president may assign. Such chairperson is hereby authorized to use the additional title of "chief librarian."

c. Where student personnel services are constituted an instructional department of the college, the dean of students shall be the department chairperson

SECTION 9.4. PROGRAM STRUCTURE IN THE GRADUATE SCHOOL AND UNIVERSITY CENTER.

a. The faculty of each doctoral program shall meet at least once each year. A quorum shall consist of 25 people or 50% of the faculty, whichever is smaller. The faculty shall have overall responsibility for establishing policies for the program. It shall make recommendations to the graduate council with respect to curriculum, and to the president with respect to special program requirements for the retention of students and for the granting of doctoral degrees, the awarding of university grants and fellowships, and any other matter affecting the welfare of the program. It shall be responsible for the policies governing the various qualifying examinations for the degree

b. Each doctoral program shall have an executive officer responsible for administering the affairs of the program in accordance with policies established by the program faculty, the graduate council, and the board of trustees. The executive officer shall be appointed by the president for a term not exceeding three years taking into account nominations received from the faculty and students of the program. The executive officer may be reappointed. The executive officer is subject to removal by the president, prior to which the president shall consult with members of the program

c. There shall be established in each doctoral program an executive committee to be composed of at least five members. The membership of each executive committee is to be determined by the program's faculty subject to approval by the president. It shall include at least one faculty member from each senior college substantially participating in the program ("substantially participating" shall be defined as having six members on the faculty of the program)

The executive committee shall have the authority for the operation of the program between the stated meetings of the program subject to the policies established by the faculty. It shall meet at least once a semester with the students matriculated in the program

The executive officer shall serve as chairperson of the executive committee

d. The students of each doctoral program shall have responsibility through student representatives to the executive committee and student standing committees to make known their views on the policies of the program

SECTION 9.5. APPOINTMENTS.

a. Recommendations for full-time appointments in a department shall be initiated (1) by the department or (2) to a professorial rank by the president pursuant to his/her responsibilities in accordance with section 11.4. of these bylaws. The president may recommend an appointee be designated as department chairperson. Such recommendation by the president for appointment and designation as department chairperson may be made either at the time of election of department chairperson or at such other time as the educational interests of the college may require. Before recommending such appointment or designation, the president shall confer with the faculty of the department and with the college committee on faculty personnel and budget

b. All full-time appointments, reappointments, and reappointments with tenure to a department, except as above specified, shall be recommended to the college committee on faculty personnel and budget or its equivalent by the chairperson of the department after consultation with the president in accordance with the vote of the majority of the members of the department's committee on personnel and budget, save that a minority of any committee on appointments or departmental committee on personnel and budget shall have the power to submit a minority recommendation to the college committee on faculty personnel and budget

SECTION 9.6. PROMOTIONS.

a. Each college shall select one of the following plans for promotions

PLAN NO. ONE. Promotions to the rank of associate professor shall be recommended only after an affirmative vote of a majority of the associate professors and professors in the department. In departments where every professorial rank is not represented, recommendations for promotion shall be initiated by the department personnel and budget committee. This plan shall not apply in the case of promotion to a professorship. No faculty member shall vote on his/her own promotion. A minority of any departmental committee on personnel and budget or any committee under this plan shall have the power to submit a minority recommendation to the college committee on faculty personnel and budget

PLAN NO. TWO. All promotions to the rank of associate professor shall be recommended to the college committee on faculty personnel and budget by the chairperson of the department only after a majority affirmative vote of the departmental committee on personnel and budget, provided, however, that no member of such committee shall vote on his/her own promotion. This plan shall not apply in the case of promotion to a professorship

b. Promotion to the rank of professor shall be recommended by the faculty committee on personnel and budget only after an affirmative vote of a majority of all associate professors and professors on the committee

c. The president shall have the power to make an independent recommendation for promotion in any rank to the board, after consulting with the appropriate departmental committee and with the faculty committee on personnel and budget. In all instances no final

departmental committees with regard to promotions shall be taken without consultation with the president

SECTION 9.7. TIE VOTES.

A tie vote in a case affecting an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to votes in the election of a department chairperson or for representation on departmental committees on personnel and budget committees on appointments or on the faculty council or faculty senate shall be resolved by action of the president

SECTION 9.8. NEW COLLEGES OR NEW SCHOOLS.

Unless otherwise provided, the provisions of this article, insofar as they specify certain organizational duties and responsibilities instructional staff, shall not apply to a newly-created college or a newly-created school in a college until five years after its establishment unless the president, prior thereto, notifies the board of its desire to be governed by these bylaws. However, insofar as practical of these bylaws shall be observed in the organization and operation of such new college or school

SECTION 9.9. COLLEGE GOVERNANCE PLANS.

The provisions in a duly adopted college governance plan shall supersede any inconsistent provisions contained in this article

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