

## ESTABLISHMENT OF SEARCH COMMITTEE FOR DEAN OF THE SCHOOL OF EDUCATION

President Raab has asked the Hunter College Senate to begin the process of electing a Search Committee for Dean of the School of Education. In accordance with the "*College-wide Search Procedures*", nominations for membership on the search committee will be conducted as follows:

### Nominations of Faculty and Students for Member-Panel:

Each department in the *School of Education* may nominate one or more fulltime- faculty members and one or more students for service on the *Search Committee for Dean of the School of Education*. Faculty and students who wish to be nominated through departmental elections should contact their department chair promptly. Faculty members (including part-time faculty) and students undergraduate majors and graduate students) in the School of Education may be nominated at-large by petition of 25 members of their constituency. Nominating petitions with 25 signatures should be submitted directly to the Senate Office (Room E1018).

### Nominations for Chair-Panel (*from outside the School of Education*):

Members of all units of the College, OTHER THAN the Schools of Education, may run for the position of non-voting Chairperson for the Search Committee. (See "*Procedures*" below.) Interested persons should submit their names directly to the Senate Office.

N.B. The process is outlined below in the excerpt from the *College-wide Search Procedures*.

**All nominations must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 P.M. ON THURSDAY, 11 SEPTEMBER 2003. This is an absolute deadline.** If you have any questions, please call Joan Tronto or Renate Murray at 772-4200.

## Excerpt: Procedures for Searches for Divisional/School Deans:

### Nomination and Election of Candidates for Membership

Each department (or other appropriate subdivision) in the /Division or equivalent may nominate one or more full-time faculty members by election among its full-time faculty members and one or more students by election among its student majors (or equivalent) for service on the search committee. Faculty members (including part-time faculty) and student majors from this division may also be nominated by petition of 25 faculty members and 25 students respectively.

The Hunter College Senate shall elect a panel of 8 faculty members and 6 student members from this pool of nominees in such a manner as to provide for the widest possible distribution of departmental or programmatic representation on the committee. From this panel the President shall choose a search committee consisting of 4 faculty members and 3 students. Departments not represented on the committee shall be specifically invited to testify before the committee on their concerns and recommendations.

### Nomination and Election of Candidates for Chairperson

Any member of the Hunter community may submit nominations for chairperson. The Senate shall elect a panel of 3 from among all divisions *other than the one for which the search is being conducted*, from which the President shall choose a non-voting Chairperson. The Chairperson shall function as the executive officer of the committee, sending out all correspondence, distributing information on candidates, arranging interviews, etc.

### Search Committee Responsibilities:

The Search Committee shall be responsible for soliciting the best candidates for the particular job. It shall follow up on all recommendations made to the Committee, and it shall carefully review and consider all applications submitted to the committee, including those of an outside consultant, if the College President in consultation with the Senate Administrative Committee decides to employ such a consultant to widen the pool of applicants.

As a result of its search procedure, the search committee shall submit to the President a list containing the names of at least 3 qualified candidates. The President shall either appoint someone from this list or request that the committee re-opens its search to produce a new list.

**Please turn over**

# COLLEGE CALENDAR FOR FALL 2003/SPRING 2004

(University-wide College Calendar issued by the CUNY Central Administration)

## FALL 2003

### August 2003:

Sa 30 ..... First Day of Classes – Fall 2003

### September 2003:

M 1 ..... LABOR DAY – COLLEGE IS CLOSED

F 26 – Su 28 ..... No classes scheduled

### October 2003:

M 6 ..... No classes scheduled

Tu 7 ..... Classes Follow a Monday Schedule

M 13 ..... COLUMBUS DAY – COLLEGE IS CLOSED

### November 2003:

W 26 ..... Classes Follow a Friday Schedule

Th 27 – Su 30 ..... THANKSGIVING RECESS – COLLEGE IS CLOSED

### December 2003:

M 15 ..... Last Day of Classes – Fall 2003

Tu 16 – Tu 23 ..... Final Week of Fall Semester 2003 (Final examinations or last instructional period where no finals are given)

W 24 – W 31 ..... Winter Recess begins (College is closed W 24, TH 25, and W 31)

## SPRING 2004

### January 2004:

TH 1 ..... COLLEGE IS CLOSED

M 19 ..... MARTIN LUTHER KING JR. DAY – COLLEGE IS CLOSED

TH 29 ..... First Day of Classes – Spring 2004

### February 2004:

TH 12 ..... LINCOLN'S BIRTHDAY – COLLEGE IS CLOSED

M 16 ..... PRESIDENTS' DAY – COLLEGE IS CLOSED

W 18 ..... Classes Follow a Monday Schedule

### March 2004

### April 2004:

F 2 – Tu 13 ..... SPRING RECESS – NO CLASSES

### May 2004:

W 19 ..... Last Day of Classes Spring 2004

TH 20 ..... READING DAY – NO CLASSES

F 21 – F 28 ..... Final Week of Spring Semester 2004 (Final examinations or last instructional period where no finals are given)

M 31 ..... MEMORIAL DAY – COLLEGE IS CLOSED

## SENATE OFFICERS

At its meeting of 21 May 2003, the Hunter College Senate elected its officers who constitute the *Administrative Committee of the Senate*:

<b>Chair:</b>	<b>Professor Joan Tronto (Political Science)</b>
<b>Vice Chair:</b>	<b>Mr. Runako Taylor (Classics Major)</b>
<b>Secretary:</b>	<b>Professor Anthony Picciano (Curriculum &amp; Teaching)</b>
<b>Chair of Evening Council:</b>	<b>Professor Michael Turner (History)</b>

## SENATE MEETING SCHEDULE FOR FALL 2003

Senate meetings for Fall 2003 are scheduled for the following Wednesdays from 4:00 to 5:25 PM:

**September 10 and 24**

**October 1 and 22**

**November 5 and 19**

**December 3 and 10**