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## Article VIII

### ARTICLE VIII ORGANIZATION AND DUTIES OF THE FACULTY

#### SECTION 8.1. DEFINITION OF FACULTY RANK.

The presidents, vice presidents, deans, associate and assistant deans with underlying professorial appointments, and all persons employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technician faculty rank. All persons having faculty rank shall have the right to vote both in the faculty of which they are members and in the departments provided, however, that they have not received notice of non-reappointment, or submitted a resignation. A person rank who is retiring shall retain his/her voting rights during his/her last year of active service, except while on Travia leave. Mer faculty rank in the Hunter College High School and the Hunter College Elementary School shall be subject to the limitations in which refer to them

#### SECTION 8.2. DEFINITION OF FACULTY STATUS.

Persons employed full-time in the titles of instructor, lecturer (full time), distinguished lecturer or clinical professor, shall have f All persons having faculty status shall have such voting rights as they are entitled, provided, however, that they have not received non-reappointment, or submitted a resignation. A person with faculty status who is retiring shall retain his/her voting rights during last year of active service, except while on Travia leave

#### SECTION 8.3. THE FACULTY, EXCEPT IN THE GRADUATE SCHOOL.

The faculty (except in the graduate school) shall consist of all persons having faculty rank or faculty status and such other individual members of the instructional staff as the faculty may add based on their educational responsibilities except that members within the Hunter College High School and the Hunter College Elementary School shall have membership in the faculties of their respective schools, and shall have membership in the faculty of hunter college only if they have faculty rank or status concurrently in the faculty of hunter college

#### SECTION 8.4. THE FACULTY OF THE GRADUATE SCHOOL.

The faculty of the graduate school shall include the president of the graduate school, the provost or vice president of academic presidents and deans of the graduate school with underlying faculty appointments, and the members of the faculty in each doctoral master's program, as defined in the governance plan, and such other individual members of the instructional staff as the faculty because of their educational responsibilities

#### SECTION 8.5. DUTIES OF FACULTY.

The faculty shall meet at least once in each semester, or oftener, upon call by the president or by petition of ten per cent of its members. The faculty shall be responsible, subject to guidelines, if any, as established by the board, for the formulation of policy relating to admission and retention of students including health and scholarship standards therefor, student attendance including leaves of absence, curriculum, awarding of college credit, granting of degrees. It shall make its own bylaws, consistent with these bylaws, and coordinate educational affairs customarily cared for by a college faculty. The president shall preside at its meetings, or in his/her absence by a faculty or a dean designated by the president

#### SECTION 8.6. FACULTY/ACADEMIC COUNCILS.

Each college shall have a faculty or academic council, which shall be the primary body responsible for formulating policy on academic matters. The composition of a college's faculty or academic council shall be set forth in its governance plan approved by the board of trustees

### **SECTION 8.7. COMMITTEE ON FACULTY PERSONNEL AND BUDGET.**

a. There shall be in each college a committee on faculty personnel and budget or equivalent committee. The chairperson of the committee shall be the president. The members of the committee may include the department chairs, the vice president of academic affairs, and more deans designated by the president

b. This committee shall receive from the several departments all recommendations for annual appointments to full-time faculty including annual appointments to the titles distinguished lecturer, clinical professor, lecturer and instructor as well as titles in the laboratory technician series, reappointments thereto, with or without tenure, and promotions therein, together with compensatory recommendations thereon to the president. The committee may also recommend to the president special salary increments. The committee shall consider such recommendations in making his/her recommendations on such matters to the chancellor

c. Within the period prescribed by the chancellor, the president shall prepare the annual tentative budget and submit it to the committee for its recommendations. The committee shall make its recommendations within the period prescribed by the chancellor and submit them to the president. The president shall submit to the chancellor, within the period prescribed by the chancellor, such tentative annual budget together with his/her comments and recommendations and any comments and recommendations of the committee

### **SECTION 8.8. APPOINTMENTS AND PROMOTIONS IN THE GRADUATE SCHOOL**

a. For faculty positions at the graduate school in a doctoral program, the appointment, reappointment, promotion, and tenure shall be processed in accordance with procedures in the graduate school's governance plan

b. The president, pursuant to his/her responsibility for conserving and enhancing the educational standards of the graduate school, shall recommend an appointment to any professorial rank and upon such appointment may designate such person as executive officer of the graduate program. Before recommending such original appointment or designation, the president shall confer with members of the program

### **SECTION 8.9. PROCEDURE FOR COLLEGE COMMITTEES ON FACULTY PERSONNEL AND BUDGET OR THEIR EQUIVALENT.**

Each college committee on faculty personnel and budget or its equivalent shall keep minutes of its proceedings conforming in as practicable to the most recent edition of Robert's Rules of Order. The actions of the committee shall be by secret ballot and the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be filed in the administration file, available only to the committees and individuals responsible for the review and recommendation of appointments, reappointments, promotions, and tenure. It shall be the duty and responsibility of the president, or his/her designee, to communicate to the candidate the action of the committee but no reason shall be assigned for the action taken. The affirmative recommendation of the committee shall be submitted to the president. A negative recommendation of the committee shall be final unless an appeal by the employee is successful

### **SECTION 8.10. UNIVERSITY FACULTY SENATE.**

There shall be a university faculty senate, responsible, subject to the board, for the formulation of policy relating to the academic role, rights, and freedoms of the faculty, university level educational and instructional matters, and research and scholarly activities of university-wide import. The powers and duties of the university faculty senate shall not extend to areas or interests which fall outside within the domain of the faculty councils of the constituent units of the university. Consistent with the powers of the board in accordance with the education law and the bylaws of the board, the university faculty senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures for the election of senators, for its internal administration and other matters as is necessary for its continuing operations

### **SECTION 8.11. COLLEGE GOVERNANCE PLANS.**

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

