

BY-LAWS OF THE DEPARTMENT OF CHEMISTRY

I. Membership

Voting members of the department shall be those who have served continuously on tenured lines for at least one year except where further restrictions may be imposed by the Board of Higher Education. Students are voting members of all committees on which they serve.

II. Officers

A. Chairman

Election and duties as provided by the By-Laws of the Board of Higher Education (Sec. 9.1 and 9.2, "Departmental Organization").

B. College Governance Representatives

The Representatives of the Department for purposes of College Governance shall consist of:

1. Faculty and student members of the Hunter College Senate nominated and elected by their respective constituencies in the manner and at times defined by the College Governance Charter (Article IV.)
2. Faculty and student representatives to the Evening Session Council, nominated and elected in accordance with the terms of Article IX. of the College Governance Charter.
3. One faculty member and one student, to serve on the Divisional Committee on Curriculum (Governance Article VIII.).

C. School of General Studies Representative

A.S.G.S. Representative shall be elected by a majority of the voting members of the department present and serve for three years. The election shall be held at the May meeting at which the chairman is elected. The S.G.S. Representative shall coordinate and supervise Evening Session classes which are not taught by members of the Day Session Faculty to assure the equivalence of work done in the Day and Evening Sessions and to serve as advisor to S.G.S. students.

D. Graduate Advisor

The chairman shall designate as graduate advisor a member of the Faculty who is a member of the University Doctoral Faculty. The graduate advisor shall be charged with the responsibility for admission of students, advising of students and registration of students in our graduate program.

III. Meetings

a) The members of the Department of Chemistry shall meet as often as their Chairman shall deem necessary or one week after written petition by five members of the department. The department shall meet at least once during each semester. For the purposes of this paragraph, members of the Department of Chemistry shall be defined as:

1. All members of the instructional staff.
2. All graduate students in chemistry studying or pursuing research at Hunter.
3. All undergraduate Chemistry majors.

b) Written notice of the hour and place of every meeting shall be sent to every member of the department at least five days in advance of the meeting, wherever possible or posted on the departmental bulletin board.

c) The hour and place of the meeting shall be determined by the Chairman of the Department.

IV. Procedure

The meetings shall be governed in their procedure by parliamentary rules and usage, as set forth in the latest edition of "Roberts' Rules of Order".

V. Quorum

Two-thirds of the voting members of the department shall constitute a quorum for the transaction of business.

VI. Committees

All committees whether elected or appointed shall be responsible to the department. All committees shall report at least once during the academic year. All committees shall serve until their successors are elected or appointed. All committees shall keep minutes showing a record of their work.

Committees Required by the Board of Higher Education

A. Committee on Personnel and Budget

a) There shall be a Committee on Personnel and Budget elected by the department according to the by-laws of the Board of Higher Education.

b) This Committee shall notify the department, in advance, of promotion considerations so that any member may file a request for consideration, and of requests for equipment, chemicals and apparatus so that members of the department can submit lists of items needed.

c) This Committee shall report its recommendations concerning promotion to the voting members of the department.

d) The Committee shall develop an efficient procedure in so far as possible of initiating appointments and shall keep on file at all times the names of people qualified to teach so that they may be obtained as needed.

e) The Chairman of the Department (as provided by the by-laws of the Board of Higher Education) "shall prepare the tentative departmental budget which shall be subject to approval by the department's committee on Personnel and Budget, after which he shall transmit it to the President together with his own recommendations".

B. Other Standing Committees

Faculty members of Standing Committees shall be nominated and elected for 3 years. Student members shall be elected as specified below. These elections shall be held in the fall of the same year in which a department chairman is elected in the spring.

1. Undergraduate Curriculum Committee

The Curriculum Committee shall be composed of one representative of Analytical, General, Inorganic, Organic, and Physical Chemistry and an evening session representative elected by the evening session faculty. In addition there shall be ~~four~~^{three} student members who are matriculated chemistry majors, ~~two~~^{one} from the day session and ~~two~~^{one} from the evening session. The student members shall be elected at meetings of day and evening session chemistry majors respectively early during the Fall semester. The committee shall be responsible for the content and quality of the undergraduate curriculum.

2. Graduate Committee

The Graduate Committee shall consist of the Chairman, three faculty members who are on the University Graduate Faculty, and ~~one~~^{four} graduate students. If not elected to this committee, ex-officio members shall be the graduate advisor and Hunter College members of the Graduate Executive Committee in Chemistry. The graduate student shall be elected each Fall by all graduate students in Chemistry matriculated at Hunter College. The committee shall be responsible for the Graduate Chemistry Curriculum and for all matters which relate to the quality and content of graduate work in chemistry at Hunter College.

3. Departmental Policy Committee

This committee shall consist of three student and three faculty members elected annually at the May meeting except as noted below. The members consist of:

- a) One student elected from among those in the undergraduate division.
- b) One student elected from among those in the graduate division.
- c) One student elected early in the fall from among those in the evening session.
- d) One assistant professor, associate professor or professor elected from among the undergraduate faculty.
- e) One assistant professor, associate professor or professor elected from among the doctoral faculty.
- f) One faculty member elected early in the fall from among those teaching in the evening session exclusive of graduate students or day session faculty.

The department policy committee shall initiate and review proposals regarding departmental action in all areas consistent with the bylaws of the Board of Higher Education, the College the College Senate and the Department, making recommendations to department committees and to the department as a whole. This committee shall meet at least once a semester, and shall prepare for annual presentation to the department a report on the state of the department. This report shall be presented at a May meeting of the department.

4. Committee on the Evaluation of Teaching

This committee shall consist of four student chemistry majors, one faculty member and one alternate faculty member. The student members shall normally consist of two juniors or senior day session students, one evening session undergraduate and one Masters student. The dog session students shall be elected at a meeting of all chemistry majors early in the Fall semester and shall serve until their graduation. The evening session and Masters students shall be elected at a meeting of their respective student bodies early in the Fall semester and shall serve one year. The faculty advisor to the Chemistry Club shall be the faculty representative on this committee; the alternate shall be appointed by the Chairman.

The duties of this committee shall be those specified in Articles XII Section 3, A, B, C and D of the Hunter College Governance Charter.

C. Appointed Committees

1. The Chairman shall appoint a Library Committee responsible for continued review of the Library's acquisitions in chemistry.
2. The Chairman shall appoint a Safety Committee responsible for all aspects of laboratory safety.
3. The Chairman shall appoint members for such other committees as are deemed necessary.

VII. Amendments

Amendments may be made at any meeting by a two-thirds affirmative vote of the voting members of the department provided that the amendment was included in writing in the agenda distributed in advance of the meeting.

VIII The Department By-Laws shall become effective as soon as passed by a two-thirds vote of the voting members of the department as defined in paragraph II above.