

BYLAWS of the DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

ARTICLE I - ORGANIZATION

1. The **Department of Speech-Language Pathology and Audiology (SLPA)** resides within the School of Health Professions (SHP). The SHP comprises two departments: Physical Therapy and Speech-Language Pathology and Audiology. Each of these departments is headed by a Chairperson who is responsible to the Dean of the School of Health Professions (SHP). The department offers a master's degree that is accredited in speech-language pathology by the Council on Academic Accreditation in Audiology and Speech Pathology (CAA); students who graduate with this master's degree are eligible for certification and state licensure in speech-language pathology. Several of the department's faculty members also participate (on a part-time or full-time basis) as faculty members in the CUNY AuD Program, a consortium program (involving Brooklyn College, Hunter College, and the Graduate Center) that offers a doctoral degree in Audiology under the auspices of the Graduate Center of CUNY. The CUNY AuD Program is accredited in audiology by CAA. Since 2007, the entry-level degree for audiologists is the doctorate in audiology.
2. **Dean:** The Dean, appointed by the President of the College in accordance with Article VIII, Section 13 of the *Charter for a Governance of Hunter College*, leads the SHP.
3. **Chair.** The SLPA faculty shall elect the Department Chair. The responsibilities of the Chair shall be in accordance with the CUNY Board of Trustees Article IX, section 3. The responsibilities include assigning courses, presiding at department meetings, presiding at Personnel & Budget Committee meetings, and generally supervising and administering the department. The SLPA Department Chair is responsible to the Dean and shall work in collaboration with the Assistant and Associate Deans.
4. **Program Director.** The SLPA faculty shall triennially elect the Program Director. The Program Director and Department chair are not necessarily the same person. Election of the Department Chair shall precede election of the Program Director. Their terms shall be coterminous. The Program Director is responsible to the Department Chair. The responsibilities of the Program Director include preparation of the department's professional accreditation reports and applications and monitoring and coordination of issues relevant to accreditation, licensure, and certification. The Program Director must meet eligibility requirements (e.g., holds a graduate degree with a major emphasis in Speech-Language Pathology, in Audiology, or in Speech-Language, and Hearing Science and hold a full-time appointment in the institution) established by the accrediting body (currently, the CAA)
5. **Clinic Director.** This position is filled through an SLPA faculty search. The Clinic Director shall serve as the Director of the Hunter College Center for Communication Disorders. The Clinic Director is responsible to the SLPA Chair and works collaboratively with the Program Director. The responsibilities of the Clinic Director include all aspects of clinic administration

and function ranging from day-to-day operations such as staffing and scheduling of clients seeking clinical services to activities related to accreditation requirements such as maintaining the physical facility in accordance with accreditation guidelines; HIPAA (health insurance portability and accountability act) compliance; and risk management. The individual holding this position may hold faculty rank or faculty status and has professional certification and state licensure in Audiology and/or Speech-Language Pathology.

6. **Faculty Responsibilities:** Faculty members shall be responsible for the formulation of academic policy related to the admission, progression, and retention of students; development, review, and revision of curriculum; student advisement; and the quality of programs in SLPA and research. Faculty members 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 members are expected to attend SLPA faculty meetings and meetings of the committees that they serve.

ARTICLE II - MEMBERSHIP

Except as otherwise provided herein, voting faculty members shall include:

1. **Faculty rank:** Individuals with faculty rank are those defined in Article VIII, Section 8.1 of the ByLaws of the CUNY Board of Trustees (holding the title of professor, associate professor or assistant professor). All SLPA faculty members with faculty rank can vote on all SLPA matters including election of the Chair, Program Director, and members of the SLPA Personnel & Budget Committee.
2. **Faculty status:** Persons employed full-time in the Department of SLPA in the titles of instructor, lecturer (full time), distinguished lecturer or clinical professor, shall have faculty status (Bylaws of the CUNY Board of Trustees, Article VIII, Section 8.2). All persons having faculty status shall have such voting rights as they are entitled, provided, however, that they have not received notice of non-reappointment, or submitted a resignation. A person with faculty status who is retiring shall retain his/her voting rights during his/her last year of active service, except while on Travia leave. Individuals with faculty status have the right to vote on all SLPA matters except the triennial elections of the Chair, Program Director, and SLPA Personnel & Budget Committee. Individuals with faculty status who are lecturers with a Certificate of Continuous Employment (CCE) have the right to vote on all SLPA matters including election of the Chair, Program Director, and SLPA Personnel & Budget Committee (see article VI on triennial elections). Individuals with faculty status employed in the titles of instructor or lecturer [full-time] who have been appointed on an annual salary basis or who have been reappointed on an annual salary basis for a second year of continuous full-time service. may vote on SLPA matters except for the election of SLPA Chair, Program Director, and SLPA Personnel & Budget Committee.

ARTICLE III – REPRESENTATIVES TO OTHER BODIES

The Department of SLPA 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 SLPA representatives.

1. **Representatives to College-Wide Bodies**

- A. **Hunter College Senate:** SLPA 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 Charter) 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 alternative representative, who shall serve in the absence of the elected representative. These representatives shall report on the activities of the Senate at SLPA faculty meetings.

In addition, SLPA 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 Department of SLPA represents the Department of SLPA on the Hunter College FP&B Committee.
- C. **Faculty Delegate Assembly:** SLPA 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 Department of SLPA Curriculum Committee or his/her designee represents the SLPA on the Divisional Curriculum Committee.
- B. **Divisional Personnel & Budget Committee:** The Chair of the Department of SLPA represents the SLPA on the Divisional Personnel & Budget Committee.
- C. Members of ad hoc committees and task forces may be nominated by the Chair of the Department of SLPA from time to time.

ARTICLE IV – SLPA FACULTY MEETINGS

Meetings

- A. The SLPA faculty shall meet at least once during the Fall semester and at least once during the Spring semester of each academic year. The agenda of each regular meeting shall be sent to all faculty members at least five business days prior to the meeting.

- B. Additional meetings may be called at the discretion of the Chair or Program Director, with notification of the time, place and agenda provided at least 5 business days in advance of the meeting. In addition, the Chair shall call a faculty meeting within ten business days of receiving an electronic 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 SLPA. Other individuals who shall be eligible to attend faculty meetings without vote are:
 - a. Faculty and instructional staff not identified in Article II above, including adjunct faculty.
 - b. A full-time graduate student representative of the Department of SLPA, who is in good standing, who shall be appointed by a student Department of SLPA organization.
 - c. Department of SLPA staff members designated by the Chair.
 - d. Other individuals designated by the Chair.

1. **Rules of Order**

- A. The presiding officer at faculty meetings shall be the Chair. In the absence of the Chair, a faculty member designated by the Chair will preside.
- B. A quorum consists of a simple majority (more than half) of the voting members of the Department of SLPA.
- 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 SLPA Bylaws where inconsistencies exist.

ARTICLE V – COMMITTEES

The Department of SLPA shall establish the following committees:

- 1. **Personnel & Budget Committee:** As required by the Bylaws of the CUNY Board of Trustees, there shall be a SPLA Committee on Personnel & Budget (P&B). The Chair of the Department of SLPA shall serve as Chair.
 - A. **Membership:** The P&B committee shall consist of 4 SLPA faculty members with faculty rank plus Department of SLPA Chair, at least 4 of whom must have tenure. If the Department of SLPA does not have 4 tenured faculty members with faculty rank, then the P&B committee shall consist of 3 tenured SLPA faculty members with faculty rank, plus 1 SLPA faculty member with faculty rank who may be untenured, plus the Department of SLPA Chair. To ensure representation

- of Speech-Language Pathology and of Audiology, at least one of these P&B members shall be an SLP faculty member (defined as a faculty member who was hired through a search for an SLP faculty member) and at least one of these P&B members shall be an Audiology faculty member (defined as a faculty member who was hired through a search for an Audiology faculty member). The P&B committee also shall consist of first and second alternate members, also having faculty rank, at least one of whom must have tenure; if the Department of SLPA does not have tenured faculty members with faculty rank to serve as an alternate member(s), then an untenured faculty member with faculty rank can serve as an alternate(s).
- 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 Department of SLPA, especially, the recruitment, appointment, reappointment, promotion and tenure of the Department of SLPA faculty members.
- C. Meetings:
- a. The P&B committee shall meet at least once each semester and as often as necessary to fulfill its duties.
 - b. Meetings of the P&B Committee are closed.
 - c. Alternate members attend meetings only when replacing a regular member.
 - i. 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.
 - ii. In the event that a member of the committee is unable to complete his or her 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.
 1. In the event that the first alternate is unable to complete his or her term, the second alternate shall assume the office of first alternate, and the faculty shall hold an election for a new second alternate.
 2. 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.
- D. 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 SHP 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 Department of SLPA Standing Committees:

The following standing committees of the Department of SLPA provide the structure for presentation of new ideas, divergent views and relevant discussion by the SLPA faculty, students and administrators. Faculty members of standing committees are nominated for 3-year terms by the Chair. 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 and Procedures

- a. Except as otherwise provided herein, each committee will include at least three full-time faculty members and one student.
- b. Each committee shall elect a Chair to serve as committee chair for a term of one year.
- c. Student members will be nominated by the Chair from nominees identified by faculty, or other students and shall serve for one year. Each Committee will meet once each semester, or as often as needed to carry out its duties.
- d. Instructors, lecturers and college lab technicians may, during their first and second years of appointment, serve on standing committees of the Department of SLPA 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.

- a. Responsibilities:
 - i. Review the Bylaws of the Department of SLPA at least every 3 years and prepare proposals for amendments.
 - ii. 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*.

- iii. Review and implement policies related to the progression, retention, and graduation of students enrolled in the Speech-Language Pathology (SLP) program. These policies and procedures shall apply only to the Speech-Language Pathology (SLP) Program as the Doctorate of Audiology (AuD) Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

C. Curriculum Committee

The policies and procedures of the SLPA Curriculum Committee shall apply only to the Speech-Language Pathology (SLP) Program as the Doctorate of Audiology (AuD) Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

a. Responsibilities:

- i. 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. The results of all reviews shall be shared with all members of the SLPA faculty.
- ii. Review, prepare amendments if needed, and present to the voting faculty all proposals for curriculum revisions.
- iii. Designate a representative to the Divisional Curriculum Committee.
- iv. Plan for coordination between the Department of SLPA curricula and those of other Schools and departments of Hunter College.

D. Evaluation of Teaching Committee

The policies and procedures of the SLPA Curriculum Committee shall apply only to the SLP Program as the AuD Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

a. Responsibilities:

- i. Facilitate completion and use each semester of the Hunter College Student Evaluation of Teaching survey, as required by the *Charter for a Governance of Hunter College*.

E. Admissions Committee

The policies and procedures of the SLPA Admissions Committee shall apply only to the SLP Program as the AuD Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

a. Responsibilities:

- i. Review and propose revisions to criteria for admission into the SLP program.
- ii. Coordinate and conduct the review of SLP admissions applications and recommend to the Dean of SHP applicants for admission.

F. Honors and Awards Committee

The policies and procedures of the SLPA Honors and Awards Committee shall apply only to the SLP Program as the AuD Program is under the jurisdiction of the Graduate Center of CUNY, and is not under the jurisdiction of Hunter College, CUNY.

a. Responsibilities:

- i. Establish criteria for student awards and honors.
- ii. Develop any required scholarship/award/honor application form for scholarships, awards, and honors made through the SLPA Department.
- iii. Recommend students for such awards and honors. If the award, honor, or scholarship is made through the SLPA Department, then the committee shall recommend students for these honors, awards, and scholarships to the faculty of the SLPA department, who will vote on these recommendations. Student work through service as employees on SLPA faculty research will not be reviewed through this committee.

G. Additional Department of SLPA Committees

- a. The SLPA faculty or the Chair may establish additional committees to respond to any issue not covered by the standing committees listed in these bylaws.
- b. The Chair will nominate the members of any such committee.
- c. Each committee shall elect a Chair to serve as committee chair for a term of one year.

H. Rules of Order

Unless otherwise specified at the time the committee is created, a simple majority of the entire committee shall constitute a quorum. Except with respect to the P&B Committee, the act of a simple 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, PROGRAM DIRECTOR,
AND PERSONNEL AND BUDGET COMMITTEE**

1. Elections for Department Chair and Personnel and Budget Committee are governed by the Bylaws of the CUNY Board of Trustees (See Section IX.1). In accordance with those provisions, the following rules shall apply for elections of the Program Director as well as for the Chair and Personnel and Budget Committee:
 - A. 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).
 - B. Electoral Procedures: Elections for members of the Personnel and Budget Committee and Chair and Program Director shall be held at the same time [i.e. at the same meeting] in the first week of May of 2015 and triennially thereafter during the first full week of May. As the Program Director and Chair are not necessarily the same person, election of the Department Chair shall precede election of the Program Director. Nomination 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.
 - C. Term: The term of office for the Chair, Program Director, and Personnel and Budget Committee members shall be three years.
 - D. 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 Bylaws of the CUNY Board of Trustees. Candidates for Program Director must have faculty rank but can be untenured. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured.
 - E. 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.
 - F. 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. 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 Bylaws of the CUNY Board of Trustees IX.1.c.

- G. Oversight of Elections: Elections shall be overseen by the Policy & 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 SLPA Bylaws shall be deemed to have been similarly amended, deleted or waived.

Adopted by the SLPA faculty on March 10, 2015.