

BYLAWS of the DEPARTMENT OF PHYSICAL THERAPY

ARTICLE I – ORGANIZATION

1. The Department of Physical Therapy (DoPT) shall exist as a graduate program within the School of Health Professions (SHP). The SHP shall consist of the Department of Physical Therapy and Department of Speech and Language Pathology/Audiology. The addition of the School of Nursing is the Divisional level of organization. Each department will be headed by a Chairperson who is responsible to the Dean of the School of Nursing (SON)
2. **Dean:** The School of Nursing (SON) and the School of Health Professions (SHP) are led by a Dean, appointed by the President of the College in accordance with Article VIII, Section 13 of the *Charter for a Governance of Hunter College*. The Dean collaborates with other Deans and college administrators to support the SON and the SHP and the overall mission of Hunter College. For academic issues, the Dean reports to the Provost. As chief academic and administrative officer of the Schools, the Dean is responsible for the operations of the Schools; leading strategic planning; faculty recruitment, development and evaluation; student and alumni relations; and managing the SON/SHP budget. In addition, the Dean leads in interdisciplinary collaboration and works with the Office of Institutional Advancement on development.
3. **Faculty Responsibilities:** Faculty shall be responsible for the formulation of academic policy related to the admission, progression and retention of students, curriculum, student advisement, and the quality of programs in physical therapy and research. The faculty shall also be responsible for policy regarding selection, retention and promotion of faculty, consistent with the Bylaws of the CUNY Board of Trustees and other CUNY or College policies. It shall govern its own affairs in accordance with the Bylaws of the CUNY Board of Trustees and the *Charter for a Governance of Hunter College* and conduct the educational affairs customarily carried out by a college faculty. All full-time faculty are expected to attend Physical Therapy faculty meetings and the meetings of the committees to which they are appointed.
4. **Department Chair:** The Physical Therapy faculty shall elect the Department Chair, who shall be responsible for the direction and implementation of program curricula and perform other duties necessary to assure program quality. The Physical Therapy Department Chair is responsible to the Dean and shall work in collaboration with the Assistant and Associate Deans of the School of Nursing.

ARTICLE II – MEMBERSHIP

Except as otherwise provided herein, voting faculty shall include:

1. **Faculty rank:** Individuals with faculty rank (ie: hold the title of Assistant Professor, Associate Professor, Professor or Distinguished Professor) as defined in Article VIII, Section 8.1 of the Bylaws of the CUNY Board of Trustees.
2. **Faculty status:** Individuals with faculty status are those defined in Article VIII, Section 8.2 of the Bylaws of the CUNY Board of Trustees (persons employed in the titles of instructor or lecturer [full-time], distinguished lecturer or clinical professor. Lecturers who hold a Certificate of Continuous Employment (CCE) may vote on all PT matters. Other individuals with faculty status may vote on PT matters except for the election of the PT Personnel & Budget Committee and Department Chair.

3. **Others:** Individuals appointed to Distinguished Lecturer or Clinical Professor positions may vote on PT matters except for the election of the PT Personnel & Budget Committee and Department Chair.

ARTICLE III – REPRESENTATIVES TO OTHER BODIES

The Department of Physical Therapy (DoPT) is an integral part of Hunter College and CUNY, and as such, participates actively in the affairs of both, including decision-making processes conducted by representative bodies. When making appointments (for those representatives who are not required by Hunter College rules to be elected), the Chair shall consider the goal of wide participation of PT representatives.

1. Representatives to College-Wide Bodies

- A. **Hunter College Senate:** PT representatives to the Hunter College Senate shall be elected as provided in *The Charter for a Governance of Hunter College*. The voting faculty (as defined in the Hunter College *Charter Article IV, Section II*) shall elect a minimum of one representative to the Senate (the exact number to be determined in accordance with the Senate's procedures) and an alternate representative, who shall serve in the absence of the elected representative. These representatives shall report on the activities of the Senate at PT faculty meetings.

In addition, PT faculty members are encouraged to participate in Hunter College Senate committees by indicating their preference to the College Senate office.

- B. **Hunter College Faculty Personnel & Budget Committee:** Except as may be otherwise provided by the rules governing the Hunter College Faculty Personnel & Budget (FP&B) Committee, the Chair of the DoPT represents the DoPT on the Hunter College FP&B Committee.
- C. **Faculty Delegate Assembly:** PT representatives to the Faculty Delegate Assembly (FDA) shall be elected as specified by the requirements of the FDA.

2. Representatives to Divisional Bodies

- A. **Divisional Curriculum Committee:** The chair of the DoPT or his/her designee and one student represent the DoPT on the Divisional Curriculum Committee.
- B. **Divisional Personnel & Budget Committee:** The Chair of the DoPT shall represent the DoPT on the Divisional P&B Committee. The Dean of the SON chairs the Divisional P&B Committee and has voice but no vote.
- C. Members of ad hoc committees and task forces may be appointed by the DoPT Chair from time to time.

ARTICLE IV – DoPT FACULTY MEETINGS

1. Meetings

- A. The PT faculty shall meet as needed with a minimum of twice every semester at times and dates to be announced with at least five working days prior to the first

meeting. The agenda of each regular meeting shall be sent to all faculty at least two business days prior to the meeting.

- B. Additional meetings may be called at the discretion of the Chair, with written notice of the time, place and agenda provided at least two business days in advance of the meeting. In addition, the Chair shall call a faculty meeting within ten working days of receiving a written request of 20% of the voting members.
- C. Notice of faculty meetings and the agenda may be sent by email.
- D. Meetings shall be open to all voting members of the Department of Physical Therapy. Other individuals who shall be eligible to attend faculty meetings without vote are:
 - a. Faculty and instructional staff not identified in (a) above, including adjunct faculty.
 - b. Students who currently serve on a PT committee.
 - c. PT staff members designated by the Chair.
 - d. Other individuals designated by the Chair.

2. Rules of Order

- A. *The presiding officer* at faculty meetings shall be the Chair. In the absence of the Chair, a faculty member who is designated by the Chair will preside.
- B. A quorum consists of a simple majority of the voting faculty of the Department of PT.
- C. The presiding officer may appoint an individual who is eligible to vote at faculty meetings as a parliamentarian. Except where it conflicts with these Bylaws, the latest edition of *Robert's Rules of Order* shall apply.
- D. The Bylaws of the CUNY Board of Trustees and the *Charter for a Governance of Hunter College* shall supersede any DOPT Bylaws where inconsistencies exist.

ARTICLE V– COMMITTEES

The DOPT shall establish the following committees:

- 1. **Personnel & Budget Committee:** As required by the Bylaws of the CUNY Board of Trustees, there shall be a DoPT Committee on Personnel & Budget (P&B). The Chair of the DoPT shall serve as Chair.
 - A. **Membership:** The P&B committee shall consist of 4 DoPT faculty with faculty rank (holding the title of professor, associate professor or assistant professor) plus DoPT chair, at least 4 of whom must have tenure and first and second alternate members, also having faculty rank, at least one of whom must have tenure.
 - B. **Responsibilities:** The P&B committee shall carry out the responsibilities designated by the CUNY Board of Trustees concerned with budgetary and personnel matters as they affect the DoPT, especially the recruitment, appointment, reappointment, promotion and tenure of DoPT faculty.
 - C. **Meetings:**
 - 1. The P&B committee shall meet at least once each semester and as often as necessary to fulfill its duties.

2. Meetings of the P& B Committee are closed.
3. Alternate members attend meetings only when replacing a regular member.
 - a. In the event that a member is unable to attend a meeting, the first alternate shall attend in his or her place. In the event that an additional member is unable to attend, or if the first alternate is unavailable, the second alternate shall attend.
 - b. In the event that a member of the committee is unable to complete her or his term, the first alternate member shall serve for the duration of that member's term. If an additional vacancy occurs, the second alternate will serve for the duration of that member's term.
 - i. In the event that the first alternate is unable to complete her or his term, the second alternate shall assume the office of first alternate, and the faculty shall hold an election for a new second alternate.
 - ii. In the event that the second alternate is unable to complete her or his term, the faculty shall hold an election for a new second alternate.
4. Decisions regarding appointment, reappointments, reappointment with tenure, and promotion of academic personnel shall require a majority vote of all members of the P&B Committee and shall be by secret ballot. The result of the balloting shall be duly recorded in the minutes. The recommendations of the P&B Committee shall be submitted by the Chair to the Dean of SON who will present it to the President and the appropriate college committee on Personnel & budget in accordance with procedures set forth in the Bylaws of the CUNY Board of Trustees.

2. **Additional DoPT Standing Committees**

The following standing committees of the DoPT provide the structure for presentation of new ideas, divergent views and relevant discussion by faculty and students. Each committee is responsible for regular review of the matters assigned to it, preparing recommendations as needed for action by the voting faculty.

A. **Eligibility, Procedures and Membership**

- i. Except as otherwise provided herein, each committee will include at least two full-time faculty members appointed by the Chair and one student elected by the student body and approved by the Chair.
- ii. One faculty member of each committee will be appointed by the Chair to serve as committee chair for a term of one year and may be reappointed. Student members serve for one year and may be reappointed.
- iii. Each Committee will meet once each semester, or as often as needed to carry out its duties.
- iv. Instructors, lecturers and college lab technicians may, during their first and second years of appointment, serve on standing committees

of the DOPT except the P&B Committee. Thereafter, they are also eligible to chair a standing committee. They may vote on matters brought before the standing committees on which they serve.

B. Policy and Student Affairs Committee: *Membership of this committee shall be consistent with Article XI, Sections 1 and 2 of the Charter for a Governance of Hunter College, including provisions regarding student representation.*

i. Responsibilities:

- a. Review the Bylaws of the DoPT at least every 3 years and prepare proposals for amendments.
- b. Organize and conduct the nominations and elections required by these Bylaws in accordance with these Bylaws, the Bylaws of the CUNY Board of Trustees and the *Charter for a Governance of Hunter College*.
- c. Review and propose revisions to criteria for admission into the physical therapy program.
- d. Review and implement policies related to the progression, retention, and graduation of students enrolled in the physical therapy program;
- e. Establish criteria for student awards and honors and recommend students for such awards and honors.

C. Curriculum Committee

i. Responsibilities:

- a. Review the curricula of the program at least once every two years to determine if objectives of the programs are being met in an effective manner and propose any needed changes to the full faculty.
- b. Review, prepare amendments if needed, and present to the voting faculty all proposals for curriculum revisions.
- c. Designate representative(s) to the Divisional Curriculum Committee.
- d. Plan for coordination between the DoPT curricula and those of other Schools and departments of Hunter College.

D. Standards and Accreditation Committee

i. Responsibilities:

- a. Oversee the implementation of a plan of program evaluation in relation to the DoPT Mission and Goals.

- b. Develop and implement evaluation tools to measure program objectives and the standards of accreditation bodies.
- c. Monitor and evaluate outcomes of all evaluations.
- d. Analyze collected data and make recommendations for action based on that analysis.

E. Evaluation of Teaching Committee *Membership of this committee shall be consistent with Article XI, Section 3 of the Charter for a Governance of Hunter College, including provisions regarding student representation.*

- i Responsibilities:
 - a. Oversee the administration of student evaluations and reporting the results to the Chair.
 - b. Develop and implement any additional evaluation tools to measure program objectives and the standards of accreditation bodies.

F. Additional DoPT Committees

- i. The faculty or the Chair may establish additional committees to respond to any issue not covered by the standing committees listed in these bylaws.
- ii. The Chair will appoint the Chair and members of any such committee.

G. Rules of Order

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 P&B 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.

ARTICLE VI - TRIENNIAL ELECTIONS FOR CHAIR AND PERSONNEL AND BUDGET COMMITTEE

Elections for Department Chair and Personnel and Budget Committee are governed by the BoT. In accordance with those procedures, 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. Nominations are requested verbally 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. The Chair may be removed as provided in BoT IX.1.c.

7. Oversight of Elections

Elections shall be overseen by the Departmental Policy and Student Affairs Committee.

ARTICLE VII – AMENDMENTS

1. Procedures

- A. All proposed amendments to these Bylaws shall be submitted in writing to all voting faculty at least five working days in advance of the meeting at which they are to be considered.
- B. Amendments must be approved by a two-thirds majority of the voting faculty who are present at the meeting at which the vote takes place.
- C. Amendments become effective as soon as they are approved by all relevant governance bodies including the Hunter College Senate.
- D. In the event that the Bylaws of the CUNY Board of Trustees or the *Charter for a Governance of Hunter College* are amended or provisions deleted or waived, the corresponding DoPT Bylaws shall be deemed to have been similarly amended, deleted or waived.