

Hunter College
of the City University of New York

DEPARTMENT BYLAWS

Adopted: 12/08/71
Revised: 02/15/72
Revised: 04/20/88

ARTICLE I

Name

The name of the Department shall be: The Department of Educational Foundations and Counseling Programs.

ARTICLE II

Members

According to the provisions of the Board of Higher Education By-laws, "voting members" of a department refer to those who hold faculty rank or faculty status.

Faculty rank is defined as follows: "all persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff provided they have not received a letter of non-reappointment or submitted a resignation." Persons with faculty rank who are retiring shall retain their voting rights during their last year of service.

Faculty status is defined as follows: "Persons employed in the titles of instructor or lecturer (full-time) who have been reappointed on an annual salary basis for a third or later year of continuous full-time service." The same rules apply with regard to receiving a letter of non-reappointment, submitting a resignation, and retiring as apply to those of faculty rank.

Adjunct faculty not meeting the conditions described above can, with the Chairperson's permission, attend department meetings with right of voice but no right of vote.

ARTICLE III

Officers

Section 1. Elected officers of the department include:

- A. The Chairperson, whose duties shall be in accordance with the provisions of the Board of Trustees, and who shall be ex officio member of all department committees.
- B. The members of the Personnel and Budget Committee (see ARTICLE IV).
- C. The representatives to the Hunter College Senate.

ARTICLE III, Section 1 (continued)

- D. The representatives to the Faculty Delegate Assembly.
- E. The Evening Session Council representatives, who, if the Chairperson does not serve in this capacity, shall have the responsibility of representing the Department and acting for the Chairperson when and as necessary in Evening Session matters.

Section 2. Election Procedures.

- A. Election of the Chairperson and the members of the Department Personnel and Budget Committee shall follow the regulations in the Bylaws of the Board of Trustees which state in part:

"The executive officer of the department shall be the department chairperson who shall be a professor, associate professor, or assistant professor elected by secret ballot for a term of three years (subject to the subsequent approval of the president and the board) by a majority vote of all the members of the instructional staff of the department who have faculty rank. Proxy or mail voting shall not be allowed. The department chairperson must be tenured or have been approved by the board for tenure at the time of his/her election, except in departments less than seven years old.... The successors of department chairpersons shall be elected during the first full week in May at the expiration of the respective terms of office to take office as of July first of the year in which they are elected and at three year intervals thereafter. Vacancies shall be filled by election for the unexpired term."

- B. Elections for these offices shall be governed by the following rules:
 - 1. Nominations and elections shall be by secret ballot.
 - 2. Only those qualified to vote may place names in nomination.
 - 3. In order for a name to be placed in nomination, at least two ballots must be cast proposing that person.

Section 3. Appointed officers of the department include:

- A. A secretary who shall be appointed by the Chairperson and who shall record the minutes of the department meetings.
- B. The Coordinator of the Counseling Programs.

ARTICLE III, Section 3 (continued)

- C. Coordinators of certain programs including the Counseling and Guidance Program and the Rehabilitation Counseling program.
- D. Coordinators of special projects or events including the Human Relations Component and Fieldwork Placement in Counseling Programs.
- E. Advisors to certain programs including the Undergraduate Counseling Minor and the College Counseling and Student Development Program.
- F. A Deputy Chairperson, if desired by the Chairperson. (Although this appointee is named by the Chairperson and therefore serves at the Chairperson's pleasure, this appointee is preferably one who represents the specialty [Education or Counseling] not represented by the Chairperson.) Unless elected independently, the Deputy Chairperson does not serve on the Personnel and Budget Committee.

Section 4. Rules Governing Appointments.

Each of these officers shall be directly responsible to the Chairperson for all functions of the department in the area designated. The term of office shall be one year, beginning July 1, and shall be renewable. Written notice shall be given to all appointees before the end of the Spring semester. Appointments and reappointments to these positions shall be made by the Chairperson, in consultation with and with the approval of the Dean of Programs in Education, and shall be reviewed annually. The amount of released time assigned to each position shall be determined by the Chairperson in consultation with the Dean and shall be reviewed annually. Released time for other work in the department shall be reviewed annually by the Personnel and Budget Committee, the Chair and the Dean.

Changes and additions to the appointive offices specified above may be made by the Chairperson on a temporary basis, but for no longer than one year without incorporation into these bylaws.

ARTICLE IV

Committees

Section 1. Elected Committees.

Unless otherwise specified, faculty members of elected committees shall be elected for a term of three years. Each committee shall have at least one faculty member who served on the committee during the year preceding the election. A member elected as a substitute for a committee member on leave shall serve only for the time of the leave. Each committee, with the exception of the Personnel and Budget Committee, shall elect its own Chairperson.

A. A Personnel and Budget Committee.

1. Composition

- a) The Department Chairperson who will chair the Committee.
- b) Four members of the Department of faculty rank who shall be elected in accordance with the provisions of these bylaws.
- c) Four of these five members must be tenured.
- d) Two alternate members, at least one of whom must be tenured, who shall serve according to the rules set forth above.

2. Duties.

- a) To approve all appointments and reappointments to the instructional staff of the department as well as faculty leaves, leaves of absence, and fellowship leaves.
- b) To initiate recommendations for tenure and promotion, recommendations which shall be announced by the Chairperson to all full-time members of the department at the time the recommendations are submitted to the Dean.
- c) To keep minutes of committee meetings on file in the Department office.
- d) To recommend allocations of the departmental OTPS funds.

3. Election.

The four faculty members and two alternates shall be elected concurrently with the Chairperson. However, a vacancy in the office of the Chairperson shall not affect the term of the committee.

ARTICLE IV, Section 1.3 (continued)

B. A Departmental Policy Committee.

1. Composition.

- a) Three faculty members (of faculty rank or status) elected in such manner that there is, for each session, one faculty member offering a course in that session.
- b) Three members of the student body in the field of Education, one of whom will represent each of the three sessions, Day, Evening, and Graduate.

2. Duties.

- a) To review the adequacy of departmental policies.
- b) To formulate and propose to the department policies concerning the functioning of the department.
- c) To review the adequacy of departmental governance and initiate proposals for amendment as considered necessary.

C. A Committee on the Evaluation of Teaching.

1. Composition: One member of the faculty and one alternate (both of faculty rank or status), elected by the department, and one student member each from the Day, Evening, and Graduate Sessions.
2. Duties: This Committee, with guidance from the Senate Committee on the Evaluation of Teaching, shall be responsible for preparing the evaluation questionnaire, determining the procedures for its administration, reporting the results to the Chairperson, and carrying out the other functions envisaged by ARTICLE XII, Section 3, of the Hunter College Governance Charter.

D. A Committee on Department-College Relations.

1. Composition: The department's representatives to the Hunter College Senate.
2. Duties.
 - a) To keep the department informed of Senate activities
 - b) To receive suggestions from individual members of the department about matters before the Senate concerning inter-relationships between department and college or concerning the college as a whole.

ARTICLE IV, Section 1, D.2 (continued)

- c) To transmit to the Senate the sense of the department (when such a sense can be ascertained) about matters before the Senate.

E. A Committee on Committees.

1. Composition: To be composed of three faculty members.

2. Duties.

- a) To prepare a slate for committee vacancies, such slate to be presented in writing ten days in advance of the meeting at which the vote is to take place. (See note below.)
- b) To take charge of election procedures during the meetings in which elections take place, i.e. preparing, providing, and counting ballots or appointing others to do so if there is a conflict of interest.
- c) To distribute to all faculty members, after all committees have been elected or appointed, a list of those persons on each committee and the length of their service.
- d) To make temporary appointments to fill vacancies on elected committees until such time as a meeting of the department makes possible a regular election.
- e) To present to the department nominations for the Committee on Committees when the term of the Committee is about to expire. The slate shall be voted on concurrently with the election of the Chairperson.

(N.B. It is suggested that prior to preparing a slate, the Committee shall distribute to all members of the department eligible to serve on committees a list of departmental committees and the number of anticipated vacancies. This list shall be part of a survey on which eligible members can list the committees they would most like to serve on. The committee should take faculty preferences into account when preparing a slate and shall endeavor to have as many different people as possible serving on the department's major committees.)

ARTICLE IV (continued)

Section 2. Appointed Committees.

A. Curriculum Committees.

1. Composition.

- a) The members of the Curriculum Committees shall be appointed by the Chairperson and/or suggested by their peers and shall represent each of the teaching specialties within the department. Such committees would include the appropriate Coordinator(s) of each of the programs or concentrations.
- b) The course concentrations requiring committees to oversee their content and structure are: 1) the Counseling Programs, (2) the Undergraduate Counseling Minor, (3) Adolescent/Child Development, (4) Social Foundations, (5) Educational Psychology, and (6) Teaching the Gifted.
- c) There shall be, also, an undergraduate and a graduate curriculum committee to oversee and review departmental offerings.
- d) Student input is welcome as is participation on committees when possible.

2. Duties.

- a) To advise and assist the Chairperson in course and faculty scheduling.
- b) To propose or receive suggestions for changes in the curriculum of the various concentrations.
- c) To submit approved changes to the department for its consideration and vote.
- d) To submit approved changes to the appropriate Course of Study Committee (Undergraduate or Graduate) of the Senate for consideration.
- e) To help the Chairperson prepare material for the catalog.
- f) To deal with issues concerning student advising, registration, and pre-registration, and related staffing/service matters as required.

B. A Library Committee.

This Committee is composed of three faculty members representing different specialties within the department and three student members representing different sessions (Day, Evening, and Graduate). The committee will receive suggestions and make recommendations for additions to the Hunter College Library. It shall also keep members of the department apprised of the additions to the Library in their discipline. It shall serve as liaison between the department and the Library.

C. A Social Committee.

This committee shall consist of two or more faculty members who shall be charged with the social affairs of the department including honoring members on special occasions, raising such funds as might be needed for gifts and tributes, and serving on the Divisional Social Committee to sponsor division-wide events.

D. The Gordon Fifer Memorial Fund Committee.

This committee shall consist of three faculty members, appointed to overlapping three year terms. The duty of this committee is to arrange the annual Gordon Fifer Memorial Lecture and Awards Ceremony. The Committee shall propose one or more guest speaker(s) and a date for the event to the department for its approval. The committee shall solicit names of distinguished students from the faculty of the department and choose three who are to receive prizes and certificates. Committee members may allocate monies from the Gordon Fifer Fund for the awards and expenses. They are to inform and invite prize recipients and others to attend the Lecture, and they are to provide refreshments and suitable arrangements for the events.

E. Special Department Committees.

1. Establishment.

The Department may establish such additional committees, standing as well as ad hoc, as it deems necessary and appropriate. The Chairperson may appoint such special committees on an interim basis as required, subject to department approval at the meeting following these appointments.

2. Procedures.

Where these Special Department Committees are of a policy making character, the stipulations of the College Governance Charter shall apply to their composition, their election, and their functions.

ARTICLE V
Committee Meetings

All Committees of the department shall meet on a regular basis or in response to need. If a committee member cannot attend committee meetings, that committee member shall be replaced by the election or the appointment of another eligible member of the department.

ARTICLE VI
Committee Reports

The Chairperson shall request the following committees and representatives to report on their activities at least once a year at the department meeting:

- 1) The Committee on Department-College Relations.
- 2) The Library Committee.
- 3) The Committee on Policy.
- 4) FDA Representatives.
- 5) Other committees or representatives.

ARTICLE VII
Departmental Meetings

Section 1. Meetings.

A. Regular Meetings.

There shall be at least two meetings each semester. The first meeting in the Fall semester shall take place no later than October 31. The first meeting of the Spring semester shall take place no later than March 15. The last meeting shall take place in May. Meetings shall be scheduled to permit as much participation as possible and shall coincide with the Hunter College calendar of events.

B. Special Meetings.

These will be called at the discretion of the Chairperson or upon the written request submitted to the Chairperson by at least one sixth of the faculty members of the department.

C. Notice of Meetings.

Notice of all meetings called under normal circumstances shall be sent out at least seven days in advance. The agenda for regular meetings or a statement of the purpose of the special meetings shall accompany this notice.

D. Quorum.

A majority of the members of the department shall constitute a quorum. Voting members on leave who are present may vote.

ARTICLE VII (continued)

Section 2. Rules of Order.

- A. The Chairperson of the Department will be the presiding officer. In the event the Chairperson is absent from any given meeting, the Chairperson will designate a presiding officer or one shall be elected pro tempore by members of the faculty.
- B. The Chairperson shall appoint one of the voting members of the department to act as parliamentarian. Except where it conflicts with these bylaws, the latest edition of Robert's Rules of Order shall be followed at these meetings.
- C. Nominations for offices other than Chairperson and the Personnel and Budget Committee shall be made by any one or a combination of the following methods:
 1. In the form of a slate prepared by the Committee on Committees.
 2. From the floor.
 3. By secret ballot if one fourth of the voting members so desire.

ARTICLE VIII
Student Attendance

Students who are members of departmental committees may attend departmental meetings and have the privilege of speaking during that period when these committees make their reports and these reports are discussed. If a majority of voting members present approves, these students may be permitted to remain for the rest of the meeting or some remaining portion of the meeting and to have the privilege of speaking. Under special circumstances, ~~other~~ students may be permitted to be present and to speak at part of a meeting or all of a meeting with the approval of a majority of voting members present.

ARTICLE IX
Amendment of the Bylaws

Procedure.

1. Any member of the department may propose a change in the Bylaws of the department.
2. All proposed amendments to the Bylaws of the Department shall be submitted in writing to all members of the department at least seven days in advance of the meeting at which the proposal is to be considered.
3. An amendment to the Bylaws shall become effective when approved by a majority of the voting members of the department.