

**HUNTER COLLEGE DEPARTMENT OF THEATRE
DEPARTMENT BY-LAWS**

17 April 2024

ARTICLE I. ORGANIZATION

A. VOTING 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). Full-time members of the department in the titles of Lecturer, Distinguished Lecturer, and Doctoral Lecturer who have been reappointed on an annual basis have "Faculty Status" (BoT, VIII.2).

By invitation of the Chair, the department CLT may advise on matters pertaining to production and vote on student awards.

B. OFFICERS

The officers of the Department shall be:

1. A Chair whom a majority of Voting Members of Faculty Rank and lecturers with CCE shall elect for a three-year term, in accordance with the CUNY Board of Trustees (BoT) Article IX .1 and .3. The Chair shall carry out the duties specified in BoT Article IX and shall be an ex-officio member of all department committees and shall be responsible for formulating the teaching program of each member of the Department in consultation with that member.
2. Deputy chair. The chairperson may select a deputy chair subject to P&B approval to assist in department administration. The Deputy Chair shall not serve on the Department Personnel and Budget Committee (P&B) unless he or she has been separately elected to the P&B.
3. A Secretary shall be appointed by the Chair to record and distribute minutes of departmental meetings.

C. COMMITTEES

At triennial meetings where there are elections for Chair, P&B, and other Department officers, or at other times where necessary, voting Members of the Department shall select the faculty members of the department's Curriculum, Policy, and Evaluation of Teaching committees. The department shall also have a Production Committee appointed by the Chair.

D. COLLEGE GOVERNANCE REPRESENTATIVES

At triennial meetings where there are elections for Chair, P&B and other Department officers, or at other times where necessary, voting Members of the Department shall select the Department's representatives for College Governance. These representatives may include, but are not limited to, representatives to the Hunter College Senate selected in accordance with Articles III and IV of the Hunter College Charter; representatives to the School and Division Curriculum Committees in accordance with Article VII of the Hunter College Charter; and representatives to the Faculty Delegate Assembly in accordance with FDA requirements.

The chair may select a student representative to the Senate who is a declared major if the Theatre majors do not elect a student representative.

ARTICLE II. DEPARTMENT MEETINGS

A. CALLING DEPARTMENT MEETINGS

1. There shall be at least one department meeting per month during the regular academic year (Fall and Spring semesters).
2. Additional meetings may be called at the discretion of the Chair. In addition, the Chair must call a meeting of the Department within 10 working days at the request of 20 percent of the voting members of the Department.
3. Written notice of departmental meetings shall be sent to all voting members of the Department no less than 5 working days in advance of the meeting date. An agenda of the meeting shall be sent at least 24 hours in advance of the meeting, with agenda amendments permitted until the meeting begins.

B. ATTENDANCE AT DEPARTMENT MEETINGS

Meetings shall be open to Voting Members of the Department and the Department CLT only. The Chair may choose to open part or all of a meeting to others as appropriate, subject to consent of the Voting Members of the department.

C. RULES OF ORDER FOR DEPARTMENT MEETINGS

1. A quorum for Department meetings shall consist of the majority of the Voting Members of the Department.

2. The Chair shall preside at all meetings of the Department. In the absence of the Chair, a presiding officer shall be elected by majority vote of all those present who are eligible to vote at Department meetings.

3. The Chair may appoint an individual who is eligible to vote at Department meetings to act as parliamentarian for such meetings. Except where it conflicts with these By-Laws, the latest edition of *Roberts Rules of Order* shall be followed at all meetings.

ARTICLE III. COMMITTEES

A. PERSONNEL AND BUDGET COMMITTEE

1. Membership/Elections

Elections for the P&B shall be conducted in accordance with the CUNY bylaws (9.1 e) every 3 years concurrent with the election of the chairperson.

The committee shall consist of the Chair and, where possible, of four other members who must have Faculty Rank. Four of the faculty members serving must also be tenured (9.1). Two alternates must also be elected at that time.

2. Minutes

As required by the CUNY bylaws (9.2), a secretary shall be appointed to take minutes of all P&B meetings. Minutes should be circulated for approval, and kept in the chair's office along with all ballots for appointment, promotion, and tenure.

3. Personnel Responsibilities

The personnel responsibilities of the committee, in accordance with CUNY By-laws, include: reviewing and recommending the appointment, reappointment, reappointment with tenure, and promotion of academic personnel.

A vote to recommend appointments, reappointments, promotion, and tenure may only be made with the affirmative vote of a majority of the committee members (not just a majority of those present).

Following section 9.2 of CUNY bylaws, P&B actions on reappointments, reappointments with tenure, and promotion shall be by secret ballot, and the result of the balloting shall be duly recorded in its minutes. All records of the proceedings shall be filed in the candidate's administration file, available only to the committees and individuals responsible for the review and recommendation of appointments, promotion, and tenure. It shall be the duty and responsibility of the department chairperson to communicate to the candidate the action of the committee, but no reason shall be assigned for the action taken.

The affirmative recommendations of the committee shall be submitted by the department chairperson to the president and appropriate college committee on

personnel and budget in accordance with procedures set forth in the bylaws of the board.

4. Budget

As required by CUNY Bylaw 9.3 (7) the chair will prepare the tentative departmental budget outlining department expenditures on personnel, equipment, and supplies subject to the approval by the department's committee on personnel and budget. This includes OTPS and soft money expenditures. All additional requests for funds that may arise must be approved by the P&B committee.

The Chair shall report to the P&B the current balances in departmental accounts and OTPS allocations no less than once a year.

5. Recruitment for Appointment

The primary responsibility for recruitment of faculty rests with the department Chair. Departmental P&B and search committees are accountable to the Chair for their recruitment efforts, and they should maintain written records of the recruitment process (9.6).

6. Searches

The chair shall notify the P&B immediately of all personnel lines given to the department.

The P&B shall prepare a job description and vacancy notice for all department searches subject to approval by the Dean for Diversity and compliance.

The P&B will serve as the *de facto* search committee for all searches for department personnel. Additional faculty may be asked to join a search committee when deemed necessary, subject to P&B approval. A member of the P&B may be recused from the search committee with P&B approval.

Job offer letters to new faculty members shall be written by the Chair in consultation with the P&B.

7. Observations

The assignment of peer observations shall be the purview of the P&B.

Observation assignments must be done by the 10th week of the semester, as contractually mandated by PSC-CUNY. All faculty below the rank of full professor should be observed with the exception of adjunct faculty who have served for 10 consecutive semesters; however, the chair may request observations past 10 semesters of service, as per Article 18.2 in the PSC-CUNY contract.

B. DEPARTMENTAL POLICY COMMITTEE

1. Membership

The Committee shall consist of all voting faculty members (of Faculty Rank or Faculty Status). One faculty member shall serve as the Chair of the committee,

chosen at the triennial elections. Two members shall be undergraduate majors and/or graduate students, elected from their respective ranks, for a one-year term. The students from each rank may also elect an alternate member to serve in the absence of the elected member. If the students fail to elect members, the Chair may appoint students to serve on the committee.

2. Responsibilities

- The committee shall be responsible for review of adequacy of departmental governance and for initiation of recommendations to the voting Faculty for change if deemed necessary, as mandated by Article XI, Section 2 of the Hunter Charter.
- The committee shall be responsible for review of educational policies where such matters do not fall within the purview of other committees or governing bodies.
- The committee shall draft a departmental Handbook containing departmental policies if one does not exist and recommend updates to the Handbook for consideration and approval by the Voting Faculty.
- The committee shall create guidelines for the use of department space, resources, and equipment.

3. Meetings

At least one meeting shall be held per semester and shall be scheduled in such fashion that no member shall be constrained by regular duties to miss more than half of these meetings.

If the chair cannot attend a meeting, another faculty member shall chair the meeting.

The chair of the meeting shall choose another member present to be the secretary and keep minutes for that meeting.

4. Reports

The committee shall report on its activities at a department meeting at least once per semester.

C. CURRICULUM COMMITTEE

1. Membership

Membership shall be composed of three voting Members plus two alternates to be elected by a majority of voting Members, plus the department's divisional Curriculum Committee representative and the Department Chair as an *ex officio* member. This election shall occur at the Department's triennial elections and member terms shall be for three years. In all deliberations related to the MFA Playwriting Program, the Director of the MFA Playwriting Program shall be invited to participate if not already a Committee member. The Committee shall

elect a Chair by majority vote of its membership if the Department Chair does not wish to serve as Committee Chair.

2. Responsibilities

The Curriculum Committee shall be responsible for recommending new courses and changes of courses in the undergraduate and graduate programs. Its recommendations shall be submitted to the Department voting Members for approval. The Curriculum Committee is also responsible for course descriptions as listed in the Hunter College catalog, and any other official college listings.

3. Meetings

Meetings shall occur as needed. If the Chair of the committee cannot attend a meeting, another faculty member shall chair the meeting.

D. COMMITTEE ON EVALUATION OF TEACHING

1. Membership

Pursuant to Article XI, Section 3(c) of the Charter for the Governance of Hunter College, the committee shall be composed of two faculty members (one of whom will serve as chair of the committee), and either three undergraduate Theatre majors or two undergraduate Theatre majors and one student enrolled in a graduate Theatre program. One of the undergraduates will be elected by the Theatre majors and minors. The other members will be appointed by the Chair.

2. Responsibilities

This committee shall be responsible for encouraging participation in the teacher evaluation system, reviewing the results of the college's teacher evaluation system, and reporting the results of its review to the department Chair, as well as carrying out all other functions envisaged by the Charter for the Governance of Hunter College.

E. PRODUCTION COMMITTEE

1. Membership

The Department Chair shall serve as the Chair of the Production Committee and will appoint at least three full time faculty members to the committee, plus the department production manager. Theatre majors and minors will be invited to vote for two student committee members. In the event no students are elected the Theatre faculty will select student committee members. Other members of the

Theatre Department community may be invited to act as non-voting consultants to the committee.

2. Responsibilities

Season Planning: The committee shall be responsible for planning the departmental production season and recommend related events. The committee will set production selection guidelines to ensure that the productions meet the pedagogical and artistic goals of the department. Final decisions on production will be made by the Chair after consultation with the faculty and students. The committee may also recommend faculty personnel for creative positions, but official assignment of such positions is the purview of the chair.

Budget: The committee will recommend allocation of the department production budget to the P&B.

Space: The committee shall allocate space and resources based on guidelines established by the Policy Committee.

Advisement: The committee will serve in an advisory capacity for student productions.

3. Meetings

The Production Committee will meet at least twice each semester. It must meet at least once each spring to make best efforts to plan a production calendar and activities for the following academic year.

ARTICLE IV – TRIENNIAL ELECTIONS FOR CHAIR AND PERSONNEL AND BUDGET COMMITTEE

Elections for Department Chair and Personnel and Budget Committee are governed by the CUNY By-Laws (See Section IX.1). In accordance with those provisions, the following rules shall apply:

1. Electorate

Those eligible to vote or to nominate candidates 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). Faculty must be present in person during the department election in order to vote; proxy or mail voting is prohibited.

2. Electoral Procedures

Elections for Chair and for members of the Personnel and Budget Committee shall be held during the same meeting in the first week of May of the year in which the current Chair's term of office expires. Nomination and election of candidates must be by secret ballot. The order of the election shall be as follows: nomination of candidates for Chair, election of Chair, nomination of four candidates for Personnel and Budget Committee, election of four-member Personnel and Budget Committee, nomination of two Alternates for the Personnel and Budget Committee, election of two Alternates. Each position on the Personnel and Budget Committee shall be elected separately.

The Chair shall call for nominations, and any voting member may make a nomination.

A candidate need not be present at the meeting at which the vote takes place, but if absent the candidate must acknowledge in writing to the department willingness to serve.

Election of candidates must be by secret ballot. Unless otherwise allowed by CUNY, 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. If a majority is not reached, then voting will be repeated until a majority of votes for a candidate is obtained.

Election ballots shall be counted by two faculty members not standing for election in each vote.

3. Term

The term of office for both Chair and Personnel and Budget Committee members shall be three years.

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4. 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 CUNY Board of Trustees. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured.

5. Alternates

An alternate serves when a regular member is on leave from the committee for 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.

6. 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 less than a semester, the Chair may appoint an Acting 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, by a two-thirds majority vote of those present OR eligible to vote. The Chair may be removed as provided in the CUNY By-Laws, IX.1.c.

ARTICLE V – AMENDMENTS AND RELATION TO GOVERNING DOCUMENTS

A. All proposed amendments to these by-laws shall be submitted in written form to all voting members of the department at least ten (10) working days in advance of the meeting at which the proposal is to be considered. Any voting Member of the Department has the right to submit proposed amendments to the by-laws.

B. An amendment to these by-laws shall become effective when it has been approved by two-thirds of the voting Members of the Department and by the Hunter College Senate.

C. The By-Laws of the CUNY Board of Trustees shall supersede these By-Laws when conflicts arise with any provision of these documents.

Approved by the Theatre Department faculty, Sept. 6, 2023

