

1981

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HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
Department of Curriculum and Teaching

PROPOSED
Departmental By-Laws (1981 Revision)

ARTICLE I - DEPARTMENTAL ORGANIZATION

Section A. Membership

The following persons shall be voting members of the Department on all issues except the election of the chairman and the members of the Personnel and Budget Committee, subject to the provisions of the Board of Higher Education By-Laws:

1. Tenured faculty
2. Non-tenured full-time faculty
3. Non-tenured part-time faculty teaching less than a full program shall have one-half vote.

Section B. Chairperson

1. The chairperson shall be elected by the Department in accordance with the procedures defined by the Board of Higher Education By-Laws.
2. The chairperson shall be elected for a period of three years.

Section C. Personnel and Budget Committee

A Personnel and Budget Committee shall be established according to the provisions of the Board of Higher Education By-Laws.

Section D. College Governance Representatives

The department shall be responsible for the conduct, in accordance with the terms of the Hunter College Governance Charter and with procedures, promulgated by the Hunter College Senate, of nominations and elections by their respective constituencies of the following:

1. All Senate representatives, faculty and students, as required by Article IV of the College Governance.
2. One faculty and one student representative to the Divisional Curriculum Committee (College Governance Article VIII. Section 1.D).
3. All representatives, faculty and students, to the Evening Session Council (College Governance Article IX. Section 1.).

Section E. Departmental Standing Committees

The Department shall establish the following committees:

1. Policy Committee

a. Membership

- 1) Department chairperson, non-voting, ex-officio.
- 2) Three voting members of the faculty, individually qualified to represent the Day Session, School of General Studies, and Graduate Programs, respectively.
- 3) Three voting members of the student body including one day-session, one SGS, and one graduate student.

b. Responsibilities

- 1) Generally authorized to receive, consider, and suggest policies in areas not under the purview of the P & R, and the other standing committees.
- 2) The Policy Committee shall be authorized to suggest policies to serve as guidelines under which the chairperson assigns programs to the members of the department, and to review those assignments for compliance with these policies. These suggested guidelines will be voted on by the department.
- 3) The Policy Committee will maintain surveillance over all departmental elections to ensure compliance with the Board of Higher Education By-laws and policies.
- 4) The Policy Committee will review periodically the By-laws and policies and suggest revisions to the Department.
- 5) The Policy Committee will prepare and continuously maintain a Faculty Handbook including By-laws, policies, and procedures in the Department.

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2. Teacher Evaluation Committee

a. Membership

- 1) One faculty member, one alternate.
- 2) One student each from Day Session, SGS, and Graduate Programs.

b. Responsibilities

- 1) The committee shall be responsible for preparing the questionnaire according to the guidelines developed by the Hunter College Senate Committee on Evaluation of Teaching and for the distribution of the questionnaire and the management of the evaluation in the department. Its purview is to extend to all matters of administration and interpretation of the adopted teacher evaluation procedures.
- 2) Each semester's questionnaire results are to be submitted to the Department chairperson by the chairperson of the Teacher Evaluation Committee for use in the duly constituted procedures of professional appraisal.
- 3) Each faculty member shall have access to the evaluations made by his students.

3. Undergraduate Curriculum Committee

a. Membership

- 1) Two Day Session faculty members
- 2) One SGS faculty member
- 3) Two Day Session students
- 4) One SGS student

b. Responsibilities

- 1) This committee is to receive and consider undergraduate curriculum proposals, and present them to the department. If passed by the department, the committee shall transmit such proposals to the Divisional Curriculum Committee.

4. Graduate Curriculum Committee

a. Membership

- 1) Three Graduate faculty members.
- 2) Three Graduate students.

b. Responsibilities

- 1) This committee is to receive and consider graduate curriculum proposals, and present them to the department. If passed by the department, the committee shall transmit such proposals to the Divisional Curriculum Committee.

5. Committee of Ombudspersons.a. Membership.

- 1) One Day Session, one SGS, and one Graduate faculty member.

b. Responsibilities

- 1) Members of the Department who have disagreements with the decisions of any committee or administrator should take their cases to the Committee of Ombudspersons.
- 2) This committee has the additional responsibilities assigned to it by Article II, Section A and Section D, and Article IV.

Section F. Ad hoc Committees

The chairperson and/or voting members of the Department shall be empowered to establish other committees as necessary.

ARTICLE II. ELECTION PROCEDURESSection A. Nominations

1. Vacancies in all elected offices in Article I shall be announced one month prior to elections to all voting members.
2. The committee of Ombudspersons shall prepare and circulate nominating petitions to all voting members immediately after the announcement of vacancies.
3. Such petitions shall require but one nominator, plus the signed approval of the nominee.
4. One week prior to elections the Ombudspersons shall post, on the Departmental bulletin board, the nominees for each vacancy.
5. At the election meeting additional nominations may be made from the floor.

Section B. Qualifications

1. Each nominated member of the faculty representing either day session or graduate studies must teach one course or have an equivalent assignment in the session that he/she represents
2. Each nominated member of the faculty representing the School of General Studies must teach at least one course in the School of General Studies.
3. Each nominated member of the student body must be enrolled in the session that he will represent.

Section C. Electorates

1. The electorate for the School of General Studies faculty representative shall consist of anyone who teaches one or more courses in the School of General Studies.
2. The Day Session and School of General Studies electorate shall consist of students enrolled in any education course, except 60.200 and 60.209 and candidates for the secondary professional semester.
3. The Graduate electorate shall consist of any students enrolled in a graduate education course.

Section D. Terms of Office

1. All faculty members of standing committees shall be elected in the spring semester to serve for a full year beginning September of the following year.
2. All student members of standing committees shall be elected at the start of an academic year and serve for that year.
3. The nomination and election of student members shall be conducted and certified by the Committee of Ombudspersons.

ARTICLE III. DEPARTMENT MEETINGS

Section A. Meetings

1. There shall be at least one departmental meeting per semester.
2. Additional meetings shall be called at the discretion of the chairperson of the department or at the request of 1/3 of the Policy Committee or 1/3 of the voting members of the faculty.
3. Written notification of departmental meetings shall be sent to all members of the Department at least one week before the meeting is to be held. A statement of the agenda of the meeting shall be included in the notification.

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4. The Departmental representatives to the Hunter College Senate shall be responsible for keeping the faculty informed of Senate proceedings.
5. An Agenda Committee to serve with the Department Chairperson in planning Department meetings shall be composed of one member from each of the following committees: Undergraduate Curriculum Committee, Graduate Curriculum Committee, Policy Committee, and Ombudspersons Committee (members from each committee may serve on a rotating basis). The Chairperson shall be responsible for setting the time of these meetings.

Section B. Rules of Order

1. The presiding officer at all department meetings shall be the chairperson of the department. In the absence of the chairperson, the presiding officer shall be designated by the Chairperson.
2. The chairperson shall appoint one of the voting members of the Department to act as parliamentarian. Except where it conflicts with these By-Laws, the last edition of Robert's Rules of Order shall be followed at all meetings.

ARTICLE IV - STUDENT PARTICIPATION

The Committee of Ombudspersons working with the elected student members of the four Departmental Committees will work to develop and implement procedures to allow for maximum participation of students in appropriate departmental elections and other departmental matters.

ARTICLE V - AMENDMENT OF THE BY-LAWS

Any faculty member or student of the department can initiate a proposal for amendment to the By-laws. Such proposals shall be submitted in writing to the Policy Committee whose special responsibilities it shall be to review these proposals and report on them at the next Department meeting.

An amendment to the By-laws shall become effective if approved by a majority of the voting members of the department in attendance at the meeting at which the amendment is being considered.