

**BY-LAWS**  
**Department of Africana and Puerto Rican/Latino Studies**  
Hunter College, CUNY

**Article I. ORGANIZATION**

**A.MEMBERSHIP:** For educational policy and routine business, voting members of the Department shall be all persons holding (a) Faculty Rank (i.e., holding full-time the title of Assistant Professor, Associate Professor, Professor or Distinguished Professor) or (b) Faculty Status (i.e., holding full-time the title of Instructor, Lecturer, Lecturer with CCE, Doctoral Lecturer, Distinguished Lecturer). Moreover, as stated in the CUNY By-laws Article VIII, Sections 8.1 and 8.2, all persons having faculty rank or faculty status shall retain their voting rights provided that they have not received notice of non-reappointment or submitted a resignation or are not on Travia leave.

**B. OFFICERS**

The officers of the Department shall consist of:

**A1. Chair:** The Department Chair shall be a tenured professor and will be elected for a three-year term. The responsibilities of the Chair are those given in the CUNY By-laws, Article IX, Section 3. The voting members of the Department may make a provision for a consecutive term limit.

**A2. Interim Chair:** Should a Chair vacancy occur prior to the conclusion of the three-year term an election for this position will be held in accordance with the CUNY By-laws.

**B1. Director of the Africana Sequence:** A Director of the Africana Sequence shall be elected by the constituency of the sequence for a three-year term during the triennial departmental elections from a slate of nominees proposed by the constituency. All voting members of the sequence are eligible to serve as Director of the Africana Sequence. Nominees must be submitted to the Chair two weeks before the election. The election will be by secret ballot.

**B2. Responsibilities:** The Africana sequence director will supervise faculty, assess curriculum, and make recommendations on curricular matters, adjunct appointments, programs and assessment to the Chair. The director will chair meetings of the Africana sequence.

**C1. Director of the Puerto Rican/Latino Sequence:** A Director of the Puerto Rican/Latino Sequence shall be elected by the constituency of the sequence for a three-year term during the triennial departmental elections from a slate of nominees proposed by the constituency. All voting members of the sequence are eligible to serve as Director of the Puerto Rican/Latino Sequence. Nominees must be submitted to the Chair two weeks before the election. The election will be by secret ballot.

**C2. Responsibilities:** The Puerto Rican/Latino sequence director will supervise faculty, assess curriculum, and make recommendations on curricular matters, adjunct

appointments, programs and assessment to the Chair. The director will chair meetings of the Puerto Rican/Latino sequence.

D. **Secretary:** A Secretary shall be appointed by the Chair and shall have the responsibility of recording the minutes of department meetings. If the Secretary is unable to attend a department meeting, the Chair will appoint someone to serve as interim Secretary for that scheduled meeting. Departmental minutes shall be amended if necessary and approved by the faculty present at the next department meeting.

### **Article III. COLLEGE GOVERNANCE AND OTHER GROUP REPRESENTATIVES**

At triennial meetings when elections for Chair, P&B, Sequence Directors and other Department officers are held, voting members of the Department shall elect the Department's representatives for College Governance. The representatives of the Department (including alternates) for purposes of College governance shall consist of the following:

#### **A. Hunter College Senate**

Faculty and student representatives will be nominated and elected by their respective constituencies as defined by Articles III and IV of the Charter.

Faculty senators and alternates will be elected by the voting members of the Department, and student senators will be elected by department majors.

#### **B. School/Divisional Curriculum Committee**

The Department representative shall be elected by faculty voting members at the last meeting of the Department in the academic year.

1. Allocated seats for representatives will be filled by nominations from and elections by voting members.
2. Allocated seats for students will be elected by department majors. If students fail to elect a member, a student departmental major may be appointed by the Chair to serve on the School/Divisional Curriculum Committee as defined in the *Charter for a Governance of Hunter College*. Article VIII, Section 3. D.

#### **C. Faculty Delegate Assembly (FDA)**

The department representative shall be nominated and elected by faculty voting members at the last meeting of the department in the academic year. Allocated seats for representatives will be filled by nominations from and elections by voting members.

### **ARTICLE IV: DEPARTMENT MEETINGS**

#### **A. CALLING DEPARTMENT MEETINGS**

1. There shall be at least three Department meetings per semester.
2. Additional meetings may be called at the discretion of the Chair. Also, the Chair must call a meeting of the Department within ten business days at the request of one third of the voting members of the Department.
3. Written notice of departmental meetings shall be sent through email 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.

## **B. ATTENDANCE and VOTING AT DEPARTMENT MEETINGS**

1. Meetings shall be open to voting members of the Department. The Chair may choose to open some or all of a meeting to others as appropriate--subject to consent of a majority of voting members present.
2. Proxy or in absentia voting shall not be permitted. Subject to the approval of a majority of those present at a Department meeting, the Chair may refer a question (other than the election of the Chair and P&B members) to an e-mail vote. In case of an e-mail vote, faculty members will forward their votes to both the Chair and the Secretary. The Chair will inform the voting members of the result and the Secretary will record the result in the minutes of the next Department meeting.

## **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. A quorum of Departmental committees or Sequences shall consist of a majority of their respective membership.
3. The Chair shall preside at all meetings of the Department. In the temporary absence of the Chair, a presiding officer shall be elected by majority vote of all those present who are eligible to vote at Department meetings.
4. Except where it conflicts with these By-Laws, or where a majority of the voting members elect otherwise, the latest edition of *Roberts Rules of Order* shall be followed at all meetings.

## **ARTICLE V: COMMITTEES**

**COMMITTEES** — As mandated by the CUNY By-laws, the Department shall establish the following committees:

### **A. PERSONNEL AND BUDGET COMMITTEE**

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. There must also be a first alternate member and a second alternate member. An alternate member serves when a regular member is unable to serve, or when in the determination of recommendations for reappointment, promotion, or tenure the disqualification of regular members would reduce the membership of the P & B Committee to three or fewer.
2. Members of the Personnel and Budget Committee are elected to three-year terms at the same time that the election for the Department Chair is held. The

department may choose to have terms overlap. If any member of the committee is or will be away for at least one semester, an elected alternate shall take the member's place.

3. 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.
4. 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 CUNY By-laws.

## **B. STANDING COMMITTEES AND SELECTION PROCESS**

1. Members of Standing Committees are to be nominated by the Chair from among voting members. Except as noted below, voting members of the department shall vote on these nominations, at the first departmental meeting in the Fall.
2. Standing Committees may include student members to be elected from among AFPRL majors and minors through a meeting of the students during the first month of the Fall term.
3. The Department Chair shall be an *ex officio* member of all committees, with the privilege of attending all meetings.
4. Election will be for a one-year term, except as noted below.

## **C. DEPARTMENTAL POLICY COMMITTEE**

1. Membership:[JC1] Four elected tenured or tenure-track faculty members, two from each Sequence, to serve for terms of up to three years. The Department may choose to have terms overlap.
2. Responsibilities:
  - a. Shall be responsible for review of adequacy of departmental governance and for initiation of recommendations for change if deemed necessary, as mandated by Article XI, Section 2 of the Hunter Charter.
  - b. Shall also be responsible for observation and review of educational policies as this may become desirable or necessary where such matters do not fall within the purview of other committees or governing bodies.
3. Meetings:

Meetings shall be held at least once per academic year and shall be scheduled in such fashion that no member shall be constrained by regular duties to miss more than half of these meetings.
4. Reports:

The committee shall report on its activities at a Department meeting at least once per academic year.

#### **D. COMMITTEE ON EVALUATION OF TEACHING**

1. **Membership:** The Chair shall appoint, in consultation with the voting members three undergraduate majors to serve one-year terms, along with one voting member of the Department and an alternate voting member to serve three-year terms.
2. **Responsibilities:** This committee shall be responsible for providing for distribution of 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.
3. **Meetings:** Meetings shall occur as necessary as determined by the Departmental Policy Committee. If the faculty member cannot attend a meeting, the faculty alternate shall chair the meeting. The chair of the meeting shall choose another member present to be the secretary for that meeting.

#### **E. DEPARTMENT CURRICULUM COMMITTEE**

1. **Membership:** Four elected tenured or tenure-track faculty members or lecturers with CCE, two from each Sequence, to serve for terms of up to three years. The Department may choose to have terms overlap. The committee will also include three Department majors elected for a one-year term. If the students fail to elect members, undergraduate majors may be chosen by the Chair to serve on the committee. The senior faculty member shall serve as the chair of the committee.
2. **Responsibilities:**
  - a. The committee shall be responsible for the ongoing evaluation of current courses, new course proposals and departmental curricular changes and course offerings.
  - b. The committee is also responsible for course descriptions as listed in the Hunter College Bulletin, and any other official college listings.
  - c. This committee shall encourage student interest in AFPRL through the support of student organized clubs, seminars, and other activities.
3. **Meetings:** Meetings shall occur at least once per semester

#### **I. OPTIONAL AND AD HOC DEPARTMENTAL COMMITTEES**

The Department may establish committees—either standing or ad-hoc—as a majority of Members deems necessary. The Chair shall have the discretion to appoint the members of these committees or to make membership subject to a departmental vote.

Below are guidelines for regularly occurring ad hoc committees:

1. **Search Committee.** The Chair shall appoint full-time faculty members to serve as a

search committee. One of the members will serve as the search committee chair. These members may be on the P&B committee. The search committee as well as Members give input to the P&B committee regarding finalists for faculty positions, but this input is non-binding and it is the vote of the P&B committee that determines which candidate is recommended by the Chair for appointment.

**2. Grade Appeal Committee:** This will be formed according to the Hunter College Grade Appeals Procedures approved by the Senate: “The Department Chair shall convene a Department/School Grade Appeals Committee of three members who are familiar with the course in question within one week of receiving the appeal. The purpose of the Department/School Grade Appeals Committee is to consider all of the evidence within the grading standards previously established by the instructor of the course, and on this basis render a decision, either to sustain or to change the original grade. The Department/School Grade Appeals Committee (if not otherwise specified in the By-laws) shall consist of three members of the Department faculty, unless the student has requested that a student be appointed as the third member of the committee. The Department Chair shall designate one member of the Committee as Chair, who will be responsible for gathering the pertinent materials from the student and instructor into a file for review by the Committee.”

**3. Departmental Honors Committee:** To determine whether a student is awarded departmental honors on the basis of a thesis paper written for AFPRL 499, the faculty member teaching the AFPRL 499 section in which the student is enrolled shall choose two other full-time faculty members whose areas of research or teaching interests are relevant to the student’s topic.

## **ARTICLE VI – TRIENNIAL ELECTIONS**

### **Triennial Elections for Chair and Personnel and Budget Committee**

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

- A. Electorate:** Those members of the Department defined as voting members in Article IA shall be eligible to vote in triennial elections for Chair, P&B and Sequence Directors.
- B. Electoral Procedures:** Elections for Chair, members of the Personnel and Budget Committee and Sequence Directors 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.
- C. Term:** The term of office for the Chair, Personnel and Budget Committee and Sequence Directors shall be three years.

- D. 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.
- E. 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.
- F. 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 Acting 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 the CUNY By-laws, IX.1.c.
- G. Oversight of Elections:** The Voting Members present at the meeting shall designate the Policy Committee to supervise the carrying out of the elections.

## **ARTICLE VII. AMENDMENTS**

1. 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.
2. 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.
3. The CUNY By-laws and the Charter shall supersede these By-laws where inconsistencies exist. To the extent a relevant CUNY 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.