

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF SPECIAL EDUCATION

Departmental By-Laws

Article I. Departmental Organization

Section A. Membership

The following persons shall be voting members of the department on all issues except the election of chairperson and members of the Personnel and Budget Committee.

1. Tenured faculty;
2. Non-tenured full-time faculty;
3. Non-tenured, part-time adjunct faculty who have taught at least 15 semesters hours while in continuous employment at Hunter College;
4. Full-time project associates whose responsibilities include teaching.

Section B. Officers

1. Chairperson

- 1.1 The Chairperson shall be elected by the Department in accordance with the procedures defined by the By-Laws of the Board of Trustees.
- 1.2 The Chairperson shall be elected for a period of three years.

2. Ombudsperson

- 2.1 There shall be one ombudsperson elected by members of the Department for a period of three years. Elections shall take place in May of the semester preceding the beginning of the term of office.
- 2.2 The responsibilities of the ombudsperson shall be to hear disagreements of any Department member or student with decisions made by any other Department member, Department committee or Department administrator. The ombudsperson will facilitate direct discussion between the individuals involved. If this matter remains unresolved, the ombudsperson shall refer the matter to other channels within the Department, Division and College, in the aforementioned order, with the approval of the Department member who initiated the process.
- 2.3 The ombudsperson shall be responsible for conducting Departmental elections.

3. Parliamentarian

The Chairperson shall appoint a member of the Department to serve as parliamentarian for a period of three years. The appointment shall take place in May of the semester preceding the beginning of the term of office. The parliamentarian will assist the Chairperson in conducting Department meetings in accordance with the By-Laws and the latest edition of Robert's Rules of Order.

Section C. Collège Governance Representatives

The representatives of the Department 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. One faculty member and one student to serve on the Divisional Curriculum Committee (Governance Article VIII).

Section D. Committees

The Department shall establish the following Committees:

1. Personnel and Budget
 - 1.1 The Personnel and Budget Committee shall be elected by the Department in accordance with the procedures defined by the By-Laws of the Board of Trustees.
 - 1.2 The Personnel and Budget Committee shall be elected for a period of three years.
2. Policy Committee
 - 2.1 The Policy Committee shall consist of three faculty and three student members.
 - 2.2 The Policy Committee shall review the adequacy of departmental governance and initiate proposals for change if deemed necessary.
3. Committee on the Evaluation of Teaching
 - 3.1 The Committee on the Evaluation of Teaching shall consist of two students and one faculty member.

3.2 The Committee on the Evaluation of Teaching shall deal with all matters of administration and interpretation of the adopted teacher evaluation procedures.

4. Curriculum Committee

4.1 The Curriculum Committee shall consist of two faculty members and one student.

4.2 The Curriculum Committee will consider curriculum proposals prior to their presentation to the Department, and will assist the faculty members in refining the proposal.

5. The Committee on Students

5.1 The Committee on Students shall consist of the Chairperson and two other members of the Department. Relevant College faculty from outside the Department may also be invited to serve on the Committee.

5.2 The Committee on Students will identify, monitor and advise students whose records indicate that they are not satisfactorily fulfilling College and/ or Department requirements. This includes areas of academic and professional conduct.

5.3 Major area advisors may be invited to attend any portion of a meeting at which one of their students is discussed.

6. Professional Development Committee

6.1 The Professional Development Committee shall consist of at least three members of the Department.

6.2 The Professional Development Committee shall be responsible for planning events and procedures to further the professional development of both faculty and students.

7. Faculty-Student Activities Committee

7.1 The Faculty-Student Activities Committee shall consist of at least one member of the Department and two students.

7.2 The Faculty-Student Activities Committee will be responsible for planning social activities for faculty and students.

8. Ad Hoc Committees

The Chairperson and/or a majority of members voting at a department meeting shall be empowered to establish other committees as necessary.

Article II. Operations

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 or 1/3 of the voting members of the Department.
3. Whenever possible, faculty members will be notified of the date of the next meeting at least one week in advance. A statement of the agenda of the meeting shall be included in the notification.
4. Any Department member who wishes to add an item to the agenda shall inform the Chairperson to this effect prior to the next meeting.

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 a member of the Department designated by the Chairperson.
2. Except where it conflicts with these By-Laws, the last edition of Robert's Rules of Order shall be followed at all meetings.

Article III. Election Procedures

Section A. Vacancies

Vacancies in all elected offices shall be announced at least two weeks prior to elections.

Section B. Term of Office

All faculty and student members of standing committees shall be elected in the spring to serve for a full year beginning September of the following year. Students shall be elected at a meeting of matriculated students.

Article IV. Amendment of By-Laws

Section A. Initiation Procedure

Any member of the Department can initiate a proposal for amendment of the By-Laws. Such proposals must be submitted in written form to all Department members at least five working days prior to the Department meeting at which the proposal is to be considered.

Section B. Voting Procedures

An amendment to the By-Laws shall become effective when it has been approved by a majority of the members of the Department.

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~~6/9/82~~ 9/29/82

