

# SENATE NEWS BULLETIN

Office of the Hunter College Senate

Room 1018 East Building

Telephone: 772-4200

NO. 1

13 September 2004

## SENATE OFFICERS

At its meeting of 16 May 2004, 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. Charles Davi (Computer Science Major)</b>
<b>Secretary:</b>	<b>Professor Tony Picciano (Curriculum &amp; Teaching)</b>
<b>Chair of Evening Council:</b>	<b>Professor Michael Turner (History)</b>

## SENATE MEETING SCHEDULE FOR FALL 2004

Fall 2004 Senate meetings are scheduled on the following Wednesdays from 4:00 to 5:25 PM:

**September 8 and 22**  
**October 13 and 27**  
**November 3 and 17**  
**December 1 and 8**

## ESTABLISHMENT OF SEARCH COMMITTEE FOR VICE PRESIDENT FOR STUDENT AFFAIRS & DEAN OF STUDENTS

President Raab has asked the Hunter College Senate to begin the process of electing a Search Committee for vice President for Student Affairs and Dean of Students. In accordance with the "*College-wide Search Procedures*" (see back page), nominations for membership on the Search Committees will be conducted as follows:

### Nominations for Member-Panel:

#### Faculty and Students:

Each department may elect one full-time faculty member and one student for the member-panel of the Search Committee for Vice President for Student Affairs and Dean of Students. Faculty and students who wish to be nominated through departmental elections should contact their department chair promptly.

#### Staff:

Nominations of members of the staff from areas reporting to the Vice President for Student Affairs and Dean of Students may be made by petition of at least 25 signatures by members of the staff in those areas. Petition should be submitted directly to the Senate Office, Room E1018.

### Nominations for Chair-Panel:

Members of all units of the College may run for the position of non-voting Chairperson of the Search Committee for Vice President for Student Affairs and Dean of Students. Interested persons should submit their names directly to the Senate Office.

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**All nominations must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 p.m. on Thursday, October 14th 2004. This is an absolute deadline.**

(Election of the Panels for the Search Committees will take place at the October 27<sup>th</sup> Senate meeting.) Please call the Senate Office at 772-4200 if you have any questions, or e-mail [renate.murray@hunter.cuny.edu](mailto:renate.murray@hunter.cuny.edu).

(Excerpt from *College-wide Search Procedures*)

### 3. Search Committees for College-wide Administrators:

#### A. Nomination and Election of Candidates for Membership:

Each department (or equivalent) may nominate one full-time faculty member by election among its full-time faculty members and one student by election among its student majors (or equivalent) for service on the search committee. Faculty (including part-time faculty) and students may be nominated at-large by petition of 25 members of their constituency.

In the case of a search for **Vice President for Student Affairs and Dean of Students** the Hunter College Senate shall elect a panel of 6 students and 8 faculty members from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions\*, and 6 members of the staff from areas reporting to the Vice President for Student Affairs and Dean of Students. Nominations of members of the staff shall be made by petition submitted to the Senate Office of at least 25 signatures by members of the staff from areas reporting to the Vice President for Student Affairs and Dean of Students. From this panel the President shall choose a search committee consisting of 4 faculty members, 3 students, and 3 members of the staff.

#### B. 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 the Hunter community at-large 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.

### 4. 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-open its search to produce a new list.

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\* **Listing of the divisions for the purpose of this election:** (1) Humanities & the Arts; (2) Social Sciences; (3) Sciences & Mathematics; (4) School of Education; (5) Schools of Health Professions, School of Social Work, and Library.