

BYLAWS OF THE DEPARTMENT OF ENGLISH [approved May 3 2017]

ARTICLE I: ORGANIZATION

- A. VOTING MEMBERSHIP - For all business except elections for Chair and Personnel and Budget Committee, voting members of the Department shall be:
1. All full-time faculty members holding the title of Lecturer, Doctoral Lecturer, Distinguished Lecturer, Assistant Professor, Associate Professor, Professor or Distinguished Professor.
 2. Two part-time faculty members, elected by and as representatives for this constituency. Nominations for representatives will be gathered electronically in April of each odd-numbered year in response to notification of all part-time faculty, and nominees will confirm their willingness to run. Elections will take place in early May of those odd-numbered years through a ballot distributed electronically to all part-time employees teaching in that semester. The two candidates earning the highest and second highest amount of votes will serve as representatives, for a term of two years. The candidate earning the third highest amount of votes will serve as an Alternate for same two-year term.

Voting members on leave who are present at a meeting may vote.

- B. OFFICERS - The officers of the Department shall be:
1. The Chair, who shall be elected for a three-year term.
The Chair's responsibilities are articulated in the CUNY Board of Trustees Bylaws, Article IX, section 3. In addition, the Chair of English appoints graduate and undergraduate advisors and course coordinators.
For election of Chair during triennial elections, see Article IV, below.
 2. The Deputy Chair, who shall be appointed by the Chair from among the elected Personnel and Budget committee members and who shall assist the Chair in performing departmental responsibilities.
 3. A Secretary, who shall be a full-time faculty member appointed by the Chair and who shall have the responsibility of preparing and distributing the announcements and record of minutes of department meetings.

- C. COLLEGE GOVERNANCE REPRESENTATIVES
For detailed information concerning election of departmental Representatives to the Hunter College Senate, see the Charter for a Governance of Hunter College, Article IV. Members elected to the Senate or serving on college-wide committees should give a brief report of their activities at a Department meeting at least once per semester.

ARTICLE II - DEPARTMENT MEETINGS

- A. CALLING DEPARTMENT MEETINGS
1. There shall be at least three department meetings per semester during the academic year.
 2. Additional meetings may be called at the discretion of the Chair. In addition, the Chair must call a meeting of the Department to occur within ten working days

upon receiving a written request signed by half of the voting members of the Department.

3. Written notice of departmental meetings shall be sent to all voting members of the Department no fewer than five working days in advance of the meeting date. An agenda of the meeting shall accompany such notification. Notification may occur by e-mail.

B. ATTENDANCE AT DEPARTMENT MEETINGS

1. Meetings shall be open to all members of the faculty, including adjunct/part-time instructors, except for those meetings during which triennial elections take place.

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.
3. Voting for routine business shall generally take place by a show of hands, or by secret ballot if one-fourth of voting members present at a meeting so desire. A simple majority of those attending a department meeting is required for a motion to pass.
4. 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 bylaws, 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 CUNY Board of Trustees Bylaws. (See esp. Article IX.) In accordance with those provisions, the following rules shall apply:

1. Membership

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. One member of the Personnel and Budget Committee must have served during the previous three-year term.

2. Responsibilities

The responsibilities of the Personnel and Budget Committee (P&B) include reviewing and recommending the appointment, reappointment, reappointment with tenure and promotion of academic personnel. In consultation with the P&B, the chair shall appoint members of search committees. Members of the P&B may be part of those committees. During such searches, the P&B should solicit input from all voting members of the department concerning candidates; the P&B votes to forward its hiring recommendation.

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 CUNY Board of Trustees Bylaws.

4. Length of Term

Members of the Personnel and Budget Committee are elected to three-year terms (see section on Elections). If any member of the committee is or will be away for at least one entire semester, an elected alternate shall take that member's place in the order of election (e.g. first Alternate always takes the first vacant position; second Alternate will serve only if there is a second vacancy, and third Alternate will serve only if there is a third vacancy). It is suggested that members of the P&B not serve more than two consecutive terms. (This provision does not apply to the Chair or to Alternates.)

B. DEPARTMENTAL POLICY COMMITTEE

1. Membership

The Committee shall consist of at least four members:

–At least two shall be elected voting faculty members, to serve for terms of up to three years. The Department may choose to have terms overlap.

–The same number (at least two) shall be undergraduate majors and/or graduate students, elected from their respective ranks. If the students fail to elect members, the Chair may appoint students to the committee.

2. Responsibilities

The Policy committee shall initiate, review and make recommendations with respect to possible changes in departmental policy and governance. The Policy Committee shall also be responsible for the supervision of elections to departmental committees, including triennial Departmental elections during which case it will publish and circulate election procedures. This committee shall distribute, after all committees have been staffed, a list of the personnel of these committees.

3. Meetings

At least one meeting shall be held per semester.

4. Reports

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

C. COMMITTEE ON THE EVALUATION OF TEACHING

This committee shall be governed by the provisions of the Charter for a Governance of Hunter College. (See esp. Article XI: 3.)

D. UNDERGRADUATE COURSE OF STUDY COMMITTEE

Composed of at least five faculty members appointed by the Chair, this committee shall propose (or receive suggestions for) changes in the undergraduate curriculum; submit approved changes to the department for its vote, and prepare material for the college catalog. The committee shall elect a

chair to a three-year term. The committee shall report on its activities at a Department meeting a least once per semester.

E. GRADUATE COURSE OF STUDY COMMITTEE

Composed of at least five faculty members appointed by the Chair, this committee shall propose (or receive suggestions for) changes in the graduate curriculum, submit approved changes to the Department for its vote, and prepare material for the college catalog. The committee shall elect a chair to a three-year term. The committee shall report on its activities at a department meeting a least once per semester.

F. COMMITTEE ON ADVISING

Composed of at least five faculty members appointed by the Chair, this committee shall discuss matters of concern to student enrollment in the English major and minor, progress toward completing the major and minor, and the graduation process. The committee will also discuss curriculum issues of concern to all Hunter students, including transfer credit equivalencies and general education requirements. The committee shall elect a chair to a three-year term, regularly communicate its activities to members of the undergraduate course of study committee, and report on its activities at a department meeting at least once per year.

G. COMMITTEE FOR STUDENT ENGAGEMENT, PRIZES AND AWARDS.

Composed of three faculty members appointed by the Chair to a one-year term and one student appointed by the Chair to a one-year term, this committee shall apprise students in the English major of student activities and social and academic initiatives, seek input on matters of concern to student majors, and coordinate with the college administration concerning student services and academic advising. It shall keep students informed of scholarships and fellowships for which they are eligible, decide (together with other members of the faculty) on awards and prizes in English, and help students prepare their applications to graduate and/or professional school. The committee shall report on its activities at a department meeting at least once per academic year.

The Chair may also appoint members of Ad-hoc (non-standing) committees as necessary.

RULES OF ORDER FOR ALL 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. Each Committee may adopt other rules for its own governance not inconsistent with these by-laws, the Charter for a Governance of Hunter College and the CUNY Board of Trustees Bylaws.

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 CUNY Board of Trustees Bylaws. (See esp. Article IX.) In accordance with those provisions, the following rules shall apply:
1. Electorate
Those eligible to vote or to nominate candidates 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). Faculty must be present in person during the department election in order to vote and to accept a nomination to serve; proxy or mail voting is prohibited.
 2. Electoral Procedures
Elections for members of the Chair and Personnel and Budget Committee shall be held during 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. The order of the election shall be as follows: nomination of candidates for Chair, election of Chair, nomination of four candidates for Personnel and Budget Committee, election of four-member Personnel and Budget Committee, nomination of three Alternates for the Personnel and Budget Committee, election of three Alternates.
 - a. For nominations for Chair, the Department shall be presented with a ballot with all of the names of the members of the department eligible to vote in this election (see #1, above). Each voter may vote for one candidate. Two votes are necessary to place a name in nomination for Chair. Candidates for Chair must accept or decline their nomination and, if they accept, then be elected by a majority of the total number of faculty members eligible to vote.
 - b. For nominations for Personnel and Budget Committee, the Department shall be presented with a ballot listing all of the names of the members of the department eligible to vote in this election (see #1, above). Two votes are necessary to place names in nomination for membership of the Personnel and Budget Committee. Each voter may vote for up to four candidates, but may vote only once for any candidate per election round. Candidates for Personnel and Budget Committee must accept or decline their nomination and, if they accept, then be elected by a majority of the total number of faculty members eligible to vote.
 - c. For nominations of Alternates for the Personnel and Budget Committee, the Department shall be presented with a ballot with all of the names of the members of the department eligible to vote in this election (see #1, above). Each voter may vote for three candidates. Two votes are necessary to place names in nomination for Alternates. Candidates for Alternates must accept or decline their nomination. In the final round of voting, the three highest vote earners will serve as Alternates for the three-year term. In case of a tie for third place, an additional ballot will be distributed and the highest vote earner named to the position.
 3. Term
The term of office for both Chair and Personnel and Budget Committee members shall be three years. An Alternate serves when a regular Personnel and Budget Committee member is on leave from the committee for at least one

semester or in the determination of recommendations for reappointment, promotion or tenure the disqualification of regular members would reduce the membership to three or fewer.

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 CUNY Board of Trustees. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured.

5. 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 Deputy Chair does not automatically become the Chair in the Chair's absence.) The election procedures and eligibility requirements shall be the same as for Chair. Officers other than the Chair may be removed in the same manner in which they were selected. The Chair may be removed as provided in the CUNY Board of Trustees Bylaws, Article IX.

6. Oversight of Elections

Elections shall be overseen by the Departmental Policy Committee, which shall bring a copy of these election provisions to each triennial election for Chair and Personnel and Budget Committee.

ARTICLE V – AMENDMENTS AND RELATION TO GOVERNING DOCUMENTS

A. All proposed amendments to these bylaws shall be submitted in written form and distributed to all voting members of the Department at least ten working days in advance of the meeting at which the proposal is to be considered.

B. An amendment to the bylaws shall become effective when it has been approved by two-thirds of faculty members eligible to vote in departmental elections, and by a majority of the Hunter College Senate.

C. The CUNY Board of Trustees Bylaws and the Charter for a Governance of Hunter College shall supersede these departmental bylaws where inconsistencies exist. To the extent a relevant CUNY Board of Trustees Bylaw or Charter provision is amended or waived, the corresponding section of the Departmental By-laws shall be deemed to have been amended or waived.