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Article XI

ARTICLE XI DUTIES AND QUALIFICATIONS OF TITLES IN THE INSTRUCTIONAL STAFF

SECTION 11.1. CONDITIONS AND QUALIFICATIONS FOR APPOINTMENT AND PROMOTION.

The minimum qualifications and duties for all titles in the instructional staff (referred to herein as "title descriptions"), other than the chancellor, senior university staff and president, shall be established by the chancellor or his/her designee. For titles with faculty titles, revisions to the title descriptions shall be approved by the board as a policy item. The chancellor or his/her designee shall establish a procedure for the approval of waivers of the minimum qualifications for titles in the instructional staff, with the exception of the minimum qualifications for faculty rank titles, which shall be approved by the board. All instructional staff title descriptions established by the Chancellor or his/her designee shall be deemed board policies for the sole purpose of the grievance procedure contained in the collective bargaining agreement between the university and the union representing the instructional staff and only in grievance proceedings pursuant to that grievance procedure by or on behalf of an instructional staff member represented by said union and only for the purpose of determining whether the instructional staff member is performing duties substantially different from those stated in the title description of his/her appointed title.

SECTION 11.2. CHANCELLOR.

A. POSITION DEFINITION:

The chancellor shall be appointed by and report to the board. He/she shall be the chief executive, educational and administrative officer of the city university of New York and the chief educational and administrative officer of the senior and community colleges and the educational units and divisions for which the board acts as trustees. He/she shall be the chief administrative officer for the board, implement its policies and be the permanent chairperson of the council of presidents with the right and duty of exercising leadership over the work of the council. The chancellor shall have the following duties and responsibilities:

- a. To initiate, plan, develop and implement institutional strategy and policy on all educational and administrative issues affecting the university, including to prepare a comprehensive overall academic plan for the university, subject to the board's approval; and to coordinate staff to conduct research, coordinate data, and make analyses and reports on a university-wide basis
- b. To unify and coordinate college educational planning, operating systems, business and financial procedures and management
- c. As to each educational unit
 1. To oversee and hold accountable campus leadership, including by setting goals and academic and financial performance standards for each campus
 2. To recommend to the board the appointment of the college president and senior campus staff
 3. To recommend directly to the board the underlying academic appointment of any president, with tenure, notwithstanding any provisions in these Bylaws
 4. Periodically, but no less than every five years, review the performance of each college
 5. Present to the board all important reports, recommendations, and plans submitted by a college president, faculty or governing body with his/her recommendations, if any
 6. To approve changes to existing academic degree programs that do not require approval by the New York State Education Department; the establishment of new courses; the modification of existing courses; the discontinuance of existing courses; a change to the name of an academic department unless a naming opportunity for a donor is involved, in which case the change should be approved by the trustees; the creation or discontinuance of a minor; and articulation agreements with another educational institution
 - d. To prepare, with the advice of the council of presidents, the operating budget and the capital budget for consideration by the board

presentation to the state and the city

e. To act as the representative of the university and its colleges with outside agencies and particularly to promote the interest of the university and its colleges with city, state and federal officials

f. To approve all appointments, reappointments and promotions to the instructional staff of the university except for those, including granting of tenure, that are specifically reserved to the board of trustees

g. To promote a positive image of the university and to develop and enhance public and private sources of funding for the university

h. To attend meetings of the board and its committees and to advise on all matters related to his/her duties and responsibilities

i. To live in a residence provided for him/her by the board

j. Nothing in this enumeration shall compromise or detract from the powers and duties of the board of trustees as defined in the education law

B. QUALIFICATIONS:

He/she shall have an outstanding reputation as an educational administrator, executive, and scholar, and such personal qualities conducive to success as a leader of scholars and teachers and as the chief executive officer and public representative of the university (Amended: Board of Trustees Minutes, 2018, 12-10, 6.D.)

SECTION 11.3. SENIOR UNIVERSITY STAFF

A.

The senior university staff shall include persons in the titles of executive vice chancellor, chief operating officer, senior vice chancellor, university provost, secretary to the board, vice chancellor, university administrator, university associate administrator, university administrator, university dean, university associate dean, university assistant dean, and such other titles as the chancellor, with the approval of the board, may designate

B. POSITION DEFINITION:

The duties and responsibilities of the senior university staff shall be to assist the chancellor in designated areas of university administration and to represent him/her when so authorized

SECTION 11.4. THE PRESIDENT.

A. POSITION DEFINITION:

The president, with respect to his/her educational unit, shall

a. Have the affirmative responsibility of conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction. Such responsibility shall include but not be limited to the duty to recommend to the chancellor appointment, promotion, and the granting of tenure only those persons who he/she is reasonably certain will contribute to the attainment of academic excellence at the college. These recommendations shall be consistent with the immediate and long range objectives of the college

b. Have the power (1) to remove a department chairperson in accordance with section 9.1.c., and (2) to initiate recommendations for appointment in a department to a professorial title in accordance with section 9.5.a

c. Be an advisor and executive agent of the chancellor and have the immediate supervision with full discretionary power to carry out the bylaws, resolutions, and policies of the board, the lawful resolutions of any board committees, and policies, programs, and resolutions of the several faculties and students where appropriate

d. Exercise general superintendence over the facilities, concerns, officers, employees, and students of his/her college; in consultation with the chancellor, prepare and implement the college master plan, which shall be subject to the approval of the chancellor and the board

e. Act as chairperson of the faculty, faculty council, and the committee on faculty personnel and budget, or of equivalent bodies established

f. Attend meetings of the board and advise the chancellor and the board on all matters related to educational policy and practice

g. Transmit to the chancellor recommendations of his/her faculty or faculty council on matters of curriculum and other matters within faculty jurisdiction

h. Consult with the appropriate departmental and faculty committees on matters of appointments, reappointments, and promote student evaluations into account in making recommendations thereon; present to the chancellor his/her recommendations and the appropriate faculty committees of his/her recommendations to the chancellor

i. Recommend to the chancellor an annual college budget

j. Consult with and make recommendations to the chancellor concerning all matters of significant academic, administrative or consequence affecting the college and/or the university

k. Present to the chancellor communications from faculties, officers, employees, or students together with any advice or recommendations of his/her own concerning the subject of such recommendations or communications

l. Between meetings of the board, be authorized in an emergency to fill temporary vacancies in the instructional staff below the professor in accordance with the method of appointment herein provided and to make such administrative arrangements and as cannot well await the action of the board or its appropriate committees

m. Report annually to the chancellor and the board, on or before December thirty-first, concerning the affairs of his/her college preceding academic year

n. Live in a residence provided for him/her by the board

o. Have such additional specific duties as the chancellor shall designate

B. QUALIFICATIONS:

He/she shall have an outstanding reputation as an educational administrator; personal qualities conducive to success as a leader of scholars and teachers, and as an executive

SECTION 11.5. EQUIVALENCIES.

1. a. For appointment as an assistant professor, associate professor, or full professor in a field in which there is a research PhD use., no other degree shall be accepted as equivalent to the PhD. unless there is also a professional doctorate in general use a field, in which case a college may declare either the PhD. or the relevant professional doctorate to be "preferred" for a specific ; or it could designate them as equally acceptable

b. For appointment as an assistant professor, associate professor, or full professor in fields in which the PhD. is not the termin the field, the executive vice chancellor and university provost shall prepare and make available to the colleges a list of credenti be accepted in lieu of the PhD. degree

2. In the evaluation and interpretation of equivalencies there must be a direct and specific relationship between the discipline r and the field in which the candidate is to serve

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