

MINUTES

Meeting of the Hunter College Senate

10 May 2023

The 678th meeting of the Hunter College Senate convened at 4:00 PM in HW 714.

Presiding: Laura S. Keating, Chair

Attendance: The elected members of the Senate with the exception of those marked absent in Appendix I.

Alternate Senators were formally seated in accordance with the procedures approved by the Senate for in-person meetings, and they were enabled to vote using iClicker.

Agenda: Chair Keating informed the body that the President will not report today. The report by the Undergraduate Academic Requirements Committee will be postponed until the Fall. Also, two items were added under the Administrative Committee report after Item c. Finally, the Revision of the Pluralism & Diversity Requirement by the Committee General Education was added to the agenda. The agenda was adopted as revised.

Minutes: The minutes of 22 March 2023 and 19 April 2023 were approved as distributed. The Draft minutes of 3 May 2023 were distributed for informational purposes.

**Report by the
Administrative
Committee:**

a) Senate Meeting Schedule Fall 2023/Spring 2024

The Fall 2023/Spring 2024 Senate meeting schedule was distributed by email for the following Wednesdays from 3:50 to 5:20 PM:

FALL 2023	SPRING 2024
September 6 and 20	February 7 and 21
October 4 and 18	March 6 and 20
November 1 and 15	April 3 and 17
December 6	May 1, 8, and 15

The Senate Fall 2023/Spring 2024 schedule was approved by unanimous consent.

b) College Calendar for Fall 2023/Spring 2024

The attached university-wide College Calendar for 2023-2024, as issued by the CUNY Central Administration, is submitted for the Senate's information as Appendix II.

c) Approved Curriculum Changes

The following curriculum changes as listed in the attached report 10 May 2023 have been approved as per Senate resolution and are submitted for the Senate's information. Items: US-2516 Public Health (Change in degree program), US-2518 Public Health (Substantive change in courses), US-2521 AFPRL (New course and Add P&D/B designation), US-2522 Philosophy (Change in degree program), US-2523 Geography And Environmental Science (Change in course), US-2525 Political Science (Change in course), US-2526 (New courses and Add W designation), US-2527 Physics & Astronomy (Change in courses), US-2524 Biology (Change in course), US-2528 Biology (Change in degree program), US-2529/GS-1555 Biology (Change in degree program), GS-1554 Chemistry (Change in degree program), GS-1555/US-2529 Biology (Change in degree program), GS-1557 Educational Foundations (New degree program), GS-1558 Curriculum & Teaching (Change in courses), GS-1559 Curriculum & Teaching (New courses), GS-1560 Curriculum & Teaching (New degree program), GS-1561 Physics & Astronomy (Change in courses), and UE-2514 History (De-Registration of Program).

57 d) **Senate Ad-Hoc SPARC/Brookdale Strategic Transition Committee (SBSTC)**

58 Chair Keating invited Professor Nancy Eng, Chair of the Master Plan Committee, to present the
59 revised Resolution to Create the Senate Ad-Hoc SPARC/Brookdale Strategic Transition
60 Committee (SBSTC) and give an update on the committee's membership.
61

62 **Senate Ad-Hoc SPARC/Brookdale Strategic Transition Committee (SBSTC)**

63 10 May 2023
64

65 Background: With Governor Hochul's announcement of the Science Park and Research Campus
66 (SPARC) at the Hunter Brookdale campus, the immediate concern is how existing programs at
67 Brookdale will continue to function with minimal interruption. One way the Senate may assure
68 that the interests of (Brookdale) students, faculty, and staff are protected, is to appoint an ad hoc
69 committee for this specific purpose. Therefore, The Master Plan Committee (of the Hunter
70 Senate) wishes to propose the establishment of an ad hoc committee to address issues and
71 concerns related to the development of SPARC/Brookdale Complex. This ad hoc committee will
72 be known as the Senate Ad-Hoc SPARC/Brookdale Strategic Transition Committee (SBSTC).
73

74 Purpose: The charge of the SBSTC is to develop plans of transition for the current academic and
75 nonacademic programs housed at the Hunter/Brookdale campus with input from informed
76 members of the Brookdale community. The SBSTC shall exercise consultive, review and
77 recommendation functions in matters related to the transition of existing programs at Hunter
78 Brookdale. In their capacity, the SBSTC shall provide feedback to proposals related to these
79 programs and engage in development of feasible solutions to meet the needs of all parties.
80

81 Membership: Membership of the SBSTC shall include one representative from each of the
82 academic and nonacademic programs housed at Hunter Brookdale that may be affected by the
83 development of SPARC. Representatives from Residence Life, Library, HPEC, School of
84 Nursing, Physical Therapy, Speech/Language Pathology, Medical Lab Sciences, Clinical Lab
85 Technicians and Administration shall be appointed by the Senate. Nominations for membership
86 shall be solicited by the Master Plan Committee and forwarded to the Senate for election and
87 appointment.
88

89 Chairperson: The chairperson of the Hunter Master Plan Committee will serve as the chairperson
90 of the SBSTC.
91

92 Term: Appointment to the SBSTC shall occur annually at the final meeting of the spring
93 semester.
94

95
96 The Resolution was adopted by unanimous consent.
97

98
99 The following have been nominated for appointment to the SBSTC:
100

- 101 Chad Euler (MLS)
102 Donald Vogel (Hunter College Center for Communication Disorders)
103 John Carey (Library)
104 Cristiana Collins (Physical Therapy)
105 Martin Dornbaum (HPEC)
106 Michelle MacRoy Higgins (Speech/Language Pathology and Audiology)
107 Miesha Smith (Residence Life)
108 Stephen Yemal (Nursing)
109

110 It was moved that the Secretary be instructed to cast a single ballot in favor of the nominees. The
111 motion carried by unanimous consent.
112

116
117 e) **Hunter College at 73rd Street (HC@73) Planning Committee**

118 Chair Keating invited Professor Ben Ortiz, Biological Sciences Department, to present a
119 resolution to create the Hunter College at 73rd Street (HC@73) Planning Committee. The
120 committee will operate under the Master Plan Committee.

121
122 **Hunter College at 73rd Street (HC@73) Planning Committee**

123
124 Whereas a site at East 73rd Street had been secured for a new Science and Health Professions
125 Building for Hunter College; and

126
127 Whereas CUNY now seeks to sell that site to the NYC Economic Development Corporation; and

128
129 Whereas CUNY has expressed the intention to negotiate for sufficient space in the building
130 eventually constructed on that site for the basic bench science departments (Biological Sciences,
131 Chemistry, Physics and Psychology) of Hunter College; therefore

132
133 Be it resolved that an ad hoc sub-committee of the Master Plan Committee be established:

134
135 The Hunter College at 73rd Street (HC@73) Planning Committee

136
137 Charge of Committee: This ad hoc subcommittee of the Hunter College Senate Master Plan
138 Committee will compile and provide informed input into CUNY's planning for securing new
139 space and infrastructure for the above named Departments in the Building that will be constructed
140 at East 73rd Street.

141
142 Committee membership:

143 The Chairs of Biological Sciences, Chemistry, Physics and Psychology (or their designees)
144 Sandi Clarkson (Professor, Department of Mathematics and Statistics)
145 Jen Gaboury (Hunter College Chapter Chair, PSC-CUNY)
146 Science and Math representative on the Master Plan Committee
147 Provost designee

148
149 Chair: Professor Ben Ortiz

150
151 Time frame: One year, to be renewed as needed

152
153
154 The Resolution carried by unanimous consent.

155
156 f) **Ceremonial Adoption of Candidates for Graduation**

157 Chair Keating moved for the ceremonial adoption of the list of candidates for diplomas and
158 degrees to be awarded on 30 May 2023. The motion carried by unanimous consent.

159
160 g) **Resolution to Honor Chair Laura Keating**

161 Professor Janet Neary, English Department, read the following Resolution to honor Chair Laura
162 Keating into the record.

163
164 Whereas, Laura Keating, elected to the office of Senate Chair by unanimous consent on May 8th,
165 2019, has worked tirelessly to uphold the principles and practices of shared governance over the
166 past four years,

167
168 Whereas, she has been devoted to consultation, ensuring everyone involved in decision making
169 had the opportunity to be heard,

170
171 Whereas, she cultivated and led a Senate Administrative Committee that represented a diversity
172 of opinions and interests within the college, including representation from 68th Street, Brookdale,

176
177 Silberman campuses and voices within School of Arts and Sciences, School of Education, School
178 of Health Professions, School of Nursing, School of Social Work, and School of Urban Public
179 Health,

180
181 Whereas, she organized Senate procedures and increased access and transparency by making
182 reports and resolutions more accessible to the community through the Senate website,

183
184 Whereas, she oversaw the 50-year anniversary of the Senate and initiated recognition of that
185 milestone with a new student-designed Senate logo,

186
187 Whereas, she ushered the Senate through the pandemic, providing strong leadership and clear,
188 open communication as Hunter navigated an unprecedented and global crisis, adapting the rules
189 of Open Meetings Laws to a remote meeting environment and ensuring the integrity of the voting
190 process,

191
192 Whereas, her philosophical approach has shaped the Senate in lasting ways, fostering diplomacy,
193 transparency, attention to precedent, and fidelity to the logic, principles, and practices that
194 constitute shared governance,

195
196 Whereas, her dedication and fidelity to the long history of the Senate shaped all her work,

197
198 Be it resolved that: in recognition and gratitude for her commitment and leadership, Hunter
199 College Senate and the Hunter College community as a whole expresses its thanks, appreciation,
200 and celebration of Laura Keating.

201
202 The Resolution was approved by acclamation.

203 **h) Election of Officers and At-Large members of Administrative Committee**

204
205 The floor was open for nominations for Chair of the Senate.

206
207 Professor Sarah Chinn (English) was nominated.

208
209 It was moved that the Secretary be instructed to cast a single ballot in favor of the
210 nominee. The motion carried by unanimous consent and Professor Chinn was elected.

211
212 The floor was open for nominations for Vice Chair of the Senate.

213
214 Ms. Nicole Palmetto (School of Social Work) was nominated.

215
216 It was moved that the Secretary be instructed to cast a single ballot in favor of the
217 nominee. The motion carried by unanimous consent and Ms. Palmetto was elected.

218
219 The floor was open for nominations for Secretary of the Senate.

220
221 Ms. Sarah Jeninsky (Thomas Hunter Honors Program) was nominated.

222
223 It was moved that the Secretary be instructed to cast a single ballot in favor of the
224 nominee. The motion carried by unanimous consent and Ms. Jeninsky was re-elected.

225
226 The floor was open for nominations for At-Large Member.

227
228 Professor James Mandiberg (School of Social Work) was nominated.

229
230
231
232

236
237 It was moved that the Secretary be instructed to cast a single ballot in favor of the
238 nominee. The motion carried by unanimous consent and Professor Mandiberg was
239 elected.

240
241 The floor was open for nominations for At-Large Member.

242 Professor Kelle Cruz (Physics & Astronomy) was nominated.

243
244
245 It was moved that the Secretary be instructed to cast a single ballot in favor of the
246 nominee. The motion carried by unanimous consent and Professor Cruz was elected.

247
248 The floor was open for nominations for At-Large Member.

249 Professor Lawrence Kowerski (Classical & Oriental Studies) was nominated.

250
251
252 It was moved that the Secretary be instructed to cast a single ballot in favor of the
253 nominee. The motion carried by unanimous consent and Professor Kowerski was
254 elected.

255
256 The floor was open for nominations for At-Large Member.

257 Professor Jeanne Weiler (Educational Foundations) was nominated.

258
259
260 It was moved that the Secretary be instructed to cast a single ballot in favor of the
261 nominee. The motion carried by unanimous consent and Professor Weiler was elected.

262
263
264 **Committee on General Education**

265 Chair Keating called on Professor Lawrence Kowerski, Chair of the Committee on General Education, to
266 present a revised Revision of the Pluralism and Diversity Requirement. Chair Keating informed the body
267 that the Administrative Committee would like to limit debate to 15 minutes. There was no objection. The
268 Framework is in Appendix III.

269
270 **Revision of the Pluralism and Diversity Requirement**

271
272 **WHEREAS**, according to a resolution passed by the Hunter College Senate on 14 October 1992, “[b]efore
273 graduating from Hunter, every student is required to complete twelve credits in courses that address issues
274 of pluralism and diversity;”

275
276 **WHEREAS**, on 27 March 2023, the General Education Committee of the Hunter College Senate passed
277 the attached Framework for Pluralism and Diversity to be considered by the Senate as a revision to the
278 current requirement;

279
280 **Be it RESOLVED** that the attached framework be approved as a revision of the categories of the
281 Pluralism and Diversity Requirement as it currently exists within the general education requirement of
282 Hunter College; and,

283
284 **Be it RESOLVED** that the attached learning outcomes be added to the categories for the Pluralism and
285 Diversity Requirement; and,

286
287 **Be it RESOLVED** that beyond the categories and learning outcomes, the Pluralism and Diversity
288 Requirement remain the same in structure as it currently stands.

289
290 **Be it RESOLVED that the GER Committee, in consultation with Undergraduate Course of Study**
291 **and Academic Assessment and Evaluation, will report to the Senate on the progress of the**
292

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development, receipt, and approval of department and program submissions to the new categories no later than April 2024.

There was a second to bring the revised Resolution to the floor. Debate followed.

Voting by iClicker to adopt the Revision of the Pluralism & Diversity Requirement produced the following results: 66 in favor, two against, two abstentions.

The Resolution passed.

Committee Reports:

General Education Requirements Appeals Committee

Chair Keating called on Professor Jennifer Gaboury, Chair of the General Education Requirements Appeals Committee, to present a report. The report is in Appendix IV.

Committee on Student Success

Chair Keating called on Professor Michelle Liu, co-Chair of the Committee on Student Success, to present the revised **Charges to the Select Committee on Student Success in The Transition out of the COVID-19 Emergency** and give an update on the committee’s work.

CHARGES TO THE SELECT COMMITTEE ON STUDENT SUCCESS IN THE TRANSITION OUT OF THE COVID-19 EMERGENCY:

Resolved that, starting this Spring, the Select Committee on Student Success study the challenges facing undergraduate students as we move out of the COVID-19 emergency, including those related to success in course work, timely program planning (advising), and mental health. The committee will report to the Senate by the end of Fall 2023, making any recommendations it deems appropriate.

Resolved that the Select Committee on Student Success, in consultation with UCSC and GCSARC, and appropriate administrative offices, consider and make recommendations by the end of Fall 2023 concerning how to increase student awareness and commitment to the values of academic integrity.

The revised Charge was adopted by unanimous consent.

Professor Liu said the following as an update on the committee’s work:

“I want to quickly summarize the work that our committee has been doing. First, we have discussed perhaps introducing an electronic module on Blackboard that incoming students would need to read and then fill out a quiz on academic integrity sometime during their first year. A second recommendation would be to when a student is taking a paper exam or even an exam on Blackboard, maybe put a paragraph at the beginning to remind them to put away all notes or check off the box “I certify that I have not consulted with anyone.” That type of language would remind them about what it means to have academic integrity. Third, we have talked about maybe setting up a best practices list of things that we would recommend. For example, if you are a new student, and you have been given an assignment with a due date, maybe mark the due date on your calendar, then plan to work on it these two or three weeks ahead of time, so that everything is planned out, because if you wait until the night before, that is when you get desperate and bad things can happen at that point. Identifying those types of situations and helping them plan would be helpful. The fourth thing that we discussed is that at the department level, it would help if faculty communicated with each other about what exactly cheating looks like in my department. Every department is different. Cheating looks much different in economics and accounting, than it does in music, lab reports or sciences. So, it would be great if faculty could share these ideas, especially with the introduction of Chat GPT. Chat GPT has been our main focus. It will impact all of the areas differently as to what it is used for, and how it would impact cheating. So, those are the issues that we are currently discussing.”

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356
357 **Governance Committee**

358 Chair Keating called on Professor Sarah Chinn, former Chair of the Governance Committee, to present
359 the revised “Guidelines for Establishing and Revising Departmental By-Laws” and Music By-Laws.

360
361 Professor Chinn presented the revised “Guidelines for Establishing and Revising Departmental By-Laws”.
362 The revision was in Article IV.A.2, Electoral Procedures, to make the second paragraph of subsection B,
363 its own section, to be lettered C, and changed as follows:

364
365 Each department ~~also may~~ elects two alternate members of the P and B during the triennial election. No
366 more than one of the alternates may be untenured. An alternate serves only when a regular member is
367 on leave from the committee for a specified period of ~~a term or longer~~ 8 weeks or longer, or when ~~in the~~
368 ~~determination of recommendations for reappointment, promotion or tenure~~ the disqualification of regular
369 members would reduce the membership to three or fewer. If a member of the P and B is not
370 reappointed, resigns, or retires, or otherwise is no longer eligible to serve on the P and B, the
371 Department shall elect a new member of the P and B to finish out their term (this election will not
372 result in the beginning of a new 3-year term).
373

374 Questions followed and clarification was made so that the last sentence above read:

375
376 If a member of the P and B is not reappointed, resigns, or retires, or otherwise is no longer eligible to
377 serve on the P and B, the Department ~~shall may either~~ elect a new member of the P and B or elevate an
378 alternate to finish out their term (this election will not result in the beginning of a new 3-year term).
379

380 The revised Guidelines so clarified (Appendix V) were approved by unanimous consent.

381
382
383 Professor Chinn also presented the revised By-Laws of the Music Department. By-Laws are available on
384 the Senate website.

385
386 The By-Laws of the Music Department were approved by unanimous consent.
387

388
389 **Old Business: Committee on Academic Freedom**

390 Chair Keating called on Professor Alan Frei, Chair of the Committee on Academic Freedom, to report.
391 Professor Frei’s report is in Appendix VI.

392
393
394
395 Due to the late hour, the meeting was adjourned at 5:20 PM.

396
397 Respectfully submitted,

398
399 Sarah Jeninsky
400 Secretary
401

APPENDIX I

The following attendance was noted from the meeting

(A) =Alternate, A=Attended, X=Absent, E=Excused

Faculty	Name	Status	Department	Name	Status	
AFPRL	Anthony Browne	A	Mathematics & Statistics	Sandra Clarkson	A	
	Milagros Denis-Rosario	(A) X				0
	Lázaro Lima	(A) A				
Anthropology	Jackie Brown	A		Robert Thompson	(A) A	
	Stephanie Levy	(A) X	Medical Laboratory Sciences	Barry Cherkas	(A) X	
	Milena Shattuck	(A) A		Chad Euler	A	
Harper Montgomery	X	Steven Einheber		(A) X		
Art & Art History	Chitra Ganesh	X	Music	Muktar Mahajan	(A) X	
	Emily Braun	(A) X		Michele Cabrini	X	
	A. K. Burns	(A) X		L. Poundie Burstein	(A) A	
Biological Sciences	Ben Ortiz	A	School of Nursing		(A)	
	Jesus Angulo	A		Carolyn Sun	X	
	Paul Feinstein	(A) X		William Samuels	A	
Chemistry	Carmen Melendez	(A) X		Stephen Yermal	A	
	Gabriela Smeureanu	A	Philosophy	Deidre O'Flaherty	(A) X	
	Nancy Greenbaum	(A) X		Laura Keating	A	
Brian Zeglis	(A) X	Daniel Harris		(A) X		
Classical & Oriental Studies	Nadya Kobko-Litskevitch	X	Physics & Astronomy	Omar Dahbour	(A) X	
	Yasha Klots	A		Kelle Cruz	A	
	Lawrence Kowerski	(A) A		Yuhang Ren	(A) X	
Computer Science	Doron Friedman	(A) A	Political Science	Ying-Chih Chen	(A) X	
	Sarah Ita Levitan	A		Lina Newton	A	
	Saptarshi Debroy	(A) A		Charles Tien	(A) X	
Curriculum & Teaching		(A)	Psychology	Michael Lee	(A) A	
	Laura Baecher	X		Roseanne Flores	A	
	Stephen Demeo	A		Darlene DeFour	X	
Dance		0 (A)	Physical Therapy	Glenn E Schafe	(A) X	
	Tim Farnsworth	X		Peter Serrano	(A) X	
	Maura Donohue	A		Jaya Rachwani	A	
Economics	Ana Nery Fragoso	(A) A	Romance Languages	Milo Lipovac	(A) X	
	David Capps	(A) X		Chad Woodard	(A) X	
	Tim Goodspeed	X		Magdalena Perkowska	X	
Educational Foundations & Cou	Michelle Liu	A	School of Social Work	Monica Calabritto	(A) X	
	Kenneth McLaughlin	(A) A		Julie Van Peteghem	(A) A	
	Avi Liveson	(A) X		Jonathan Prince	A	
English	Sarah Bonner	A	Sociology	George Patterson	A	
	Jeanne Weiler	(A) A		Marina Lalayants	(A) X	
	John Keegan	(A) X		Keith Chan	(A) X	
Film & Media Studies	Sarah Chinn	A	Special Education	Mark Halling	E	
	Amy Robbins	X		Mike Benediktsson	(A) X	
	Mark Miller	A		Michaela Soyer	(A) X	
Geography & Environmental Sci	Janet Neary	(A) A	SLPA	Salvador Ruiz	A	
	Larry Shore	X		Rhonda Bondie	(A) A	
				Kathryn Furlong	(A) A	
German	Tami Gold	(A) X	Theatre	Donald Vogel	X	
	Gustavo Mercado	(A) X		Nancy Eng	(A) A	
	Allen Frei	A		JungMoon Hyun	(A) A	
History	William Solecki	(A) X	Urban Policy and Planning	Louisa Thompson	X	
	Christina Mekonen	A			0	
	Elke Nicolai	(A) A		Claudia Orenstein	(A) X	
Library	Aine Zimmerman	(A) A	Nutrition and Public Health*	Lily Baum Pollans	A	
	D'Weston Haywood	A		Victoria Johnson	(A) X	
	Manu Bhagavan	(A) X		vacant	(A) X	
Women & Gender Studies	Aaron Welt	X	Women & Gender Studies	Susan Cardenas	A	
	Iris Finkel	A		Khurshed Navder	(A) A	
	Ajatshatru Pathak	X		Steven Trasino	(A) X	
	Mee' Len Hom	(A) A				
		(A)		Jennifer Gaboury	A	
				Catherine Raissiguier	(A) X	
				Rupal Oza	(A) X	

Students

Hunter Moran	A
Umar Faruque	X
Ariadna Pavlidis-Sanchez	A
Nicole Palmetto	A
Rida Akhlaq	X
Ronette Johnson	X
Olivia Massey	X
Christopher Orzech	A
Sitora Akhadova	A
Ermina Chowdhury	A
Viet Thanh Phan	A
Nourhan Ibrahim	A
Vianny Cabral	X
Nethya Samarakkodig	X
Lorraine Santana	A
Sanzida Mohsin	X
Sarah Roberts	X
Hamdha Mohammed Nijamdeen	X
Jacob Appet	A
Veronica Witkowski	X
Nusrat Jahan	X
Aliyah Ghany	X

At-Large, Lecturers and Part-Time Faculty

Student Services	Burhan Siddiqui	A
	Luis Roldan	(A) X
Library	Jocelyn Berger-Barera	A
English	Donna Paparella	X
Psychology	Stefan Schlussman	A
Social Work	James Mandiberg	A
Medical Lab Science	Hongxing Li	X
	0 vacant	
Political Science	Rosa Squillacote	X
	0 vacant	
Special Education	Gina Riley	A
	0 vacant	
THHP	Sarah Jeninsky	A
	0 vacant	

Ex-Officio

President, USG	Ariana Ahmed	X
Vice President, GSA		0
President Alumni Association	Elizabeth Wilson-Anstey	X
President, HEO Forum		0
President, CLT Council	Amy Jeu	X

ADMINISTRATION

Senators:

HEO/CLA Representative	Lori Janowski	X
Vice President for Student Affairs	Eija Ayravainen	A
Provost	Manoj Pardasani	A
Dean, School of Arts & Sciences	Andrew Polsky	A
Dean of Education	Jennifer Tuten	A
Alternate Senators (3):		
Dean of Social Work	Mary Cavanaugh	X
General Counsel & Dean of Faculty	Suzanne Piper	X
Dean of Nursing	Elizabeth Cap ezuti	A

APPENDIX II

**THE CITY UNIVERSITY OF NEW YORK
2023-2024 ACADEMIC CALENDARS**

SUMMER 2023

May 2023:

Tu 30..... Start of Summer Term

June 2023:

M 19..... COLLEGE CLOSED

July 2023:

Tu 4..... COLLEGE CLOSED

August 2023:

F 18..... End of Summer Term

FALL 2023

August 2023:

F 25..... Start of Fall Term

September 2023:

M 4..... COLLEGE CLOSED

F 15- Sat 16..... No classes scheduled

Su 24-M 25..... No classes scheduled

October 2023:

M 9..... COLLEGE CLOSED

Tu 10..... Classes follow Monday schedule

November 2023:

W 22..... No classes scheduled

Th 23 – Su 26..... COLLEGE CLOSED

December 2023:

Tu 12 – W 13..... Reading Day

Th 14 - W 20..... Final Examinations

W 20..... End of Fall Term

Su 24 – M 25..... COLLEGE CLOSED

WINTER 2024

January 2024:

M 1..... COLLEGE CLOSED

Tu 2..... Start of Winter Session

M 15..... COLLEGE CLOSED

Tu 23..... End of Winter Session

SPRING 2024

January 2024:

Th 25 Start of Spring Term

February 2024:

M 12 COLLEGE CLOSED

M 19 COLLEGE CLOSED

Th 22 Classes follow Monday schedule

W 28 Classes follow Monday schedule

March 2024:

F 29 – Su 31 No Classes Scheduled

April 2024:

M 22 – Tu 30 Spring Recess – No Classes Scheduled

May 2024:

Th 16 – W 22 Final Examinations

W 22 End of Spring Term

M 27 COLLEGE CLOSED

APPENDIX III

Category A: Migration, Diaspora, and Globalization

Understanding various political, economic, and/or cultural differences across the globe and how movements create, shift, and/or secure contested boundaries, borders, and identities.

After completing a course in the category, students will be able to

- Explain how and why *forms of migrancy, ~~and~~ diaspora, and/or borders* have transformed over time, impacting people and resources in a global context.
- Assess the *impact of globalization imperialism, colonialism, neo-colonialism, and/or borders* on the dispersal of ethnic, racial, gendered, “stateless,” linguistic, and/or religious groups over time in historical, social, cultural, economic, and/or political context.
- Demonstrate *intercultural competence* as part of constructive discourse.

Category B: Residency, Citizenship, and Human Rights

Understanding how rights are gained or lost via policies, legislation, social customs, and/or social, political, and/or cultural movements.

After completing a course in the category, students will be able to:

- Explain the historical, social, cultural, economic, and/or political context for how *rights and responsibilities* are accorded to citizens, citizens-in-the-making, the undocumented, and/or marginalized populations.
- Identify how *human rights abuses* have contributed to the educational, cultural, social, economic, and/or political disenfranchisement of marginalized populations.
- Evaluate how forms of *systemic violence and/or oppression* related to class, gender, poverty, race, language, and/or sexuality intersect with residency status, citizenship, and human rights.

Category C: Intersectionality and Social Justice

Understanding the social constructions of race, class, gender, sexuality, language, and dis/abilities through concepts of justice, fairness, and equity.

After completing a course in the category, students will be able to

- Demonstrate an understanding of *intersectionality* among race, class, gender, sexuality, ethnicity, religion, language, dis/abilities, and/or other critical variables.
- Identify the ways that social, economic, cultural, ~~and/or~~ political *power and privilege, and/or discrimination* play out across a range of human experiences.
- Explain how encounters and engagements with power and privilege perpetuate and/or combat *systemic oppression and inequality*.

Category D: Knowledge Construction, Environments, and Technologies

Understanding how power and knowledge are produced in society and how change/innovation can accelerate and alter established epistemological frameworks.

After completing a course in the category, the student will be able to

- Demonstrate an understanding of how the *production of knowledge* (epistemologies) is mediated by ecological, cultural, technological, institutional, historical, economic, and/or socio-political environments.
- Identify the *concepts, arguments, theories, and/or methodologies* in one or more disciplines that explore how knowledge and power are produced, maintained, and/or altered.
- Explain how these concepts, arguments, theories and/or methodologies impact *equity and justice*.

APPENDIX IV

Revised

GER appeals

	1A	1B	1C	2A	2B	2C	2D	2E LAB	2E non-LAB	3A	3B	FL	Annual total
2009	1			1	1						2	1	6
2010					1	1		2		2	4	1	11
2011					1		1	2		5		3	12
2012						2		2		2	2	1	9
2013				1	4	2	1	8	1	8	3	9	37
2014				2	2	5	1	23	4	4	9	31	81
2015					8				2		1	6	17
2016		2	2	1	3	2	1		17	9	2		39
2017									3	1	1		5
2018	2				4	4			4	2	2		18
2019	2	3	1	1	2	2	2		6	1	3		23
2020	3	3	1	1					3	2	2		15
2021	2	3	2	1	3		4		3	1	3		22
2022		1			2	2	1			2	4		12
2023	3	1	3	1			2		8	1	4		23

Hunter Core (CUNY Common Core) appeals

	English Comp	M&QR	L&PS	WC&GI	USED	CE	I&S	SW	FL	Annual total
2013		2	2					2		6
2014	1	3	6	1	2	1	3	4	2	23
2015	8	8	5	9	2	7	12	5		56
2016	7	12	5	16	2	9	18	9	16	94
2017	3		1	6		2	3	6		21
2018	7	3	8	9	3	11	7	12	16	76
2019	9	6	13	9	6	15	9	9	15	91
2020	4	9	7	12	11	18	26	6	11	104
2021	9	10	7	13	12	17	17	10	14	109
2022	3	5	11	9	7	7	21	4	8	75
2023	8	10	10	12	14	6	12	12	6	90

Pluralism & Diversity appeals

	P&D A	P&D B	P&D C	P&D D	Annual total
2009	30	29	33	4	96
2010	26	32	37	13	108
2011	25	22	23	6	76
2012	36	17	30	4	87
2013	22	17	37	3	79
2014	18	19	33	2	72
2015			6		6
2016	15	24	34	12	85
2017	6	6	5	1	18
2018	19	14	13	4	50
2019	27	23	11	5	66
2020	31	23	11	4	69
2021	14	18	14		46
2022	14	10	11		35
2023	13	12	7	2	34

APPENDIX V

Guidelines for Establishing and Revising Departmental By-laws

9 May 2012

Revised 10 May 2023

Introduction:

- Hunter College is governed by the most recently approved versions of the *By-laws of the CUNY Board of Trustees* (“BoT”) and The *Charter for a Governance of Hunter College* (“Charter”). The *Charter* stipulates that all college departments must establish departmental by-laws and must ensure that their by-laws are approved by the Hunter College Senate.
- The purpose of departmental by-laws is to specify the way departmental meetings are to function, the procedures through which officers of departments are selected, and the make-up and responsibilities of various departmental committees. Well-written by-laws help ensure transparent and effective departmental governance.
- Accordingly, the Hunter College Senate’s Committee on Departmental Governance offers these Guidelines for Establishing and Revising Departmental By-laws. Specifically, the Guidelines explain what by-laws *must* include, according to the governing documents at this time, and what they *may* include or often include.
- In addition, the Guidelines offer information that we hope will allow departments to determine how they want to structure departmental governance. Please note that these guidelines are drafted for use by Departments and not by Schools or Programs, which may have separate issues and be subject to different rules.
- Departmental by-laws should serve the needs of the department’s particular faculty and students, provided those by-laws are consonant with the College’s and University’s governing documents. These needs may vary among departments based on the size and culture of the department and other factors.
- Because of the changing faculty membership of departments, and the varying nature of disciplines, the Committee on Departmental Governance recommends that departments review and, if necessary, revise their by-laws regularly—at least once every seven years—and make their by-laws easily accessible by members of their department. The office of the Hunter College Senate will also retain and make available copies of all current departmental by-laws.

Article I—Organization

A. Voting Membership

1. Departmental by-laws should specify who is considered a member of the department and what rights and responsibilities they have.

A) While everyone associated with a department—full-time faculty, secretarial staff, HEOs, college laboratory technicians, college office assistants, adjuncts, and others—is in a very real sense a member of the department, these different categories have different rights and responsibilities. Some of these rights and responsibilities are explained in BoT, Articles VIII and IX, while others may be decided by departments and specified in departmental by-laws. Depending on the tasks and needs of a department, these may vary. Typically, the following definitions are included in departmental by-laws:

- 1) Members of the department who hold the titles of Professor, Associate Professor or Assistant Professor (both tenured and tenure-track) have “Faculty Rank” (BoT, VIII.1).

- 2) Members of the department in the titles of Instructor or Lecturer (full-time) who have been reappointed on an annual basis for a third or later year have “Faculty Status” (BoT, VIII.2).
- 3) Members holding Faculty Rank and Faculty Status typically vote on educational policy and other departmental matters (see section on Department Meetings, below). Members of the department who are visiting professors, adjunct faculty, students or have other titles may also vote on educational policy and other departmental matters, provided their rights are articulated in departmental by-laws. More restrictive rules apply for voting in the triennial elections for Chair and members of the Personnel and Budget committee. (See section on Elections, below.)

B. Officers

1. Departmental by-laws should identify the officers of the department, how each is selected, and the scope of their responsibilities.

- A) Every department must have a Chair. The responsibilities of the Chair’s position are discussed in BoT Article IX, section 3. They include assigning courses, presiding at department meetings, presiding at Personnel & Budget Committee meetings, and generally supervising and administering the department. Other rules governing the Chair’s position including eligibility to serve, election mechanics, term, and removal are provided in Article IX of the BoT.
- B) Many departments have additional officers such as a Deputy Chair and a Secretary who may be either elected by the faculty or appointed by the Chair. If a department chooses to have such additional officers, the method of selection as well as the term of office for each officer should be stated in the department’s by-laws, as should the process by which the officer may be replaced (if, say, the officer is on leave) or removed during the term of service.

C. College Governance Representatives

1. Departmental by-laws should identify how members of the faculty, and students, are elected and serve as representatives to college governance bodies.

- A) Faculty and student participation on the Hunter College Senate is defined by Articles III and IV of the *Charter*. Article IV, section 2 of the *Charter* details the way in which faculty and student members are to be elected by their respective constituencies.
- B) Faculty and student participation on the School/Divisional Curriculum Committee is defined in Article VIII of the *Charter*.
- C) Faculty participation on the Faculty Delegate Assembly (FDA) is specified by the requirements of the FDA.

Article II—Department Meetings

A. Departmental by-laws should indicate how meetings are called, who may attend meetings, and who may vote during meetings, as well as the basic rules of order to govern such meetings.

1. **Calling Meetings.** Departmental by-laws should specify the minimum frequency of departmental meetings, the procedures for calling additional meetings, and the manner through which members shall be notified of meetings.

- A) Many departments schedule meetings once per month.
- B) By-laws should also provide a mechanism by which additional meetings can be called. It is standard practice that by-laws state that additional meetings may be called at the discretion of the Chair. In addition, it is also typical to have provisions in by-laws that do not involve the Chair for calling additional meetings, for example, at the request of any four members of the Departmental Policy committee, or at the request of 20% of the voting membership of the department.
- C) By-laws should also indicate the minimum advance notice that must be provided for a meeting. Many departments require that written notification of departmental meetings be sent to all members of the department no less than one week prior to the meeting date. Typically, a statement of the agenda of the meeting accompanies such notification.
- D) Departments may wish to specify in their by-laws whether email or other form of electronic notification and circulation of the agenda is sufficient to constitute written notification.

2. Attendance/Voting. Departments should specify who shall be eligible to attend department meetings and on which matters they are eligible to vote.

- A) Attendance
 - 1) By-laws should make clear whether any groups that are not voting members may attend department meetings. For example, in departments that do not permit adjuncts, administrative personnel, or students to vote, by-laws should address whether any of those groups may attend meetings. Note that anybody may be invited to a specific meeting even if they do not have a right to attend meetings in general.
- B) Voting
 - 1) As noted in the section on Membership, above, departments may have different eligibility for voting at department meetings for routine business—which may include instructors, uncertificated lecturers, adjuncts, administrative personnel and students—and for triennial departmental elections for the Chair and Personnel and Budget Committee (see also section on Elections, below).
 - 2) According to the BoT, only department members with Faculty Rank may vote for the Departmental Chair and for members of the Departmental Committee on Personnel and Budget (P&B) in the triennial departmental election (BoT, IX.1.b. & IX.1.e). In addition, in 1983, Hunter requested and received a waiver through which Lecturers may vote in the triennial departmental election for Chair and Personnel and Budget committee, provided they hold a Certificate of Continuing Employment (CCE). (For details, see section on Elections, below.)

3. Rules of Order for Department Meetings

- A) **Department By-laws should specify any rules that apply to Department meetings, including rules for quorum.**
 - 1) The most common standard for a quorum is majority of voting members; however, departments may choose a smaller or larger number. (A larger quorum can impede the Department's ability to conduct business if attendance is not reliable.)

- 2) It is also standard to provide that the department Chair will preside at meetings; an alternative procedure is often indicated for when the Chair is not available.
- 3) Many departments run their meetings in accord with *Robert's Rules of Order* and provide for the appointment of a parliamentarian.

Article III—Committees - The Department must establish the following committees: Personnel and Budget Committee, Policy Committee, and Committee on the Evaluation of Teaching. Each committee's membership, responsibilities, and frequency of meetings should be clearly described in the by-laws:

A. Personnel and Budget Committee

1. The membership and responsibilities of, and procedures pertaining to, Personnel and Budget Committees ("P and Bs") are articulated in the BoT in what, at the time of the writing of these guidelines, is Article IX. The information below repeats some of that information in abbreviated form.

A) Membership: Eligibility and election procedures for departmental P and Bs are governed by the BoT (IX.1), which states that the committee shall consist of the Chair and, where possible, of four other members who must have Faculty Rank. Four of the faculty members serving must also be tenured (IX.1). (For departments with fewer than five members, see IX.1.e.)

- 1) Members and Alternates are elected at the same meeting as the election of the department's Chair, in triennial elections (see Elections, below).
- 2) By-laws should detail any additional departmental membership requirements for serving on the P and B. For example, some departments have drafted their by-laws to ensure representation on the P and B of different programs within the department. Any such additional requirements need to be carefully drafted to ensure that they do not conflict with BoT requirements.

B) Responsibilities: The responsibilities of the P and B committee include reviewing and recommending the appointment, reappointment, reappointment with tenure (IX.7.b) and promotion (IX.8) of academic personnel.

- 1) Recruitment for Appointments: The primary responsibility for recruitment of faculty rests with the department Chair. Departmental P and B and search committees are accountable to the Chair for their recruitment efforts, and they should maintain written records of the recruitment process (BoT IX.6).

a) At Hunter, the Dean for Diversity and Compliance approves searches and circulates documents outlining procedures for searches. According to the latest available procedures, the Chair may appoint up to seven department members to serve as a search committee. These members may or may not also be members of the P and B.

b) Departments have different procedures to solicit faculty input (besides that of P and B and/or search committee members) regarding finalists for faculty positions. This faculty input is non-binding and the P and B officially decides among candidates, while the Chair recommends P and B-approved candidates to the administration.

C) Meetings: Departmental by-laws typically state the minimum number of meetings this committee shall have per semester.

- 1) A vote to recommend appointments, reappointments, promotion, and tenure may only be made with the affirmative vote of a majority of the committee members (not just a majority of those present).

- 2) A secretary should be appointed to take minutes for committee meetings. The P and B should keep minutes of its proceedings conforming insofar as is practicable to *Robert's Rules of Order*, and with respect to personnel actions in accordance with CUNY by-laws. (See IX.2.)

B. Departmental Policy Committee

1. **According to the *Charter* (XI. 2), departments must establish a Policy committee or Policy committees** (undergraduate and graduate) and are encouraged to establish policy-making structures that suit their size and needs.
 - A) **Membership:** The *Charter* states that such committees should be comprised of an equal number of faculty and student members. (Please note: the Departmental Governance committee is petitioning the *Charter* committee to reconsider this rule.) The time and method of selection of members of the policy committee (and its Chair) should be established in the by-laws.
 - B) **Responsibilities:** The policy committee initiates and reviews recommendations for changes in departmental policy and reviews the adequacy of departmental governance, initiating proposals for amendments in the by-laws as required. In departments that do not have undergraduate and/or graduate curriculum committees, the policy committee reviews curriculum proposals.
 - 1) In departments that do not have other committees dealing with these issues, the Policy Committee might also perform some or all of the following tasks: recommend departmental policies aside from those involving personnel and budget; monitor the changing nature of the academic discipline of its department; establish and publish election procedures; and develop strategies for determining the department's priorities and direction. Likewise, it may recommend policy regarding the conduct of the Department's advisement of its major and graduate degree program students; and it may head self-studies or, in consultation with the Chair, help plan an external review. The committee's responsibilities within any given department should be clearly articulated in that department's by-laws.
 - C) **Meetings: Departmental by-laws typically state the minimum number of meetings this committee shall have per semester.** The *Charter* stipulates that department policy committee meetings are to be scheduled so as to ensure the ability of day and evening undergraduate and graduate students, and faculty to participate. A secretary should be appointed to take minutes from Policy committee meetings.

C. Departmental Committee on the Evaluation of Teaching

1. **According to the *Charter*, XI.3, departments must establish a Departmental Committee on the Evaluation of Teaching.** This committee considers college- and university-wide policies and procedures relating to the evaluation of teaching. Teaching evaluations are used in annual evaluations and in decisions regarding reappointment, promotion and tenure; mentoring faculty regarding classroom instruction; and comparing strengths and weaknesses within and between departments.
 - A) **Membership:** The *Charter* states that this committee should be almost entirely comprised of student majors. (Please note: the Departmental Governance committee is petitioning the Charter committee to reconsider the requirement for student membership.) In addition, one faculty member should serve on the committee, ideally acting as a liaison between the students and the faculty.
 - 1) The faculty member and an alternate are either appointed by the Chair or elected by the faculty, as provided in the departmental by-laws.
 - B) **Responsibilities:** This committee is responsible for overseeing the administration of student evaluations, reporting the results to the Chair, and carrying out other functions envisaged by XI.3, of the *Charter*.

- 1) Student evaluations of faculty are to be conducted routinely in every course every semester.
- 2) The Committee on Evaluation and Teaching may also develop additional evaluation tools to assess instruction in laboratory courses, studios, and other nontraditional classroom settings, and in order to assess the use of new forms of instructional technology.

C. Optional Departmental Committees

1. In addition to the three required committees, a Department may establish such additional committees, standing as well as ad-hoc, as it deems necessary. For each standing committee, departmental by-laws should indicate the number of members and the means through which they are selected, as well as the committee's responsibilities. For ad hoc committees, the By-laws should indicate how the committee is to be created. Note that not all ad hoc committees need to be enumerated in the Department's by-laws.
2. Departmental by-laws should also either indicate general rules for department committee meetings (including quorum requirements, frequency of meetings, minimum notice of meetings, method through which committee chairs are chosen, and responsibilities for taking minutes) or a mechanism for how such rules are to be determined for each committee (aside from the three required committees, which are determined by the BoT and the *Charter*).
 - A) While Robert's Rules of Order may apply, many departments may prefer a less rigid rules structure for special/optional committees.
3. List of Sample Optional Committees—derived from committees in various Hunter College Departments' existing by-laws:
 - A) Grade Appeals Committee (Please note that every department must have a committee for evaluating grade appeals, but that it does not have to be a standing committee.)
 - B) Undergraduate and/or Graduate Course of Study Committee (sometimes called Curriculum Committee) (Please note that Policy committees are required but curriculum committees are not. See section on Policy Committee, above.)
 - C) Committee on Extra-Departmental College Relations
 - D) Prizes, Honors, and Awards/Fellowships Committee
 - E) Committee on Research
 - F) Committee on Social Affairs
 - G) Committee on Student Relations & Guidance/Advisers Committee (sometimes called Committee on Educational, Vocational and Personal Guidance Committee)
 - H) Student Affairs Committee
 - I) Tutoring Committee
 - J) Committee on Equipment and Funds
 - K) Search Committee for Faculty Positions (see section on Personnel and Budget Committee, above)
 - L) Committee on Committees
 - M) Agenda Committee

Article IV--Elections

A. Triennial Elections for Department Chairperson and Personnel and Budget Committee

The electorate, electoral procedures, and eligibility to serve either as Chair or on the P and B Committee should be specified by the departmental by-laws. Many of the details are mandated by the BoT (in section IX.1). The sections below repeat some, but not all, of the requirements and procedures. Please note that departments may also choose to elect Deputy Chairs during this meeting, though BoT by-laws do not require that the same procedures be followed.

1. **Electorate:** All members of the instructional staff of the department who hold Faculty Rank may vote. (For definition of Faculty Rank, see section on Membership, above.) Lecturers at Hunter holding a Certificate of Continuing Employment (CCE) may also vote in the triennial elections.

2. **Electoral Procedures:** Departmental elections for the Personnel and Budget Committee and for Department Chair are governed by the BoT (IX.1), which stipulates that the elections for P and B and Chair must be held at the same time—i.e. during the same meeting (although under extraordinary circumstances the meeting may be suspended and reconvened as soon as reasonably possible). By-laws should indicate the order in which voting takes place, e.g. first Chair election and then P and B, and then P and B alternates.
 - A) The term of office for Chair and for P and B is three years and the elections are to be held triennially, in the first week of May of the year in which the current Chair’s term of office expires. Elections must proceed via secret ballot. By-laws should stipulate which members of the faculty (e.g. members of the Policy Committee, Committee on Committees, or others) or departmental staff will count votes. Proxy or mail voting is prohibited; all voting must take place in person during the department meeting.
 - B) The Chair of the Department and the four other members of the Personnel and Budget Committee must be elected by a majority of those eligible to vote. By-laws should stipulate how nominations for these positions should take place, and should include the minimum number of nominations necessary to stand. The BoT by-laws do not require a nominated member of the department to be physically present to accept or reject the nomination; however, departments typically require each candidate to acknowledge his/her willingness to serve. By-laws should indicate the course in which events shall unfold in the case were majorities are not reached, i.e. if multiple ballots are required. The election of Department Chair is subject to the approval of the President and the Board.
 - C) Each department ~~also~~ **may** elects two alternate members of the P and B **during the triennial election. No more than one of the alternates may be untenured.** An alternate serves **only** when a regular member is on leave from the committee for a specified period of ~~a term or longer~~ **8 weeks or longer**, or when ~~in the determination of recommendations for reappointment, promotion or tenure~~ the disqualification of regular members would reduce the membership to three or fewer. **If a member of the P and B is not reappointed, resigns, or retires, or otherwise is no longer eligible to serve on the P and B, the Department may either elect a new member of the P and B or elevate an alternate to finish out their term (this election will not result in the beginning of a new 3-year term).**
 - D) Department by-laws should also specify the procedures for the election of an Acting Chair should a vacancy occur prior to the conclusion of the three-year term. Please note that if the department has a Deputy Chair, the Deputy Chair does not automatically assume the position of Chair; there must be a formal election for Chair.
3. **Eligibility to Serve:** The department Chair must be tenured or approved for tenure at the time of election, unless the college obtains a waiver from the CUNY BoT. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured. (For departments with fewer than five members, see BoT IX.1.e.)

Article V—Amendments

- A. **By-laws should detail the means in and through which proposed amendments to departmental by-laws should be submitted to and approved by the departmental faculty.** By-laws should state how notice shall be given and whether a majority or super-majority vote is required for an amendment to pass.
 1. Often, departments require proposed amendments to be distributed a certain number of days in advance of the meeting at which the proposal is to be considered.
 2. Often, departments require approval for amendments from a majority of voting members in the Department.
 3. Please note that amendments to departmental by-laws must be approved by the Hunter College Senate.
- B. **Departmental by-laws should make clear that, as Departmental by-laws are superseded by the BoT and the Charter, in the event that the BoT or Charter is amended or provisions deleted or waived, the corresponding departmental by-laws shall be deemed to have been similarly amended, deleted, or waived.**

SAMPLE LANGUAGE FOR BY-LAWS

Developed by the Hunter Senate Committee on Departmental Governance, the following document is intended only to suggest *possible* language in departmental by-laws and should not be considered a model or a template for by-laws. Departments differ in size, needs and traditions, all of which determine the form and substance of their by-laws. Departments wishing to establish or revise departmental by-laws are urged to carefully read the Guidelines that precede this sample language for important information concerning the choices they have. In order to illustrate some of the choices available to departments, the text below provides optional language included in brackets. For example, under Department Meetings, the possible text reads, “There shall be at least one departmental meeting per [month] [semester] [year].” Even the language *not* in brackets is intended solely for illustration purposes. Departments are free to use any language and structure, so long as it is consistent with the Guidelines (and with the College and University’s governing documents). The italicized text appearing below is explanatory and is not to be included in by-laws.

ARTICLE I – ORGANIZATION

A. VOTING MEMBERSHIP

1. For educational policy and routine business, voting members of the Department shall be:
 - a) All those holding Faculty Rank (i.e. hold the title of Assistant Professor, Associate Professor, Professor or Distinguished Professor)
 - b) All full time Lecturers with a Certificate of Continuous Employment (CCE)
 - c) [All full time, uncertificated Lecturers, Distinguished Lecturers, Visiting Professors,]
 - d) [Undergraduate or graduate students pursuing a major in the Department]

Only the first two categories above are eligible to vote in triennial elections for P and B. See Elections, below.

B. OFFICERS - The officers of the Department shall be:

1. A Chair who shall be elected for a three-year term.
For election of Chair during triennial elections, see elections, below.
2. [A Deputy Chair who shall be [elected by a majority of those eligible to vote for Chair]/[appointed by the Chair] and who shall assist the Chair in performing departmental responsibilities.]
3. A Secretary who shall be [elected by a majority of those eligible to vote in the department] [appointed by the Chair] and who shall have the responsibility of preparing and distributing the announcements and record of minutes of department meetings.

For information concerning removal of officers, see Guidelines and appropriate sections of BoT.

C. COLLEGE GOVERNANCE REPRESENTATIVES

For detailed information concerning faculty and student participation on the Senate, see Charter, articles III, and IV; for faculty and student participation on the School/Division Curriculum Committee, see Charter VIII; for faculty participation on the Faculty Delegate Assembly, see requirements issued by the FDA.

ARTICLE II - DEPARTMENT MEETINGS

A. CALLING DEPARTMENT MEETINGS

1. There shall be at least one department meeting per [month] [semester] [year].
2. Additional meetings may be called at the discretion of the Chair. In addition, the Chair must call a meeting of the Department within [ten] working days at the request of [twenty] percent of the voting members of the Department.
3. Written notice of departmental meetings shall be sent to all voting members of the Department no less than [five] working days in advance of the meeting date. An agenda of the meeting shall accompany such notification. [Notification may occur through e-mail.]

B. ATTENDANCE AT DEPARTMENT MEETINGS

1. [Meetings shall be open to Voting Members of the Department only].[The Chair may choose to open some or all of a meeting to others as appropriate] [subject to consent of the Voting Members of the department.].

C. RULES OF ORDER FOR DEPARTMENT MEETINGS

1. A quorum for Department meetings shall consist of the majority of the Voting Members of the Department.
2. The Chair shall preside at all meetings of the Department. In the absence of the Chair, [the Deputy Chair shall preside] [a presiding officer shall be elected by majority vote of all those present who are eligible to vote at Department meetings].
3. The Chair may appoint an individual who is eligible to vote at Department meetings to act as parliamentarian for such meetings. Except where it conflicts with these By-Laws, the latest edition of *Roberts Rules of Order* shall be followed at all meetings.

ARTICLE III: COMMITTEES

A. PERSONNEL AND BUDGET COMMITTEE

This Committee shall be governed by the provisions of the BoT (See esp. Section IX.1). In accordance with those provisions, the following rules shall apply:

1. Membership/Elections

The committee shall consist of the Department Chair and four other members who must have Faculty Rank (i.e. hold the title of Assistant Professor, Associate Professor, Professor or Distinguished Professor). Four of the faculty members serving must also be tenured.

2. Responsibilities

The responsibilities of the Personnel and Budget Committee include reviewing and recommending the appointment, reappointment, reappointment with tenure and promotion of academic personnel. [At the discretion of the Chair, this Committee may also serve as the search committee for new faculty positions in the Department.]

3. Meetings

The Committee shall meet as often as necessary to conduct its business [and at least once each semester]. Decisions regarding appointment, reappointment, reappointment with tenure and promotion of academic personnel shall require a majority vote of all members of the committee and shall be by secret ballot. The result of the balloting shall be duly recorded in the committee's minutes. The recommendations of the committee shall be submitted by the Chair to the president and appropriate college committee on personnel and budget in accordance with procedures set forth in the BoT.

B. DEPARTMENTAL POLICY COMMITTEE

1. Membership

Membership of the Committee shall consist of:

[Four] elected tenured or tenure-track faculty members to serve for terms of up to three years. The Department may choose to have terms overlap.

[Four] [undergraduate majors and/or graduate] students elected [from their respective ranks]. [If the students fail to elect members, undergraduate majors may be chosen by the Chair.]

The number of faculty and student members of this committee must be the same.

2. Responsibilities

The Policy committee shall initiate, review and make recommendations with respect to changes in departmental policy and review the adequacy of departmental governance, initiating proposals for amendments in these by-laws as required. [It shall also appraise the curriculum offered by the Department, reviewing and proposing recommended changes and recommend policy regarding the conduct of the Department's advisement of its major students.] The Policy Committee shall also be responsible for the supervision of all Departmental elections [and publish election procedures.] [The Committee shall also monitor the changing nature of the academic discipline of the Department, head self-studies, and help plan external reviews.]

3. Meetings

[At least two] meetings shall be held per semester and shall be scheduled in such fashion that no member shall be constrained by regular duties to miss more than half of these meetings.

C. COMMITTEE ON EVALUATION OF TEACHING

This Committee shall be governed by the provisions of the *Charter* (See esp. XI: 3.) In accordance with those provisions, the following rules shall apply:

1. Membership

[Two] students elected by the undergraduate majors from their ranks [and one student elected by the graduate students from their rank]. One member of the faculty and an alternate shall be [elected] [appointed by the Chair]

2. Responsibilities

This committee shall be responsible for [providing for distribution the college's evaluation materials], [and if desired] preparing a departmental questionnaire in consonance with guidance from the Senate Committee on the Evaluation of Teaching. It shall also report the results of such evaluations to the Department.

D. OPTIONAL DEPARTMENTAL COMMITTEES

The Department may establish such additional committees – either standing or ad-hoc -as it deems necessary. [A majority of voting members present at a department meeting shall approve membership of these committees] [OR] [The Chair shall have the authority to appoint the members of these committees]

E. RULES OF ORDER FOR DEPARTMENTAL COMMITTEES

Unless otherwise specified at the time the committee is created, [a majority of the entire committee] shall constitute a quorum. Except with respect to the Personnel and Budget Committee, the act of the majority of committee members present at a meeting at which a quorum is present shall constitute the act of the committee. [The term of membership shall be one year.]

Each Committee may adopt other rules for its own governance not inconsistent with these by-laws, the Charter and the BoT.

ARTICLE IV – TRIENNIAL ELECTIONS FOR CHAIR AND PERSONNEL AND BUDGET COMMITTEE

A. Elections for Department Chair and Personnel and Budget Committee are governed by the BoT (See Section IX.1). In accordance with those provisions, the following rules shall apply:

1. Electorate

Those eligible to vote shall be: All members of the instructional staff of the Department who hold Faculty Rank (Assistant Professors, Associate Professors, Professors and Distinguished Professors) and all Lecturers holding a Certificate of Continuing Employment (CCE).

2. Electoral Procedures

Elections for members of the Personnel and Budget Committee and Chair shall be held at the same time [i.e. at the same meeting] in the first week of May of the year in which the current Chair's term of office expires. [Nomination and] election of candidates must be by secret ballot. Faculty must be present in person during the Department Meeting in order to vote. Proxy or mail voting is prohibited. Candidates must be elected by a majority of those eligible to vote.

3. Term

The term of office for both Chair and Personnel and Budget Committee members shall be three years.

4. Eligibility to Serve

Candidates for Chair must be tenured or approved for tenure at the time of election, unless the college obtains a waiver from the BoT. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured.

5. Alternates

Two alternate members of the Personnel and Budget Committee shall also be elected. An alternate serves when a regular member is on leave from the committee for a specified period of [a semester or longer], or when in the determination of recommendations for reappointment, promotion or tenure the disqualification of regular members would reduce the membership to three or fewer.

6. Vacancy or Removal of Chair

In the event that the Chair is on leave or otherwise unable to serve for any portion of the three-year term for a period of a semester or longer, the Department shall hold a special election to elect an Acting Chair for such period. The election procedures and eligibility requirements shall be the same as for Chair. *Note that the Deputy Chair does not automatically become the Chair in the Chair's absence.* Officers other than the Chair may be removed [in the same manner in which

they were selected] [by a two-thirds majority vote of those present OR eligible to vote] The Chair may be removed as provided in BoT IX.1.c.

7. Oversight of Elections

Elections shall be overseen by [the Departmental Policy Committee]

ARTICLE V – AMENDMENTS AND RELATION TO GOVERNING DOCUMENTS

A. All proposed amendments to these By-laws shall be submitted in written form and distributed to all voting members of the Department at least [five working] days in advance of the meeting at which the proposal is to be considered.

B. An amendment to the By-laws shall become effective when it has been approved by [a majority of] the voting members of the Department and by the Hunter College Senate.

C. The BoT and the *Charter* shall supersede these By-laws where inconsistencies exist. To the extent a relevant BOT By-law or Charter provision is amended or waived, the corresponding section of the Departmental By-laws shall be deemed to have been amended or waived.

APPENDIX VI

The Senate Committee on Academic Freedom (CAF) has three items to report.

1. Background Information about academic freedom Over the last few years the CAF has gathered a small number of documents and links to websites that may provide useful information for Hunter College faculty, staff, or students seeking background knowledge about the issue of academic freedom. It is not considered a complete, or even a near complete, bibliography; rather, it is intended to provide background information only. This information will be made available to the Hunter College community through the Senate's office soon, after the committee reviews the information one more time prior to providing it to the Senate office.
2. Procedural Clarifications are Required The CAF has received only one "recent" complaint about Academic Freedom (since 2015). (This recent complaint will be discussed in the next item of this report.) As a result of handling this complaint, the CAF realized that some details of the procedures for handling complaints could use clarification. The CAF spent a great deal of time discussing how to handle the specific complaint that we received, largely because the CAF prioritized protecting the anonymity of both the person filing the complaint (the "complainant") and the subject of the complaint (the "subject") while at the same time ensuring the integrity of the investigation and a subsequent informed vote by the CAF. There has been work in this area by earlier incarnations of the CAF, but many of the suggestions and conclusions of those committees have never been incorporated into any guidelines. As a result, a task of the CAF for next year, other than handling any complaints that arise, will be to try to clarify the procedures.
3. Report of a Specific Complaint In 2022 the CAF, as per committee guidelines, charged the subcommittee of two members to investigate an academic freedom complaint. The committee feels that protecting the anonymity of all parties involved, including the "complainant" and the "subject" is critically important. Hence, this report to the full Senate is brief and sparse in details.
 - The complaint was received by the Senate via email in February 2022, and passed to the CAF, subsequently to the subcommittee, in March 2022. The subcommittee engaged in a 2-month long inquiry into the complaint.
 - The sub-committee met with Complainant in April 2022. The information in the initial email testimony of Complainant was corroborated at that meeting. The subcommittee had subsequent contact with the complainant when additional questions arose or clarifications were required.
 - The sub-committee met with the subject of the complaint about a week after meeting with the complainant. The subcommittee had subsequent contact with the subject when additional questions arose or clarifications were required.
 - The sub-committee consulted the bylaws of the department involved in this complaint in order to aid their evaluation of whether or not those bylaws had been violated. The sub-committee concluded that the bylaws had not been violated.
 - The sub-committee consulted the guidelines and principles of academic freedom published on line by the American Association of University Professors (AAUP) in order to aid their evaluation of whether or not the complainant's academic freedom had been violated. While the complaint did not identify points specifically mentioned in the AAUP guidelines, the subcommittee identified the relevant issues covered by the AAUP guidelines that are specifically relevant to this case.
 - The subcommittee had subsequent contact with a third party who was able to provide additional information that was useful to the investigation.
 - The subcommittee finished its initial report in early June 2022. On more piece of information was received from the complainant a month later. The subcommittee confirmed its final report in early October 2022 in which they concluded that "on the preponderance of evidence, not with full certainty, we conclude that Complainant's complaint does not stand as a violation of their academic freedom." The final step was for the CAF to meet and vote on whether to accept the subcommittee's report. They met on December 2 and considered a version of the report that maintained the confidentiality of the people involved. The CAF voted to accept the report and that the

case did not involve a violation of the complainant's academic freedom. Shortly after this, the complainant and subject were informed.