

Bylaws
Department of Sociology
Hunter College, CUNY

ARTICLE I. MEMBERSHIP

Members of the department who hold the titles of Professor, Associate Professor or Assistant Professor (both tenured and tenure-track) have “Faculty Rank” (BoT, VIII.1). Members of the department in the titles of Instructor or Lecturer (full-time) who have been reappointed on an annual basis for a third or later year have “Faculty Status” (BoT, VIII.2). All members with Faculty Rank and Faculty Status may vote on all regular department business other than the election of the Chair and members of the Personnel and Budget Committee (hereafter “P&B”). Members with Faculty Rank and Lecturers who hold a Certificate of Continuing Employment (CCE) may vote in the triennial departmental election for Chair and P&B.

ARTICLE II. OFFICERS

The Officers of the Department shall consist of:

- A. **Chair:** The Department Chair shall be a tenured professor and will be elected by the eligible voting membership to serve a three year term. The Chair shall be chief executive officer of the department and fulfill the duties outlined in the bylaws of the CUNY Board of Trustees, Article IX, section 3. The Chair shall also convene and facilitate Department meetings and enforce official rules of order.
- B. **Deputy Chair:** The Deputy Chair shall be appointed by the Chair from among the elected members of the P&B. When at all possible, the Deputy Chair shall also serve as a member of the department’s P&B. The Deputy Chair will perform the duties of the Chair when the Chair is absent. Additional duties will be determined by the Chair.
- C. **Recording Secretary:** The Recording Secretary shall be appointed by the Chair and will be responsible for recording the minutes of department meetings, distributing those minutes to each voting member, and ensuring that a copy of the minutes is on file with the departmental office.
- D. **Parliamentarian:** The Parliamentarian shall be appointed by the Chair and will be responsible for advising voting members on rules of procedure. If the Parliamentarian is absent from a Department meeting, the Chair shall appoint another member to serve.

ARTICLE III.

MEETINGS

Regular meetings:

- A. The Chair shall call at least one meeting each semester and may call more.
- B. Department meetings can also be called at the request of a majority of the Departmental Policy Committee, or at the request of 20% of the voting membership of the Department.
- C. All voting members must be sent notice of a department meeting and the corresponding agenda items at least one week in advance of the meeting.
- D. The first meeting of the fall semester shall be convened within three weeks of the first day of classes.
- E. At the last meeting of the spring semester, elections will be held for Senate representatives, P&B members (when seats open), and all other committee positions that need to be filled for the next academic year. Elections for any positions that remain unfilled after this meeting shall be held as soon as possible in the following fall semester.

Special Meetings:

- A. In emergency situations, or whenever for the good of the department action must be taken as soon as possible, the Chair has the authority to call emergency meetings without providing a full week's notice to voting members.
- B. All voting members must be sent notice of any emergency Department meeting.

Quorum:

- A. A quorum of voting members must be present at Department meetings to conduct official business.
- B. A quorum will consist of a majority (50% plus one) of the voting members.

Rules of Procedure:

Department meetings shall follow the rules of procedure set forth in the latest edition of *Robert's Rules of Order*.

ARTICLE IV.

COLLEGE GOVERNANCE REPRESENTATIVES

The representatives of the Department for purposes of College governance shall consist of:

- A. Faculty member(s) to the Hunter College Senate, to be elected by the voting membership and to serve two year terms.
- B. One faculty member and one student (either a graduate student or an undergraduate student major) to serve on the School of Arts and Sciences Curriculum Committee as defined in the Charter for A Governance of Hunter College, Article VIII, Section 3.D.

ARTICLE V.

COMMITTEES

The Department shall establish the following committees:

- A. **P&B:** The Department P&B shall consist of the Department Chair and four additional full-time members with Faculty Rank. Lecturers with a CCE may also serve. At most one member of the P&B may be an untenured faculty member (whenever possible). P&B membership shall be elected and each member shall serve a three year term (see “elections” below).
 - a. **Responsibilities:** The primary responsibilities of the P&B committee include reviewing and recommending the appointment, reappointment, reappointment with tenure (BOT IX.7.b) and promotion (IX.8) of academic personnel. The P&B shall also serve as counsel to the chair and, in that capacity, advise the chair on the various administrative tasks and responsibilities associated with the office of the chair.
- B. **Departmental Policy Committee:** The Department Policy Committee shall be established according to Article XI, Sections 1 and 2 of the Charter for a Governance of Hunter College.
 - a. Membership
 - i. Three full-time faculty members shall be elected by the voting membership. Two undergraduate majors shall be appointed by the chair. One graduate student from the department’s GSR Program shall be elected by the graduate students of that Program.
 - b. Officers
 - i. The Committee shall elect one of the three faculty members to serve as Committee Chair. The Committee Chair shall convene

meetings, facilitate meetings, and ensure the fulfillment of the Committee's duties as outlined below.

c. Duties

- i. This Committee may initiate and shall review recommendations for changes in departmental policy. In particular, it reviews the adequacy of the departmental governance, initiating proposals for amendments in the bylaws as required, and it is responsible for the establishment and publication of election procedures not mandated by higher authority. This committee may also identify and review normative modes of department operation and propose changes to the faculty as a whole.

d. Quorum

- i. A quorum shall consist of a majority of members (no less than one-half of the voting membership plus one).

e. Meetings

- i. No fewer than two meetings shall be held per semester and shall be scheduled in such a fashion that no member shall be constrained by regular duties to miss more than half (one) of these meetings.

C. Departmental Committee on the Evaluation of Teaching: This committee considers college- and university-wide policies and procedures relating to the evaluation of teaching. Teaching evaluations are used in annual evaluations and in decisions regarding reappointment, promotion and tenure; mentoring faculty regarding classroom instruction; and comparing strengths and weaknesses within and between departments.

a. Membership shall include

- i. One member of the faculty and an alternate, appointed by the Chair;
- ii. Two undergraduate majors shall be appointed by the chair;
- iii. One graduate student from the department's GSR Program shall be elected by the graduate students of that Program.

b. Duties

- i. This committee is responsible for overseeing the administration of student evaluations, reporting the results to the Chair, and carrying out other functions envisaged by XI.3, of the *Charter for a Governance of Hunter College*. The Committee on Evaluation and Teaching may also develop additional evaluation tools to assess instruction in laboratory courses, studios, and other nontraditional classroom settings, and in order to assess the use of new forms of instructional technology.

- D. **Undergraduate Course of Study Committee:** The Undergraduate Course of Study Committee shall include at least three members of the full-time faculty. Committee members shall be elected by the voting members of the department. This committee is charged with overseeing the Department's undergraduate curriculum. Specific responsibilities include the assignment of course numbers, management of major/minor requirements, determination of prerequisites, and approval of new courses.

- E. **Graduate Program Committee and Graduate Director:** The Graduate Program Committee will include only faculty who teach courses in the Department's Graduate Program in Applied Social Research (GSR). This committee shall be elected by the voting members of the department and will serve three year terms. This committee will be chaired by the Graduate Director. The Graduate Director shall be elected by the voting members of the department, will convene and facilitate meetings of the Graduate Program Committee, and will have the authority to (1) impose and enforce the decisions of the Graduate Program Committee, and (2) make day-to-day operational decisions necessary for the functioning and operation of the GSR. The Graduate Program Committee may at times appoint ad hoc committees for specific tasks.

- F. **Special Departmental Committees:** The Department may establish such additional committees, standing as well as ad hoc, as it deems necessary. The Chair may appoint such special committees (for example, a Committee on Lectures) on an interim basis, as required, subject to departmental approval and/or elections at the next meeting. Where such committees are of a policymaking character, the stipulations of the Charter for a Governance of Hunter College shall apply as to their composition and election.

ARTICLE VI ELECTIONS

- A. **Triennial Elections for Department Chairperson, P&B, Graduate Director, and any other committee posts that need to be filled**
 - a. **Electorate:** All members of the instructional staff of the department who hold Faculty Rank may vote. (For definition of Faculty Rank, see section on Membership, above.) Lecturers at Hunter holding a Certificate of Continuing Employment (CCE) may also vote in the triennial elections.
 - b. **Electoral Procedures:** The elections of Chair, four P&B members, two P&B alternates, and a Graduate Director (in that order) shall be held during the last faculty meeting if the spring semester of the final year

of the current Chair's term. Nominations shall be taken from the floor. A nomination with a second will allow any member with Faculty Rank to stand for these offices. Lecturers with a CCE can run for any post except Chair. Candidates must acknowledge their willingness to serve in order to run.

- c. Vacancy of Office: In the case that a Chair must leave office before that Chair's term is finished, the Deputy Chair will temporarily assume the role of chair in order to call a department meeting at the earliest convenience. At this meeting, a new Chair shall be elected by the eligible voting members as defined in VI.A.a above.

ARTICLE VII

AMENDMENTS

A. Procedures

- a. Any voting member of the department may propose an amendment to these bylaws.
- b. All proposed amendments to these By-laws shall be submitted in written form to all voting members of the Department at least five working days in advance of the meeting at which the proposal is to be considered.
- c. An amendment to the By-laws shall become effective when it has been approved by a majority of the voting members of the Department and by the Hunter College Senate.
- d. Upon revision of the Hunter College charter and/or bylaws of the CUNY Board of Trustees, committee constitution may be updated without formal procedure.