

COLLEGE OF STATEN ISLAND GOVERNANCE PLAN

PREAMBLE

The College of Staten Island (“CSI” or “College”) is a unit of The City University of New York (“CUNY” or “University”) under the jurisdiction of the Board of Trustees, its policies and bylaws, collective bargaining agreements, and applicable laws. The College is an educational community that offers a full range of bachelor’s degree programs, master’s degrees in a number of liberal arts and sciences and professional disciplines, and, in selected fields, associate’s degrees that articulate with upper-division curricula. In addition, the College is a doctoral-degree-granting institution that also participates in the consortial doctoral programs offered by the CUNY Graduate Center.

Everyone participating in the College community has important, legitimate, and respected roles and responsibilities in sustaining and furthering the goals of the College. This Governance Plan was created in order to preserve the opportunity for voice and vote on behalf of all constituencies of the College, and to further the ideals of collegiate governance which define institutions of higher learning. As a public, urban college, the College believes that the intellectual, personal, ethical, professional, and civic development of students remains at the heart of its mission. Equally, the College must support the intellectual, scholarly, and professional development of faculty and staff in order to advance the course of knowledge. As the only public institution of higher learning on Staten Island, CSI serves the wider community by providing continuing education, community programs, cultural and artistic events, and athletic opportunities.

GOVERNANCE OF THE COLLEGE COMMUNITY

ARTICLE I. LEGISLATIVE BODIES

THE COLLEGE COUNCIL AND THE FACULTY SENATE

Section 1. The College Council

Section 1a. Purpose

The College Council (“Council”) shall be responsible for furthering the general interests of the College community; for the preservation of academic freedom; for the committees that it supervises; for the convocation of the whole community in town meetings; for debate and recommendations on issues concerning College organization, institutional planning, and budget; and receiving and responding to information regarding educational and political issues affecting the College and University.

Section 1b. Council Membership

The Council shall consist of the following seventy-four members (“Members”).

- (1) The fifty-four members of the Faculty Senate: Members and alternates will be selected as described in Section 2c. (Includes the College President (“President”), College Chief Academic Officer, and two Full Academic Deans designated by the President.)
- (2) The seven-member Steering Committee of the Higher Education Officer’s series: members and alternates will be selected as described in Sections 4 and 1d(2).
- (3) The President of the Student Senate (or designee) and seven student representatives, elected by the student body (see Article IV). Student representatives shall serve for one-year terms. Election of alternates for the student representatives is recommended.

- (4) Five additional members of the College Administration selected by the President. The President may also select alternates for these Members.
- (5) Alternate members (“Alternates”) may be enfranchised as described in Section 1c(4).

Section 1c. Eligibility Requirements for the Council and Other Governance Bodies

The following policies apply to all Governance Bodies described herein or created pursuant to this Governance Plan, unless stated otherwise.

- (1) All full-time members of the instructional staff, except those serving in visiting or substitute titles, those on retirement leave, and those identified in paragraph (2) of this section, are eligible to serve and to participate in elections.
- (2) A member of the instructional staff who has received a notice of non-reappointment or submitted a resignation shall not be eligible to serve or to participate in elections.
- (3) Student representatives on the Council, and on committees of the Council or Faculty Senate must have a minimum grade point average of 2.5 at the time of their election and during their terms of office.
- (4) When Governance Bodies require or allow Alternates, these shall be selected in the same manner as Members (by election or appointment). An Alternate is authorized to vote at a meeting only when requested to do so by a Member (who is unable to vote at the meeting), or by the Chair or Convener if necessary, unless the given body has a different procedure. The Member or Alternate must notify the Chair or Convener of the substitution.
- (5) Vacancies in the Council Membership (including Faculty Senate members) created by leaves, retirements, resignations, terminations, or failure to maintain eligibility requirements shall be filled with Alternates, when possible, selected as described in Sections 1b, 2c, 1c(4) and/or 1d(2). In the absence of an Alternate, a new member shall be selected by the same procedure used for the original Member.

- (6) Council members may be recalled by a vote of two-thirds of the constituency they represent. A vacancy created by such recall shall be filled in accordance with the provisions of paragraph (5) of this section.

Section 1d. Election Procedures for the Council and other Governance Bodies

- (1) Elections shall occur in the spring semester of each academic year for vacancies anticipated in the following semester, except that elections for student representatives shall occur when Student Government elections are held and elections for academic Department representatives shall occur when Departmental elections for Chair and/or appointments committees are held in accordance with Sections 2a(4) and 2b(2). Elections will be effective the first day of the following fall semester.
- (2) When selecting members of Governance Bodies by election, the following plurality-voting procedures will be used, except for the Executive Committees of the Council and Faculty Senate, or if stated otherwise.
 - (2.1) For each body, after votes are tallied, each open seat will be filled by the person with the highest number of votes among the remaining (not yet elected) eligible candidates. Alternates shall be selected from the list of candidates still remaining, using the same procedure.
 - (2.2) If there are ties, a runoff election will be held as soon as possible.
 - (2.3) If additional Members or Alternates are needed, a new election will be held as soon as possible.
 - (2.4) Any problems that arise will be resolved by the appropriate Executive Committee (Council or Faculty Senate). Vacancies may be filled on an interim basis by the appropriate Executive Committee.
- (3) Elections shall be supervised by the Committee on Organization (Section 1g(1)), unless stated otherwise.

Section 1e. Organization and Meetings of the Council

- (1) The operation of the Council shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised*, except where it conflicts with express provisions of the Governance Plan or the laws of the State of New York.
- (2) The Council shall meet once a month during the fall and spring semesters, or more often as its business requires.
- (3) A special meeting may be called either upon petition to the Executive Committee of the Council by at least 20% of the membership of the body, or by the President. A petition shall state the purpose of the meeting.
- (4) A quorum is a majority (more than half) of the whole membership, notwithstanding absences and vacancies. A quorum is necessary to conduct a meeting, carry a motion, or take any action.
- (5) The Council may devise and adopt its own bylaws, consistent with the provisions of the Governance Plan, and the applicable bylaws and policies of the CUNY Board of Trustees.
- (6) Meetings of the Council may be audio- or video-recorded. In addition to actions taken, minutes of the proceedings may include transcripts or summaries of selected discussions.

Section 1f. Executive Committee of the Council

(1) Selection:

An Executive Committee shall be elected by and from the membership of the Council. Each member is to be elected for a two-year term. The election process shall occur at the Council's first meeting of the academic year, to be held in September, or as soon as possible thereafter. The composition is as follows:

Chair

Vice Chair

Secretary

Two members-at-large (elected in alternate years)

Chair of the Faculty Senate, *ex-officio* with vote, elected in the Faculty Senate (Section 2f(1))

Except for the Chair of the Faculty Senate, members are elected in the order above and take office immediately. To be elected, a candidate must receive a majority of the votes of the whole Council membership, notwithstanding absences and vacancies. Repeated or runoff elections will be held if necessary.

(2) *Duties of the Executive Committee:*

- (2.1) Carry out the business of the Council between meetings.
- (2.2) Implement resolutions, policy statements, and recommendations of the Council.
- (2.3) Prepare an agenda for the approval of the Council and provide minutes of meetings.
- (2.4) Consult with the President on a monthly basis with regard to general College business and the selection of search committees for members of the Executive Compensation Plan. Report on these consultations in the Council.
- (2.5) Consult with the Chief Academic Officer regarding matters of general academic interest. Report on these consultations in the Council.
- (2.6) Convene Council committees whose chair has not yet been selected or cannot perform her/his duties.
- (2.7) At its option, appoint a Parliamentarian who may vote only if already a voting member of the Council. The Parliamentarian shall use the latest edition of *Robert's Rules of Order, Newly Revised* to advise the Council on questions of procedure.

(3) *Duties of Members of the Executive Committee:*

- (3.1) The Chair shall preside over the Council and its Executive Committee, and represent the Council to all groups, both within and outside the College.
- (3.2) The Vice Chair shall preside over the Council in the absence of the Chair, and, in the event that the Chair cannot continue in office, shall assume the position of Chair. The Vice Chair shall ensure that the standing committees of the Council meet regularly and perform

- their duties. In the absence of a designated committee chair, the Vice Chair shall act as convener, without vote.
- (3.3) The Secretary shall take the minutes of the Council and Executive Committee meetings, conduct Executive Committee correspondence at the direction of the Executive Committee, and preside over the Council in the absence of the Chair and Vice Chair. In the absence of the Secretary, one of the at-large members of the Executive Committee shall fulfill these duties.

Section 1g. Committees of the Council

All committee members shall serve three-year terms, unless otherwise noted, and except that student committee members shall serve one-year terms. All committee members are eligible for re-election unless otherwise noted.

None of the Council committees are policy-making bodies, which means that all recommendations by the committees regarding College policy are either advisory, or must be forwarded to the Council, or other governance body, for evaluation and consideration before further action.

When needed, Alternates will be selected as described in Sections 1d(2) and/or 1c(4) and may be enfranchised as described in Section 1c(4).

(1) Committee on Organization

(1.1) *Purpose:*

(1.1.1) Solicit nominations and conduct elections for Members and Alternates of the following, using appropriate voting procedures (see Sections 1c and 1d).

(1.1.1.a) All elected bodies enumerated in this Governance Plan except for those within Departments (Article III) and the Student Government (Article IV), including committees mandated by CUNY (Article VI).

(1.1.1.b) Ad hoc elected committees established by the College Council or Faculty Senate.

(1.1.1.c) CSI representatives to the CUNY University Faculty Senate (Section 3).

(1.1.2) Oversee and facilitate elections, verify eligibility of voters and candidates, and ensure that the seats in the Council, the Faculty Senate, and their respective committees, are filled in accordance with the current Governance Plan.

(1.1.3) Maintain records of nominations, votes, and election participation, and summarize them in a report to the Executive Committee of the Council at least once each year.

(1.1.4) Oversee a Council/Faculty Senate website, accessible to all members of the college community which includes links to notices of deadlines for nominations and voting, nomination forms, information on election-candidate eligibility, names of current members and chairs of Governance Bodies, with their term expiration dates, and items submitted for posting by the Executive Committees of the Council or Faculty Senate or the Chairs of governance committees.

(1.2)

Membership:

Five members to be elected from the College community by the Council. Chair to be elected by the Committee on Organization.

Support for the activities of the committee (such as dissemination of election materials and website maintenance) shall be provided by the Office of the President.

(2) Bylaws Committee

(2.1) *Purpose:*

(2.1.1) Conduct ongoing review of the Governance Plan of the College and to recommend revisions to the Plan.

(2.1.2) Develop procedures for recommendations on the transformation of existing Departments, creation of new Departments, and modification of the College's division or school structure, in conjunction with the Institutional Planning Committee. Develop guidelines or templates for the preparation of proposals for recommendations on the creation, modification, or dissolution of academic units.

(2.2) *Membership:*

Chair of the Council, *ex officio* with vote, Chair of the Bylaws Committee.

Chair of the Faculty Senate, *ex officio* with vote.

A Co-Chair of the Higher Education Officer Steering Committee, *ex officio* with vote, to be selected by that committee.

Two members appointed by the President.

One student selected by the Student Senate and approved by the President.

Four members elected at large by and from the full-time instructional staff.

(3) Administrative Review and Evaluation Committee

(3.1) *Purpose:*

In consultation with the Executive Committee of the Council, to evaluate administrative units and their incumbents and report the confidential findings to the Executive Committee of the Council and the President.

(3.2) *Membership:*

Five members elected at large by and from the full-time instructional staff. Chair to be elected by the Administrative Review and Evaluation Committee.

(4) Institutional Planning Committee

(4.1) *Purpose:*

Review and assess the mission, goals, and strategic plans of the College; substantial changes in academic offerings and new educational programs; proposals for the creation, reorganization, or dissolution of centers, Departments, Schools, Divisions, or new types of academic units; and major administrative initiatives in finance, technology, economic development, enrollment management, community relations, student affairs, and institutional advancement.

(4.2) *Membership:*

(4.2.1) The President, Chair.

(4.2.2) Six faculty members-at-large, elected by and from the full-time faculty, with at least two per Division and at most one per Department or School.

(4.2.3) Five members appointed by the President.

(5) Budget Committee

(5.1) *Purpose:*

To work with the Administration on the formulation of the budget request; to advise on priorities for expenditure and to propose reallocation as necessary; to report to the Council about budget and fiscal issues affecting the College and the University.

(5.2) *Membership:*

Five members appointed by the Council Executive Committee. Chair appointed from the Committee membership by the Executive Committee.

(6) Facilities Committee

(6.1) Purpose:

Make recommendations to the College Administration regarding current conditions of campus facilities and their utilization. Participate in the planning for expansion or reconfiguration of campus facilities.

(6.2) *Membership:*

Vice President of Finance and Administration.

Two members appointed by the President.

One member elected by and from the Higher Education Officer Series.

One student elected by the Student Senate and approved by the College President.

Members of the Academic Facilities Committee (Section 2h(5)).

Chair of the Academic Facilities Committee (Section 2h(5)) to chair Facilities Committee.

Section 2. The Faculty Senate

Section 2a. Purpose

The Faculty Senate shall be responsible for the principal academic policy decisions of the College including admissions criteria, academic programs, degree requirements, and graduation requirements; and shall participate in decisions on Departmental reorganizations, and academic reorganizations at the college, division, or school level.

Recommendations from the Faculty Senate shall be forwarded to the Council and/or the Administration, as appropriate.

Section 2b. Faculty and Academic Units

The following definitions are used throughout this Governance Plan.

- (1) “Faculty Members” (also referred to as “full-time faculty”) consists of all full-time members of the instructional staff serving in the titles of distinguished professor, professor, associate

professor, assistant professor, clinical professor, instructor, distinguished lecturer, or lecturer.

- (2) An *academic unit* is a group of Faculty Members within the College who have curricular and/or scholarly responsibilities. The academic units of the College include the following:

“*Department*”: The unit to which each Faculty Member is appointed and considered for promotion and tenure or a certificate of continuous employment. Responsible for developing, teaching, and assessing a curriculum leading to one or more degrees and/or certificates. Headed by an elected Chair (except for the Library Department; see Article III, Section 2f), and having a specific organization and duties as enumerated in Article III.

“*Departmental or Interdisciplinary Program*”: A set of Faculty Members from one or more Departments who are responsible for developing, teaching, and assessing a curriculum that may lead to degrees and/or certificates. No formal role in faculty appointment, tenure, and promotion. Headed by an elected or appointed Director.

“*Division*”: A collection of Departments with a broad but related array of disciplines, with an emphasis on the liberal arts and/or sciences. Headed by a Dean with a faculty appointment at CSI.

“*School*”: A set of one or more Departments with a specific focus or theme, often associated with a profession, or related by similar accreditation needs. Headed by a Dean with a faculty appointment at CSI.

If additional types of academic units are approved, this list will be updated to reflect the changes.

- (3) Divisions, Schools, and Programs

Division of Humanities and Social Sciences: (the Departments of English, History, Media Culture, Performing and Creative Arts, Philosophy, Political Science and Global Affairs, Psychology, Sociology and Anthropology, and World Languages and Literatures).

Division of Science and Technology: (the Departments of Biology, Chemistry, Computer Science, Engineering Science and Physics, and Mathematics).

School of Business (the Departments of Accounting and Finance, Economics, Management, and Marketing).

School of Education (the Departments of Curriculum and Instruction and Educational Studies).

School of Health Sciences (the Departments of Nursing, Physical Therapy, and Social Work).

To enable representation on governance bodies, the Library Department will be treated as a member of the Division of Science and Technology.

When changes in academic units are approved, this list will be updated to reflect the changes.

- (4) The Undergraduate Interdisciplinary Programs are African and African Diaspora Studies; American Studies; Latin American, Caribbean, and Latina/o Studies; Disability Studies; International Studies; Science, Letters and Society; East Asian Studies; Women's, Gender, and Sexuality Studies; Computer Science/Mathematics; and Information Systems and Informatics.

When interdisciplinary program changes are approved, this list will be updated to reflect the changes.

Section 2c. Faculty Senate Membership

- (1) For each Department, including the Library Department, one Departmental Representative elected by and from the Department faculty for a three-year term. Election of an Alternate for each is recommended.
- (2) One full-time Faculty Member elected by and from the Directors of the Undergraduate Interdisciplinary Programs, elected for a three-year term. The elected individual may not continue to serve in this position, if, during the term of office, the individual ceases to serve as a Director.

- (3) A cohort of Faculty Members-at-large elected by and from the full-time faculty for three-year terms. The cohort size plus the number of Departments shall total forty-five. At least one-fifth of the members shall be from the Division of Humanities and Social Sciences, at least one-fifth shall be from the Division of Science and Technology, and at least one-fifth shall be from the faculty from the Schools.
- (4) Two members-at-large elected by and from the full-time employees serving in titles in the College Laboratory Technician series to serve for three-year terms.
- (5) Two teaching adjunct members elected by and from the adjunct faculty for one-year terms. All teaching adjunct members of the instructional staff are eligible to serve, provided they remain active members of the adjunct teaching staff, and do not hold full-time titles at the College.
- (6) The President, *ex officio* with vote.
- (7) The Chief Academic Officer, *ex officio* with vote.
- (8) Two of the full Academic Deans who head the Divisions and Schools, *ex officio* with vote, to be designated by the President. The remaining Academic Deans shall serve *ex officio* without vote, and may serve as Alternates for the voting Deans, as described in Section 1c(4).
- (9) For members in categories (2)-(5), Alternates will be elected as described in Section 1d(2). Alternates may be enfranchised as described in Section 1c(4).

Section 2d. Timing of Elections and Eligibility

- (1) Elections for Departmental representatives and alternates shall occur when spring semester elections are held for Department Chairs and/or appointments committees (Article III, Sections 2a and 2b) and are effective the first day of the following fall semester.
- (2) General elections shall occur in the spring semester and are effective the first day of the following fall semester.
- (3) Faculty Members on visiting or substitute lines and on retirement leave are ineligible to vote or hold office.

- (4) A Faculty Member who has received a notice of non-reappointment or submitted a resignation shall not be eligible to vote or hold office.

Section 2c. Organization and Meetings of the Faculty Senate

- (1) The operation of the Faculty Senate shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised*, except where it conflicts with express provisions of the Governance Plan or the laws of the State of New York.
- (2) Meetings of the Faculty Senate shall be held monthly during the fall and spring semesters, or more often as its business requires. Meeting dates and times will be coordinated with Council meetings where possible.
- (3) A special meeting may be called either upon petition to the Faculty Senate Executive Committee by at least 20% of the membership of the Faculty Senate or by the President. A petition shall state the purpose of the meeting.
- (4) A quorum is a majority (more than half) of the whole membership, notwithstanding absences and vacancies. A quorum is necessary to conduct a meeting, carry a motion, or take any action.
- (5) The Faculty Senate may devise and adopt its own bylaws, consistent with the provisions of the Governance Plan and the bylaws and policies of the Board of Trustees.
- (6) Meetings of the Senate may be audio- or video-recorded. In addition to actions taken, minutes of the proceedings may include transcripts or summaries of selected discussions.

Section 2f. Executive Committee of the Faculty Senate

- (1) *Selection:*

There shall be a Faculty Senate Executive Committee, with members elected by and from the Senate for two-year terms at the first meeting of the Senate of the academic year, to be held in September or as soon as possible thereafter. The composition is as follows:

 - Chair
 - Vice Chair
 - Secretary
 - One member-at-large

Members are elected in the order above, and take office immediately. To be elected, a candidate must receive a majority of the votes of the whole Faculty Senate membership. Repeated or runoff elections will be held if necessary.
- (2) *Duties of the Executive Committee:*
 - (2.1) Carry out the business of the Faculty Senate between meetings.
 - (2.2) Review curriculum proposals and other resolutions or recommendations for the Faculty Senate.
 - (2.3) Take appropriate action on resolutions, policy statements, and recommendations of the Senate.
 - (2.4) Prepare agendas and minutes for Faculty Senate meetings, for approval by the Senate.
 - (2.5) Consult with the Chief Academic Officer and other academic officials on a monthly basis. Report on these consultations in the Faculty Senate.
 - (2.6) Convene Faculty Senate committees whose chair has not yet been selected or is absent.
 - (2.7) May appoint a Parliamentarian, who may vote only if already a voting member of the Senate. The same individual may serve as Parliamentarian for both the College Council and Faculty Senate. The Parliamentarian shall use the latest edition of *Robert's Rules of Order, Newly Revised* to advise the Faculty Senate on questions of procedure.

- (3) *Duties of the Members of the Executive Committee:*
- (3.1) The Chair shall preside over the meetings of the Senate and represent the faculty to groups within and outside of the College.
 - (3.2) The Vice Chair shall preside over the Faculty Senate in the absence of the Chair, and, in the event that the Chair cannot continue in office, shall assume the position of Chair. The Vice Chair shall ensure that Faculty Senate committees meet regularly and perform their duties. In the absence of a designated committee chair, the Vice Chair shall act as convener.
 - (3.3) The Secretary shall take the minutes of the Faculty Senate and Executive Committee meetings, conduct Executive Committee correspondence at the direction of the Committee, and preside over the Faculty Senate in the absence of the Chair and Vice Chair. In the absence of the Secretary, the member-at-large shall fulfill these duties.

Section 2g. Curriculum Committees of the Faculty Senate

The Faculty Senate is the primary body responsible for formulating policy on academic matters and, in particular, curriculum. To facilitate its work on curriculum, it employs several committees. Decisions reached by the curriculum committees are forwarded to the Executive Committee of the Faculty Senate for review of, presentation to, and action by the Faculty Senate. Approved items are forwarded to the administration for action and/or implementation.

The Faculty Senate Curriculum Committees (“Curriculum Committees”) shall review, evaluate, and make recommendations concerning all departmental and interdepartmental programs including majors, minors, pre-majors, and concentrations, and the courses within such programs. All curricular proposals shall originate in the appropriate Department or program, including the Macaulay Honors College and Verrazano School. Each Division or School may create internal bodies to forward items from Departments to the appropriate Curriculum Committee of the

Faculty Senate. Interdisciplinary courses and programs shall be considered by all involved Departments and appropriate committees.

All Curriculum Committee members shall serve three-year terms, unless otherwise noted, except that student members shall serve one-year terms. All members are eligible for re-election unless otherwise noted. None of the Faculty Senate Curriculum Committees are policy-making bodies, and all recommendations made by such Curriculum Committees are subject to review for further action in accordance with the Governance Plan; that is, all recommendations from the Curriculum Committees regarding curriculum or policy must be forwarded to the Faculty Senate for evaluation and consideration, and for any further action.

When needed, Alternates will be selected as described in Sections 1d(2) and/or 1c(4) and may be enfranchised as described in Section 1c(4).

(1) General Education Committee

(1.1) *Purpose:*

Review, evaluate, and make recommendations concerning all College-wide curricular requirements including the courses that satisfy such requirements. May recommend policies on general education.

(1.2) *Membership:*

(1.2.1) The Chair shall be elected by and from the General Education Committee at the first meeting of the fall semester.

(1.2.2) One representative from each academic Department that chooses to have a member, elected for a one-year term. This election should be made prior to the end of the previous spring semester so that a representative can be in place for the first meeting in the fall and the committee membership is clearly defined.

- (1.2.3) One member elected by the Directors of the Undergraduate Interdisciplinary Programs from the full-time faculty.
- (1.2.4) The Associate Provost overseeing undergraduate studies, or Provost's designee, *ex officio* without vote.
- (1.2.5) One undergraduate student elected for a one-year term by the Student Senate and approved by the Provost.

(2) Undergraduate Curriculum Committee

(2.1) *Purpose:*

Review, evaluate, and make recommendations concerning all departmental, interdepartmental and interdisciplinary undergraduate programs including majors, minors, pre-majors, certificates, and concentrations, and the courses within such programs. All curricular proposals shall originate in the appropriate Department or program.

(2.2) *Membership:*

- (2.2.1) The Chair shall be elected by and from the committee at the first meeting of the fall semester.
- (2.2.2) Each Academic Dean heading a Division or School, *ex officio*, without vote.
- (2.2.3) Associate Provost overseeing undergraduate studies, or Provost's designee, *ex officio*, without vote.
- (2.2.4) One representative from each academic Department that chooses to have a member, elected for a one-year term. This election should be made prior to the end of the previous spring semester so that a representative can be in place for the first meeting in the fall and the committee membership is clearly defined.

- (2.2.5) One member elected by the Directors of the Undergraduate Interdisciplinary Programs from the full-time faculty.
- (2.2.6) One undergraduate student elected for a one-year term by the Student Senate and approved by the Provost.

(3) Graduate Studies Committee

(3.1) *Purpose:*

Review, evaluate, and make recommendations concerning all graduate programs and courses. Programs shall originate in the appropriate Department, Departments, or program. In addition, the Graduate Studies Committee shall consider all matters affecting the academic standing of graduate students at the College. Decisions related to individual students are final.

(3.2) *Membership:*

- (3.2.1) The Chair shall be elected by and from the Graduate Studies Committee at the first meeting of the fall semester.
- (3.2.2) Coordinators of graduate programs.
- (3.2.3) One faculty member from the Library elected by the full-time faculty.
- (3.2.4) One graduate student elected by the Faculty Senate (one-year term).
- (3.2.5) Associate Provost overseeing graduate studies, or Provost's designee, *ex officio*, without vote.
- (3.2.6) Each Academic Dean heading a Division or School, *ex officio*, without vote.

Section 2h. Other Committees of the Faculty Senate

All committee members shall serve three-year terms, unless otherwise noted, except that student members shall serve one-year terms. All members are eligible for re-election unless otherwise noted.

None of the Faculty Senate committees are policy-making bodies, and all recommendations made by such committees are subject to review for further action in accordance with the Governance Plan, except that decisions related to individual students are final: that is, all recommendations by the committees regarding College policy are either advisory or must be forwarded to the Faculty Senate, or other governance body, for evaluation and consideration and for any further action.

When needed, Alternates will be selected as described in Sections 1d(2) or 1c(4) and may be enfranchised as described in Section 1c(4).

(1) Admissions Committee

(1.1) *Purpose:*

Considers all matters affecting the admission of students to the College.

(1.2) *Membership:*

(1.2.1) The Chair shall be elected by and from the Admissions Committee at the first meeting of the fall semester.

(1.2.2) From each Division and School, one representative elected from the full-time faculty of that unit and by the full-time faculty.

(1.2.3) Four faculty members-at-large elected by and from the full-time faculty.

(1.2.4) Vice President overseeing enrollment management, *ex officio*, without vote.

(1.2.5) Three Staff members, *ex officio*, without vote:

The Director of Admissions

The Director of Testing

The Director of Advisement

(2) Course and Standing Committee

(2.1) *Purpose:*

Considers all matters affecting the academic standing of undergraduate students at the College. Decisions relating to individual students are final.

(2.2) *Membership:*

(2.2.1) The Chair shall be elected by and from the Course and Standing Committee at the first meeting of the fall semester.

(2.2.2) Two representatives from each Division and one representative from each School, elected from the full-time faculty of that unit by the full-time faculty.

(2.2.3) Six members-at-large elected by and from the full-time faculty

(2.2.4) Of the members in categories (2.2.1), (2.2.2), and (2.2.3) combined, there shall be at most one from any Department.

(2.2.5) One undergraduate student elected for a one-year term by the Student Senate and approved by the Provost.

(2.2.6) One representative from the Registrar's office, *ex officio*, with vote.

(2.2.7) Associate Provost overseeing undergraduate studies, *ex officio*, without vote.

(3) Library Committee

(3.1) *Purpose:*

Advise the Chief Librarian on policies related to the Library.

(3.2) *Membership:*

(3.2.1) Chief Librarian, Chair.

(3.2.2) One faculty member elected by and from each Department for a three-year term

(3.2.3) One undergraduate student elected for a one-year term by the Student Senate and approved by the Provost.

(3.2.4) One graduate student selected for a one-year term by the Graduate Studies Committee and approved by the Provost.

(3.2.5) One member elected by the Directors of all Interdisciplinary Programs from the full time faculty.

(4) Research Committee

(4.1) *Purpose:*

Review and assess the research policies of the College, recommend directions for research development, and advise the Administration on encouraging and expanding research opportunities.

(4.2) *Membership:*

(4.2.1) The Chair shall be elected by and from the Research Committee at the first meeting of the fall semester.

(4.2.2) Two representatives from each Division and one representative from each School elected from the full-time faculty of that unit by the full-time faculty.

(4.2.3) Two members-at-large elected by and from the full-time faculty.

(5) Academic Facilities Committee

(5.1) *Purpose:*

Advise the College Council Facilities Committee of faculty requirements for teaching, research, office space, and related facility matters. Members are also on the College Council Facilities Committee.

(5.2) *Membership:*

(5.2.1) The Chair shall be elected by and from the Academic Facilities Committee at the first meeting of the fall semester.

(5.2.2) From each Division and School, one representative elected from the full-time faculty of that unit by the full-time faculty.

(5.2.3) Four members-at-large elected by and from the full-time faculty.

(6) Academic Freedom Committee

(6.1) *Purpose:*

As stated in the 1940 Statement of Principles on Academic Freedom of the American Association of University Professors, adopted by the University's Administrative Council on June 8, 1946, "to promote public understanding and support of academic freedom and tenure and agreement upon procedures and to assure them" in the College and University. Consistent with these purposes, the Academic Freedom Committee will serve as a resource to the College community and may submit reports and recommendations to the Executive Committee of the Faculty Senate.

(6.2) *Membership:*

Five full-time faculty members holding the rank of tenured full professor appointed by the Executive Committee of the Faculty Senate. Chair to be elected by the Committee.

(7) Academic Technology Committee

(7.1) Purpose:

Consider all matters related to the academic technology needs of faculty and students. Serves as liaison to CUNY-wide instructional technology committee.

(7.2) Membership:

(7.2.1) The Chair shall be elected by and from the Academic Technology Committee at the first meeting of the fall semester.

(7.2.2) The Chief Technology Officer, ex officio, with vote.

(7.2.3) For each Division and School, one representative elected from the full-time faculty of that unit by the full-time faculty.

(7.2.4) Four members-at-large elected by and from the full-time faculty.

(7.2.5) One student elected by the Student Senate and approved by the Provost.

(8) Faculty Personnel Policy Committee

(8.1) Purpose:

The Faculty Personnel Policy Committee shall serve as the primary faculty consultative body to the Faculty Senate on matters related to personnel policies and practices. It is responsible for generating proposals for consideration concerning institutional policies and procedures that best support the work of the faculty at the College. The Faculty Personnel Policy Committee is subordinate to the Faculty Senate, and, as such, all policies and regulations recommended by the Faculty Personnel Policies Committee shall be presented to the Faculty Senate for approval, except for those matters that are specifically delegated to the Committee.

- (8.2) *Membership:*
- (8.2.1) The Chair shall be elected by and from the committee at the first meeting of the fall semester.
 - (8.2.2) The Chief Academic Officer, or designee.
 - (8.2.3) Two tenured full or associate professors from each of the Divisions, and one tenured full or associate professor from each School, each elected from the full-time faculty of that unit by the full-time faculty for three-year terms.
 - (8.2.4) One member from the Faculty Senate elected by the Faculty Senate for a three-year term.
 - (8.2.5) One member elected annually by and from the College Personnel and Budget Committee, who may be one of the previously listed members.

Section 3: University Faculty Senate Representatives

The College of Staten Island shall elect a delegation, including Alternates, to the University Faculty Senate of CUNY, the faculty governance body for academic matters of University-wide concern. The size of the delegation is to be determined by regulations of the University Faculty Senate.

Full-time faculty elected to the University Faculty Senate should be tenured or serving in tenure-eligible titles and shall serve in staggered three-year terms.

Any individual elected to represent the College Laboratory Technician series, adjunct faculty, and/or substitute faculty shall serve a one-year term.

Section 4. The Higher Education Officer (HEO) Steering Committee

(4.1) *Purpose:*

Convene and conduct meetings; coordinate HEO-series activities; establish ad hoc committees; receive and distribute to all employees in the HEO series (HEOs) reports of its committees; and serve as a vehicle for bringing HEO concerns to the President, Council, and other appropriate College constituencies.

(4.2) *Membership:*

Seven members elected by and from the HEO-series staff, for staggered three-year terms. Two Co-Chairs shall be elected by the Committee each academic year.

Alternates shall be elected at the same time as Steering Committee Members, to act as substitutes on the Council and other committees when needed.

Section 5. Meeting of the College Community

A special meeting of the College community may be called either upon petition to the Executive Committee of the College Council by at least 10% of the instructional staff, or by the President. A petition shall state the purpose of the meeting.

ARTICLE II. PERSONNEL AND BUDGET COMMITTEE AND THE APPEALS COMMITTEE

Section 1. College Personnel and Budget Committee

Section 1a. Purpose

The College Personnel and Budget Committee shall receive recommendations for appointment, reappointment, reappointment with tenure, certificate of continuous employment, and promotion for members of the instructional staff in the titles of professor, associate professor, assistant professor, instructor, lecturer, and titles in the College Laboratory Technician series, and shall recommend action thereon to the President. It shall also hear appeals from negative Departmental recommendations. The Committee may also recommend to the President special salary increments. The Committee shall also make recommendations on the annual College Budget Request prepared by the President. The President shall consider these decisions in making recommendations on such matters to the Board.

Section 1b. Membership

- (1) *Voting members:*
Elected Chairs of the academic Departments and the Chair of the Library Department Appointments Committee.
- (2) *Non-voting members:*
The President, the Chief Academic Officer, and each of the full academic Deans heading a Division or School.
The President or, in the absence of the President, the Chief Academic Officer, shall serve as Chair of the Committee.

Section 1c. Meetings and Procedures

- (1) Minutes of the proceedings of the Committee shall be kept. Proceedings of the Committee shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised*, except where it conflicts with express provisions of the

Governance Plan. All actions of the Committee regarding the rank and status of full-time personnel will be voted by secret ballot, and the results of all actions shall be recorded in the minutes.

- (2) All meetings are in Executive Session. Records of all proceedings regarding a candidate will be available only to the committee members and other individuals responsible for review and recommendations for appointments, reappointments, reappointments with tenure, certificates of continuous employment, and promotions.
- (3) Actions of the committee shall be communicated to candidates by the Chief Academic Officer, in accordance with procedures defined by the Board of Trustees. No reason shall be assigned for a negative recommendation. All recommendations shall be submitted to the President, as outlined in procedures defined by the Board of Trustees.
- (4) A Committee member may not vote on a candidate in the member's Department.
- (5) In any vote involving a recommendation for appointment, reappointment, reappointment with tenure, a certificate of continuous employment, or promotion, a majority of the whole number of eligible voting members must be present. Members may vote only if present and a majority of the whole number of eligible voting members, in a secret ballot, must vote affirmatively to pass a positive recommendation.
- (6) A candidate with a negative Departmental recommendation may appeal directly to the Committee. However, if the Committee decision is also negative, the candidate may not appeal to the Appeals Committee (Section 2).

Section 1d. Committees of the Personnel and Budget Committee

(1) **Lines and Budget Subcommittee (of the College Personnel and Budget Committee)**

(1.1) *Purpose:*

Make recommendations regarding the allocation of faculty lines and College Laboratory Technician lines. Participate in the formulation of the academic-affairs portion of the college budget, by reviewing the academic-affairs portion of the annual College Budget Request prepared by the President for the University Administration, and making suggestions and recommendations during the appropriate time period.

(1.2) *Membership:*

(1.2.1) The Chief Academic Officer, Chair.

(1.2.2) Each Academic Dean who heads a Division or School.

(1.2.3) Faculty members-at-large, in number equal to the number of administrative members, elected by and from the (voting) Department Chairs on the College Personnel and Budget Committee, with at least two from each Division and at least one from the combined Schools.

(2) **Additional Subcommittees**

The Personnel and Budget Committee may create additional procedures or subcommittees to aid in its deliberations, consonant with bylaws and policies of the Board of Trustees.

Section 2. The Appeals Committee

Section 2a. Purpose

Receive and evaluate appeals resulting from negative recommendations by the Personnel and Budget Committee regarding reappointment, reappointment with tenure, certificates of continuous employment, and promotion, except when there has also been a negative Departmental recommendation [see Section 1c(6)]. The Committee shall make its recommendations to the President.

Section 2b. Membership

- (1) Chief Academic Officer, *ex officio*, serving as Chair with full voting rights.
- (2) Six faculty members-at-large, elected from the full-time tenured associate and full professors, by the full-time faculty. At least four members shall have the rank of full professor. There shall be at least two members from each Division, at least one member from the combined Schools, and at most one member per Department or School.

The term of office shall be three years, and terms shall be staggered. Alternates shall be selected as described in Article I, Section 1d(2), except that when a vacancy must be filled, the only eligible candidates are those in a Department or School different from those of the remaining Committee members. It is desirable for this committee to have up to four Alternates at the rank of full professor.

Any faculty member serving as an administrator and/or in a title in the Executive Compensation Plan may not serve.

- (3) Each of the academic Deans heading a Division or School, *ex officio*, without vote.
- (4) No voting member of the College Personnel and Budget Committee shall be a voting member of the Appeals Committee.

- (5) Faculty serving in visiting or substitute titles, on retirement leave, or who have received notice of non-reappointment or submitted their resignation are not eligible to serve on or to vote for faculty members of the Appeals Committee.

Section 2c. Procedures

- (1) The Chief Academic Officer (Chair) shall convene the Committee as needed.
- (2) The Appeals Committee shall keep minutes of its proceedings. Proceedings shall conform to the latest edition of *Robert's Rules of Order, Newly Revised*, except where it conflicts with express provisions of the Governance Plan. Ballot results, obtained by secret ballot, will become part of the minutes. Records of proceedings with respect to a candidate shall be available only to committees and individuals responsible for review and recommendations on reappointments, promotion, certificates of continuous employment, and tenure.
- (3) The President or the Chief Academic Officer shall communicate to the candidate the action of the Committee, in accordance with procedures outlined by the Board of Trustees. No reason shall be assigned for a negative recommendation. Affirmative recommendations shall be forwarded to the President in accordance with procedures defined by the Board of Trustees.
- (4) In all votes a majority of the whole number of voting members must be present; members must be present to vote; and a majority of the whole number of voting members, in a secret ballot, must vote affirmatively to pass a positive recommendation.
- (5) A faculty Committee member may not deliberate or vote on a candidate in the member's Department. (The number of votes required for recommendation is unchanged in such a case.) In such a case, the member should be absent from the discussion, with an eligible Alternate serving instead, if available.
- (6) Associate professors shall recuse themselves from votes and discussion of cases related to promotion to full professor, with eligible alternates serving instead. If there are fewer than four

eligible participants, a special election will be held. The quorum will reflect the number of eligible participants. The total number of voting members in such cases will be the number of eligible participants. For a positive recommendation, a majority, as in part (4), is needed.

ARTICLE III. ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS

Section 1. Department Membership and Voting Rights

- (1) The “faculty members” of a Department are its full-time members of the instructional staff serving in the titles of distinguished professor, professor, associate professor, assistant professor, clinical professor, instructor, distinguished lecturer, and lecturer. Unless stated otherwise, all faculty members on paid status may vote and participate on Departmental committees.
- (2) A faculty member who is retiring shall retain voting rights during the last year of service, before the commencement of retirement leave. A faculty member who has received notice of non-reappointment or submitted a resignation may not vote. Any faculty member serving as an administrator and/or in a title in the Executive Compensation Plan may not vote.
- (3) Those in visiting and substitute professorial titles, or other members who have been appointed on an annual-salary basis may be enfranchised by the Department to vote on Departmental matters other than the election of the Chair, the election of the Appointments Committee, or on appointments or promotions.

Section 2. Department Organization and Elections

Each Department, subject to the provisions of the Board of Trustees bylaws and the College Governance Plan, shall have control of the academic policies of the Department through the vote of its faculty members. Each academic Department shall cooperate with related academic Departments and with the College administration in general in the development and achievement of College-wide objectives.

Section 2a. Department Chair

- (1) The executive officer of the Department shall be the Department Chair, who shall be a tenured full professor or associate professor, elected by secret ballot for a term of three years.
- (2) In determining those eligible to vote in Departmental elections for Department Chair, no administrator serving in a title on the Executive Compensation Plan shall participate in such proceedings, nor be counted among those eligible to vote during the period of service in such title. Proxy or mail voting shall not be permitted.
- (3) The candidate for Department Chair must be tenured or have been approved by the Board for tenure at the time of election, except in Departments less than seven years old. When a Department has no eligible candidates, the Department may elect a member of professorial rank from a different Department, or may request that the President appoint a Chair from among the tenured full and associate professors in the College. All elections for Chair shall be subject to the approval of the President and the Board of Trustees.
- (4) Except for new Departments, each Department Chair shall be elected in May, by the end of the first full week in May of the year of expiration of the current term of office, at a meeting at which a majority of the whole number of members of the Department eligible to vote pursuant to Section 1 of this article are present, and a majority of the whole number of members eligible to vote, vote affirmatively.
- (5) When new Departments are created, they will normally be established at the start of the first fall semester following approval by the Board. All elections usually held in May should be held at an initial Department meeting that takes place before the first Faculty Senate/College Council meeting of the academic year, normally held in September. The Provost shall be responsible for the appointment of a disinterested convener from outside the Department to oversee the elections. After the first year, elections revert to a staggered schedule, to be determined by the Dean of the Department's academic unit.

- (6) Should the Department's choice not meet approval of the President, the Department may hold a new election for Chair by the date of commencement of that year under the same voting regulations. The results of the new election shall be subject to the approval of the President and the Board of Trustees.
- (7) Chairs shall take office as of July 1 of the year in which they are elected in accordance with the procedures of paragraphs (3)-(6).
- (8) Vacancies due to resignation shall be filled by election for the unexpired term. Vacancies due to academic leave, such as sabbatical leave, shall be filled by election for the term of the leave.
- (9) In any case where the President does not approve the (final) election of a Department Chair, or at such other time as the interests of the College may require the removal of a Chair and the election or appointment of a new one, the President shall confer with the Department and thereafter shall report to the Board of Trustees any subsequent action by the Department with respect thereto, together with his/her own recommendation, made in accordance with Section 9.1c of the University bylaws. In those cases where the Department disagrees with the President's recommendation, it may submit its own report to the Board.

Section 2b. Appointments Committee

- (1) There shall be in each Department an Appointments Committee consisting of the Department Chair and four other faculty members who are assistant, associate, or full professors. All members of the Appointments Committee must be tenured. Faculty serving in visiting or substitute titles and those faculty on retirement leave, who have submitted a resignation or received notice of non-reappointment are not eligible to serve. The Department Chair shall be the Chair of the Committee.
- (2) Each of the four faculty members shall be elected for a three-year term by a majority vote of the faculty in the Department. Election shall be by secret ballot and held at the same time that the Department Chair is elected. A vacancy in the office of the

Chair which necessitates a special election for a new Chair shall not affect the terms of the other Committee members.

- (3) Vacancies due to resignation shall be filled by election for the unexpired term. Vacancies due to academic leave, such as sabbatical leave, shall be filled by election for the term of the leave.
- (4) Departments with fewer than five tenured faculty members will elect remaining members from outside the Department, after consultation with the President or designee, to form the Appointments Committee.

Section 2c. Representatives for College-Wide Committees

When Department elections for the Chair and Appointments Committee are held, each Department shall elect a representative to the Faculty Senate/College Council and any other College or University committees that require Departmental representatives, along with an Alternate for each, to act as a substitute when needed. Departments are encouraged also to identify nominees for at-large positions at this time.

Section 2d. Promotion Committees

For each candidate eligible for promotion to the rank of associate or full professor, a Department promotion committee shall be formed, consisting of all Department faculty whose rank is higher than the candidate's current rank. Faculty serving in visiting or substitute titles, and faculty notified of non-reappointment, who have submitted resignations, or on retirement leave are not eligible to serve on a promotion committee. In Departments with fewer than three full professors, the promotion committee shall consist of all full and associate professors in the Department. The Chair of the Promotion Committee shall be the Department Chair. If the Chair does not have the appropriate rank, the Chair shall serve without vote.

Section 2e. Other Department Committees

Each Department may name such other committees as it chooses and shall have the fullest measure of autonomy consistent with the maintenance of general academic policy.

Section 2f. Library Department

- (1) The library shall constitute an academic Department of the College. For purposes of governance representation, the Library will be a part of the Division of Science and Technology. The Chief Librarian thereof shall be designated by the President. Such Chief Librarian, in addition to the duties of Department Chair as enumerated in Section 4b items 1, 2, 3, 6, 8, 9, and 13 of this article, shall be charged with the administration of the library facilities of the College and shall perform such other duties as the President may assign.
- (2) The library shall also have a Chair of the Library Department Appointments Committee. This person will have duties 4, 5, 7, 10, 11, and 12 of a Department Chair, as enumerated in Section 4b of this article. If the Chief Librarian is not serving in a title in the Executive Compensation Plan, this shall be the Chief Librarian. Otherwise, the Department faculty will elect the Chair of the Library Department Appointments Committee following the procedures for electing a Chair. The elected Chair must be tenured and have the rank of Associate or Full Professor.

Section 3. Duties of the Departmental Appointments Committee

- (1) The Departmental Appointments Committee shall be responsible for making recommendations for faculty members and those in titles in the College Laboratory Technician series concerning appointments, reappointments, tenure, and certificates of continuous employment. It shall also make recommendations to the Department Chair on the tentative Department budget request and serve as a Departmental Executive Committee. (The Department Chair shall serve as Chair of the Departmental Appointments Committee.)

- (2) The Committee shall keep minutes of its proceedings. The proceedings shall conform to the latest edition of *Robert's Rules of Order, Newly Revised*, unless otherwise specified.
- (3) The actions of the Departmental Appointments Committee shall be by secret ballot and the results of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be available only to the committees and individuals responsible for the review and recommendation of appointments, reappointments, certificates of continuous employment, tenure, and promotions.
- (4) It shall be the duty and responsibility of the Chair to communicate to the candidate the action of the Committee in accordance with the procedures of the Board. No reason shall be assigned for a negative recommendation.
- (5) The affirmative recommendations of the Committee shall be submitted by the Department Chair to the President and the College Personnel and Budget Committee in accordance with the procedures set forth in the bylaws of the University.

Section 4. Duties of Department Chair

Section 4a. General Duties

The Department Chair shall be the executive officer of the Department and shall carry out the Department's policies as well as those of the faculty and the Board of Trustees that are related to the Department. The Chair shall provide leadership in the areas of teaching effectiveness, curriculum, and program development, and foster collegial and professional relationships among the staff.

Section 4b. Specific Duties

The Chair shall:

- (1) be responsible for Departmental records;
- (2) be responsible for assigning courses to and arranging programs of instructional staff members of the Department;
- (3) be responsible for the recruitment of faculty subject to the approval of the Department Appointments Committee;
- (4) represent the Department before the College Council and the Faculty Senate, if elected by the department to do so;
- (5) represent the Department before the College Personnel and Budget Committee, the faculty, and the Board of Trustees;
- (6) preside at meetings of the Department;
- (7) be responsible for the work of the Department Appointments Committee;
- (8) prepare the tentative Departmental budget, subject to approval by the Department Appointments Committee;
- (9) transmit the tentative Departmental budget to the President with his/her own recommendation;
- (10) arrange for careful observation and guidance of the Department's instructional staff members, in accordance with the provisions of the collective bargaining agreement;
- (11) make a full report to the President and to the College Personnel and Budget Committee of the action taken by the Department Appointments Committee when recommending an appointee for tenure on the following: (a) teaching effectiveness, (b) professional and creative work, (c) service to the Department, college, profession, and community;
- (12) hold evaluation conferences (or delegate this duty to an Appointments Committee member) in accordance with the provisions of the collective bargaining agreement; and
- (13) generally supervise and administer the Department.

Section 5. Procedures for Appointments

(See also Article II.)

- (1) Recommendations for appointment of faculty to a Department shall be initiated by the Department. The President may also initiate a recommendation for appointment in accordance with the responsibilities listed in Section 11.4 of the bylaws of the University. The President may recommend that such appointee be designated as Department Chair in accordance with Section 9.1c of the bylaws of the University. Such recommendation by the President for appointment and designation as Department Chair may be made either at the time of election of Department Chair or at such other time as the educational interests of the College may require. Before recommending such appointment or designation, the President shall confer with the members of the Department and with the College Personnel and Budget Committee.
- (2) All appointments and reappointments of faculty and reappointments with a certificate of continuous employment or tenure to a Department shall be recommended to the College Personnel and Budget Committee by the Chair of the Department in accordance with the vote of the majority of the members of the Department's Appointments Committee. A minority of the Appointments Committee shall have the power to submit a minority recommendation to the College Personnel and Budget Committee.
- (3) A candidate who fails to receive an affirmative recommendation from the Departmental Appointments Committee shall have the right to appeal to the College Personnel and Budget Committee.
- (4) All appointments and reappointments of faculty and individuals in titles in the College Laboratory Technician series, and reappointments with tenure to a Department, shall be recommended to the President by the College Personnel and Budget Committee in accordance with the vote of the majority of the members of the Committee. A minority of the Committee shall have the power to submit a minority recommendation to the President.

- (5) A candidate who was positively recommended by the Department appointments committee, but who fails to receive an affirmative recommendation from the College Personnel and Budget Committee, shall have the right to appeal to the Appeals Committee.
- (6) Transfer of faculty from existing Departments must follow the procedures and established guidelines for reassignment of faculty, including preservation of tenure or certificate status, and the use of the date of first appointment to break ties in seniority, consistent with applicable law. (See Section 6212 of NY State Education Law.)

Section 6. Procedures for Promotions

(See also Article II.)

- (1) Promotions to the rank of associate professor and full professor shall be recommended to the College Personnel and Budget Committee by the Chair of the Department only after an affirmative vote of a majority of all faculty members on the corresponding promotion committee (see Section 2d). A minority of any Departmental promotion committee shall have the power to submit a minority recommendation to the College Personnel and Budget Committee.
- (2) A candidate for promotion who fails to receive an affirmative recommendation from a Departmental promotion committee shall have the right to appeal to the College Personnel and Budget Committee.
- (3) A candidate for promotion who was positively recommended by the Department promotions committee, but who fails to receive an affirmative recommendation from the College Personnel and Budget Committee, shall have the right to appeal to the Appeals Committee.

Section 7. Voting Procedures

- (1) No administrator in a title in the Executive Compensation Plan shall be eligible to serve as, or vote in, or be counted in determining a quorum or toward any required majority in the election of the Chair; a member of the Appointments Committee; or a member of any Departmental committee, including a Departmental promotion committee.
- (2) A vote of a majority of those present, a quorum being present, is necessary to enfranchise visiting and substitute faculty to vote on Departmental matters, pursuant to Section 1(3), except that such faculty cannot be enfranchised to serve as, or vote in the election of, the Chair or member of the Appointments Committee, nor to vote on any appointment or promotion.
- (3) In an election for Department Chair and each member of the Department Appointments Committee, a majority of the whole number of members of the Department eligible to vote, pursuant to Section 1 of this article, must be present at the time of the vote, and a majority of the whole number of members eligible to vote notwithstanding absences and vacancies must vote affirmatively.
- (4) In any vote involving a recommendation for appointment, reappointment, reappointment with tenure or a certificate of continuous employment, a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in secret ballot notwithstanding absences and vacancies, must vote affirmatively to pass a positive recommendation.
- (5) In any vote involving a Departmental recommendation for promotion, a majority of faculty eligible to vote pursuant to Sections 1 and 2d of this article must be present, provided, however, that eligible faculty on fellowship leave or leave for special purpose who are not present at the time of the vote, shall not be counted to establish a quorum or the whole number of voting members. A majority of the whole number of voting members, in secret ballot, must vote affirmatively to pass a positive recommendation.

- (6) A tie vote in a case affecting an appointment, reappointment, or promotion shall be considered as a failure of the motion to prevail. Tie votes or a failure to achieve a majority in the election of the Department Chair, members of the Appointments Committee, or representatives to the Faculty Senate shall be resolved by action of the President.

Section 8. Meetings of the Department and its Committees

- (1) Each Department shall have regularly scheduled meetings during each semester, normally on the first Thursday of each month.
- (2) The Department Appointments Committee and Promotion Committees will be convened by the Chair as needed.
- (3) In meetings of the entire department, and other designated Department committees, the conduct of the proceedings, including the determination of a quorum and of a majority affirmative vote, shall conform to the latest edition of *Robert's Rules of Order, Newly Revised*, unless otherwise specified. It is the responsibility of the Department Chair to circulate the minutes of meetings of the entire Department to all members of the Department.

ARTICLE IV. CONSTITUTION OF THE STUDENT GOVERNMENT

Section 1. Guiding Principle

The College of Staten Island of The City University of New York hereby establishes the Student Government of the College in accordance with Article XV and Article XVI of the Bylaws of the Board of Trustees, which enumerates the principles and procedures governing the rights, conduct, and organizations of students. As formulators of this constitution, we impose our intention upon all officers charged with its enforcement: That they shall govern impartially and grant funds and services equitably to all qualified students under the aegis of the College.

Section 2. Mission Statement

- a) To represent the needs and aspirations of all students at the College of Staten Island of the City University of New York to the faculty and administration of the college and university
- b) To protect the rights and welfare of students at the College of Staten Island
- c) To secure meaningful participation in academic policy and curriculum formation
- d) To engage in all other activities necessary to represent the students of the College of Staten Island

Section 3. Eligibility for Franchise and for Office

All students who pay their student activity fee shall be eligible to vote. All voters in good academic standing and with at least a 2.25 grade-point average shall be eligible for nomination and for office. A 3.0 grade-point average is required for the Graduate Seat.

For the positions of President and Vice President a 2.5 grade-point average shall be required. If at any time the grade-point average of a student elected to the Student Government falls below 2.25 or 3.0 for Graduate seat, said student will be automatically dropped from the Student Government. If the grade-point average of the President or Vice President falls below 2.5 said student will no longer be eligible to hold the position of President or Vice President and a new election from among the Student Government members will be held to fill the vacancy.

In order to serve each semester a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester, but in no event less than 3 credits.

Section 4. Student Government

a) Membership

The Student Government shall be composed of 25 representatives as follows:

Four Freshman seats

Seven Sophomore seats

Six Junior seats

Five Senior seats

One Graduate seat

One President

One Vice President

b) Elections

An annual election shall be held during the month of April. At the annual election students shall be elected to serve on the Student Government into the specific seats as listed in Section (4) Membership.

At the annual election, student representatives shall also be elected to serve on the following bodies: College Council, Faculty-Student Disciplinary Committee, Auxiliary Services Corporation and the CSI Association, Inc.

Subsequent vacancies shall be filled by the Student Government at the second meeting in October by a majority vote of the senators currently serving on the Student Government after a minimum of two week's appropriate notice, unless more than 1/5th (20%) of the seats are vacant and contested.

In that case a special election (voted by the student body) will be held by the last week in October to fill the vacancies. In the spring semester, subsequent vacancies will be filled by the Student Government at the last meeting in February, by a majority vote of the senators currently serving on the Student Government after a minimum of two weeks appropriate notice.

c) Terms of Office

Senators elected in the annual election shall hold office beginning June 1 and ending May 31 of the following year. Senators elected by special election shall hold office for the remainder of the academic year. The term of office for all Senators shall automatically expire upon no longer meeting eligibility requirements, graduation, withdrawal, or dismissal from the college. Students may not serve in Student Government for more than a total of five years. Students shall be permitted to serve in the same office in Student Government for a maximum of two years.

Senators are expected to attend all regular and special meetings. Any senator with a total of four unexcused absences during the fall semester which will include the first two meetings in June or three unexcused absences during the spring semester shall be automatically removed from office. An excused absence includes attending a meeting of a college committee or organization that s/he has been assigned or elected to in his/her capacity as a Student Government senator.

Other excused absences are at the discretion of the President.

d) Meetings

1) Regular Meetings. The Student Government shall hold regular meetings during the first two weeks in June, the first week of the fall semester and at least every second week thereafter, and during the first week of the spring semester and at least every second week thereafter, except upon waiver by two-thirds of the Student Government.

2) Special Meetings. Special meetings may be called by the president of the Student Government, or by a petition signed by one-third of the Student Government, or by a petition signed by 500 members of the student body. Special meetings are defined as ones at which one item of business is discussed. Notification of such meetings must be made in writing to all senators at least three business days prior to such a meeting.

3) Student Government Open Forum. A Student Government Open Forum shall be held a minimum of one time per semester. The President of the Student Government shall be responsible for convening these meetings.

4) Quorum. One-half plus one of the total senators shall constitute a quorum.

5) Parliamentary Rules. Procedures shall accord with the latest edition of ROBERT'S RULES OF ORDER, except when inconsistent with this Constitution, Article XV of the Bylaws of the Board of Trustees and the laws of the City, State and Nation.

e) Duties and Responsibilities

The Student Government shall:

- 1) Elect the chairpersons of its commissions;
- 2) Approve the composition of commission memberships; (number of senators and students at large)
- 3) Consider disciplinary action against any officer, senator, commission member, or any other person responsible to and under the jurisdiction of the Student Government, on receipt of formal written charges by the Student Government. The Student Government must act on the charges within ten days of receipt. The latest edition of ROBERT'S RULES OF ORDER shall prevail at hearings or trials.
- 4) Advise and inform the student body, the faculty, and the administration on pertinent matters; and advocate for the student body;
- 5) Investigate and act on any matter affecting the general welfare of the student body;
- 6) Direct the president of the Student Government as to the implementation of any measure enacted by the Student Government;
- 7) Refer any pertinent matter to a referendum of the student body;
- 8) Call meetings of the student body, pursuant to Section 4(d) of this constitution;
- 9) Remove from office any senator who has a total of four unexcused absences during the fall semester which will include the first two meetings in June or three unexcused absences during the spring semester including special meetings;
- 10) Determine the disposition of the earmarked student activity fee where Student Government is designated as the allocating body pursuant to Article XV and Article XVI of the Bylaws of the Board of Trustees, which provide for a public hearing;
- 11) Charter or otherwise authorize teams (excluding intercollegiate), publications, organizations, associations, clubs or chapters, and refuse, suspend, or revoke any charter or authorization for cause after a hearing;
- 12) Delegate responsibility for the implementation of its specific functions hereunder to any officer or committee it may appoint. Develop committees according to the needs of the student body such as, but not limited to, International Affairs Committee, Community Service

Committee and have the following standing committees: Staffing and Publications.

13) Interpret this constitution by majority vote of its total currently serving membership.

Section 5. President of the Senate

a) Election and Term of Office

The President and Vice President must have a minimum GPA of 2.5.

The president and vice-president are elected by the student body in the general election. Upon resignation, dismissal, or incapacitation of the president, the current vice president shall serve as president and an in-house election shall take place to elect a new vice-president from amongst the members of the Senate, with the new president and vice president serving until the end of the elected term of office of the outgoing president.

b) Duties and Responsibilities

The President of the Student Government, or the Vice President of the Student

Government should the President be unable to fill his/her duties shall:

- 1) Preside over meetings of the Student Government;
- 2) Give a timely report of all activities undertaken on behalf of the Student Government;
- 3) Prepare the agenda for meetings of the Student Government;
- 4) Implement measures enacted by the Student Government and submit periodic progress reports;
- 5) Preside over meetings of the student body;
- 6) Represent the student body at official functions;
- 7) Represent the student body in the College Council either directly or through a designee;
- 8) Prepare a transition document at the end of their term of office, which will provide an overview of the Student Government's accomplishments, ongoing initiatives and future goals.

Section 6. Commissioners

The Student Government shall elect one of its number as commissioner of each of eight standing commissions charged with drafting legislation for consideration by the Student Government and recommending methods of implementing such legislation. No senator shall hold more than one commissioner position on the Student Government except in the case of a sudden vacancy whereby a commissioner could hold a temporary commissioner position on another commission until such time as the vacancy can be permanently filled.

Each Commissioner shall appoint additional members, which shall be reported to the Student Government prior to members taking their seat on the commission. The Commissions are as follows: Commission on Finances, Commission on Clubs, Commission on Campus Center and Student Facilities, Commission on Student Services, Commission on Academic and Curricular Affairs, Commission on Elections, Commission on Part-time, Evening and Weekend Students, Commission on Disabled Students & Veteran's Affairs.

a) Election and Term of Office

Only Senators shall be eligible to serve as Commissioners. The election process for commissioners shall begin at the second meeting of the Student Government. Commissioners will be elected by majority vote of the Senators present and shall serve for a term of one year (June 1 - May 31).

b) Duties and Responsibilities

The Commissioners shall:

- 1) Submit to the Student Government the commission bylaws, membership and operating procedures by the second meeting of the fall semester and the meeting schedule for fall and spring by the second meeting of each semester.
- 2) Report a minimum of once per month to the Student Government on the operation, finances and activities of the commission;
- 3) Maintain the commission's funds in conformity with the accounting procedure of The College of Staten Island Association, Inc.;

- 4) Report to the Student Government commission membership, which comprise no more than two senators, in addition to the Commissioner, including the appointment of a deputy commissioner who must be a Student Government senator, who will assume the duties of the commissioner should the commissioner be unavailable to fulfill said duties;
- 5) Prepare a transition document at the end of their term of office, which will provide an overview of the commission's accomplishments, ongoing initiatives and future goals.
- 6) The Club Commissioner cannot be an officer of any chartered club; the Election Commissioner cannot serve on the Student Election Review Committee.

Section 7. Duties & Responsibilities of Student Government Members:

- (a) Each semester Student Government senators shall establish office hours. Members shall furnish their availability for office hours to the Student Government Coordinator in writing by the second meeting of each semester.
- (b) Each senator must serve on a minimum of one committee or commission, but no more than three commissions.

Section 8. Meetings of the Student Body

The Student Government may call discretionary meetings of the student body to inform the students of actions taken by the Student Government, to discuss other pertinent matters, and to solicit student opinion. Motions passed at such meetings shall be considered resolutions advising the Student Government, without binding effect.

ARTICLE V. AMENDMENTS

Section 1. Amendments to Articles I through III

A proposal to alter any provision of Articles I through III may be initiated by the President or by a two-thirds vote of the College Council. Such proposals shall then be submitted to a referendum of the instructional staff. The proposed amendment is to be deemed adopted if approved by a majority of those voting (provided that at least 30% vote), by the President, and by the Board of Trustees.

Section 2. Amendments to Article IV

Amendments to Article IV (Constitution of the Student Government) may be proposed by: a) a majority of the Senators present at a meeting of the Student Government, or b) a petition containing the signatures of 10% of the student body. An amendment shall be adopted when approved by majority vote of the student body in referendum, provided that at least 10% of the student body vote, by the President and by the Board of Trustees.

**ARTICLE VI. COMMITTEES OF THE COLLEGE
ESTABLISHED PURSUANT TO BOARD OF TRUSTEES
BYLAWS
OR UNIVERSITY POLICY**

1. College Association
2. Faculty-Student Disciplinary Committee
3. Auxiliary Enterprises Board
4. Sexual Harassment Panel
5. Affirmative Action
6. Pluralism and Diversity
7. Americans with Disabilities

Act Adopted by the Board of Trustees on October 26, 1981, Cal. No. 6.B. Amended by the Board of Trustees on January 26, 1987, Cal. No. 9.C; June 29, 1987, Cal. No. 6.D.; February 26, 1990, Cal. No. 5.A.; May 28, 2002, Cal. No. 7.B.; June 24, 2002, Cal. No. 8.C.; November 27, 2006, Cal.No. 6.E.; and November 23, 2009, Cal. No. 6.A.