

College of Staten Island Governance Plan¹

Draft of: September 6, 2021

All College of Staten Island (CSI) community members have important, legitimate, and distinct roles in sustaining and furthering the college goals. It is the policy of the college to provide for participation by students, faculty, staff, and administration in all appropriate areas of shared governance, including membership on all committees, except those for which specific structures of participation are otherwise provided. Robert's Rules of Order, Newly Revised, shall govern all bodies of the college unless superseded by New York State Law.

Article I. The CSI General Assembly

The General Assembly shall consist of all those who are members of the instructional staff pursuant to Article VI, Section 6.1 of the CUNY Bylaws, as well as the elected officers of student government. The President shall preside over regular meetings at least once each semester, delivering a State of the College address and giving updates. The meetings may include reports from the College Senate, student government, and administrative officers. Discussions may include issues raised by the reports and by individuals.

Rules for participation in General Assembly: All members shall have the opportunity to speak on behalf of all college constituencies at all operations and deliberations of the General Assembly. Votes may be taken at the request of the President.

Article II. The CSI College Senate

The CSI College Senate shall replace the existing College Council and Faculty Senate. It shall be a unicameral body, representing the faculty, students, staff and administrators of the college, presided over by the President of the college. Subject to the authority and the Bylaws of the Board of Trustees and New York state law, the College Senate shall be responsible for the formulation and recommendation of academic policy, including the academic status, role, rights, freedoms, and responsibilities of the instructional staff. It shall advise on policies initiated by the President, the College's administrative offices, and/or the student government, and it shall report to the General Assembly at the regular meetings.

A. Functions

1. Policy Functions

- a. Academic affairs, including curriculum, degree requirements, grading, awarding of credits, degrees, honors, and student evaluations.
- b. Planning for the continued development of the college.
- c. Practices for the protection of academic freedom.

¹This new governance plan will replace all parts of the College of Staten Island Governance Plan adopted by the Board of Trustees on October 26, 1981, and last revised May 9, 2018, except that student government remains the same. Article IV from the earlier plan becomes Article XII in this plan.

2. Advisory Functions

- a. Advise the President, Provost, vice presidents, academic deans, and department chairs concerning procedures for faculty appointments, reappointments, promotions, tenure, and dismissals.
- b. Assist the College Personnel and Budget Committee on college budgetary priorities.
- c. Recommend actions to other bodies, including auxiliaries and facilities.
- d. Recommend changes in matters related to technology and telecommunications.
- e. Consider and recommend revisions to the Governance Plan as needed.

B. Membership

1. Fifty faculty, including department chairs (*ex officio*). Proportional membership, based on full-time division/school faculty. Faculty representing divisions/schools will be determined by votes held within those units.
2. The President and Vice President of Student Government.
3. Two elected members from within the College Laboratory Technicians Series.
4. Five elected members from within the Higher Education Officer Series.
5. Additional *ex officio* membership, with vote, shall include the President, Provost, vice presidents, and academic deans.

If the number of administrative units change, the College Senate's composition shall be greater than 50 percent faculty.

C. Executive Committee

1. The Executive Committee's membership shall consist of members from the College Senate, one faculty member from each academic division/school, and one member from the Higher Education Officer series elected from within the Senate, and *ex-officio* with vote, the Provost, and the President who serves as chair.
2. The Executive Committee's purpose will be to establish meeting dates of the College Senate, set the agenda for College Senate meetings, and discuss issues facing the college.
3. Any action taken by the Executive Committee shall be reported at the next meeting of the College Senate.

D. Meetings

1. The College Senate shall hold regular monthly meetings during the fall and spring semesters.
2. Special meetings may be called by the President or by five members of the Senate. Such meeting's purpose must be stated in an agenda provided at least 24 hours before the meeting is scheduled to begin.

Article III. Faculty Participation in All College, Division/School and Department Committees

To encourage broad faculty participation in all college, division/school and department committees, the following requirements apply, unless otherwise specified in the CUNY Bylaws. These requirements do not apply to *ex officio* members or CUNY committees and certain committees if so identified.

- A. The term of service for all college, division/school and department committees shall be two years. For students, the term of service shall be one year.
- B. No person shall be elected to more than two consecutive two-year terms on any committee. Members may stand again for election after a two-year interval.
- C. No person shall be elected to serve simultaneously on more than one college-level standing committee, excluding the Executive Committee.
- D. All elections to the College Senate and college, division/school, and department committees will be held by secret ballot.

Article IV. College Personnel and Budget Committee

A. Functions

The College Personnel and Budget Committee advises the President with respect to policies and procedures pertinent to appointment and reappointment, tenure, certificate of continuous employment, promotion, leave and fellowship, and proposals and policies having budgetary implications. At the request of the Provost or President it may review recommendations from Division/School Personnel and Budget Committees. It makes recommendations on the annual College Budget Request prepared by the President. The President shall consider this advice in making recommendations on such matters to the Board.

B. Membership:

For personnel matters only: President with voice but without vote, Provost, academic deans, one faculty member elected from each of the Division/School Personnel and Budget Committees, and one tenured full or associate professor member from each division/school faculty and selected as specified in the division/school bylaws.

For budget matters, in addition to the above members: CFO, one associate provost, two staff members appointed by the President, and two students selected by the Student Government

Article V. Division/School Personnel and Budget Committee

A. Functions

This Committee shall receive from all departments within the division/school all recommendations for appointments and reappointments thereto, with or without tenure or certificate of continuous employment to the instructional staff and CLT series; for promotions in rank; for special salary increments; and for applications for leaves. Candidates who fail to receive a positive recommendation have the right to appeal to the College Academic Review Committee.

This committee shall recommend action regarding all of these matters to Provost and President. This committee shall also consult with the dean of the school or division on the dean's budget request and the allocation of funds and personnel.

B. Membership

Dean of the school/division and such other tenured full or associate professors as specified in the Division's/School's Bylaws, consistent with CUNY Bylaws. The Dean shall serve as Chair.

Article VI. Department Appointments and Promotion Committees

Each department shall have an Appointments Committee. This committee shall consider and make recommendations on appointments, reappointments, and reappointments with tenure and/or CCE of faculty and CLT series employees. It shall also consider and make recommendations for leaves of absence. It shall transmit all recommendations on these matters to the appropriate Division/School Personnel and Budget Committee. The departments' bylaws, consistent with CUNY's bylaws, will specify membership.

For each candidate eligible for promotion to the rank of associate or full professor, a department promotion committee shall be formed, consisting of all full-time department faculty whose rank is higher than the candidate's current rank. Faculty serving in visiting or substitute titles, faculty notified of non-reappointment, and faculty who have submitted resignations or who are 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 department chair shall serve as chair of the committee. If the department chair does not have the appropriate rank, the department chair shall serve without vote. These committees shall recommend promotion for consideration to the appropriate Division/School Personnel and Budget Committee.

Article VII. Academic Review Committees

There shall be two academic review committees:

A. The Division/School Academic Review Committee

1. Function: The Division/School Academic Review Committee shall hear appeals from decisions of the Department Appointments and Promotion Committees, except in the matter of initial appointments, and it shall bring its positive recommendations to the appropriate Division/School Personnel and Budget Committee for consideration.
2. Membership: These Division/School Academic Review Committees shall consist of five elected tenured full or associate professors as specified in the Division/School Bylaws. Members of this committee shall elect the chair from among the faculty members.

B. The College Academic Review Committee

1. Function: The College Academic Review Committee shall hear appeals from decisions of the Division/School Personnel and Budget Committees, and it shall bring all its recommendations to the President.
2. Membership: The College Academic Review Committee shall consist of the Provost as chair, ex-officio without vote, and one tenured full professor from each division/school, determined as specified in the division/school bylaws.

Article VIII. Faculties

Voting faculties of each division/school shall include, in each division/school, full-time members of faculty rank, as described in the CUNY Bylaws.

Not eligible to vote are those in visiting positions, substitute lines, those on retirement leave, those who have received a notice of non-reappointment, and those who have resigned.

Article IX. Department Structure

The department is the most fundamental unit for the expression of faculty rights. Each department shall establish the department's bylaws and academic policies through the vote of its faculty members. Academic departments shall cooperate with other academic departments, with the division/school of which they are a part, and with the college at large to develop and achieve division/school-wide and college-wide objectives.

Article X. Division/School Structure

Division/school faculties shall enjoy equal rights. While the Chief Librarian reports to the Provost, the Library Department will be treated as a member of the Division of Humanities and Social Sciences. The division/school faculty shall be responsible for and conduct all educational affairs including but not limited to the formulation of division/school policies of curriculum, degree requirements, academic credits, the granting of degrees, student admission and retention standards, and the academic status, role, obligations, and freedoms of the division/school faculty.

Division/school faculty shall meet at least once every semester, convened by the dean, who will organize the agenda. Special meetings may be scheduled by the dean of the division/school or by petition of ten percent of the division/school faculty.

Ex officio members in each division/school faculty shall include the President, the Provost, the dean, and all associate or assistant deans.

Article XI. Standing Committees

Standing committees serve to develop policy recommendations and advise the College Senate or appropriate academic and administrative offices, as well as the college community as a whole. Standing committees rely on broad and representative participation of the CSI community.

Appeals and other committees, in addition to those specified, will be established pursuant to CUNY Bylaws and University policy.

Academic Freedom

Purpose: As stated in the 1940 Statement of Principles on Academic Freedom of the American Association of University Professors, adopted by the University's 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 to the Senate and recommendations to the administration.

Membership: One tenured full professor from each division/school, determined as specified in the division/school bylaws. The committee shall elect a chair from its members at the first meeting.

Admissions

Purpose: Considers policies and matters related to the admission and readmission of students to the college. May submit reports and recommendations to the Senate for consideration.

Membership: One faculty member elected from each division/school, one student selected by the Student Government, and, ex-officio with vote, the director of admissions, the registrar, director of financial aid, director of advisement, and ex-officio without vote, the chief student success officer, and the chief enrollment officer who serves as chair.

Academic Standing

Purpose: Considers matters related to the academic standing of undergraduate students at the college to ensure student success. May submit reports and recommendations to the Senate for consideration.

Membership: One faculty member elected from each division/school, one student selected by the Student Government, and, ex-officio with vote, the registrar, the chief advising officer, the chief financial aid officer, and, ex officio without vote, one representative from institutional research, and chief student success officer who serves as chair.

Assessment and Institutional Effectiveness

Purpose: Consistent with expectations of accrediting agencies, continuously assess the college's programs and services, including student learning and achievement, review assessment results, and incorporate their recommendations in making changes that lead to improvement. May submit reports to the Senate and recommendations to appropriate administrators.

Membership: One faculty member appointed by the dean from each division/school, one HEO member elected from the HEO series, and, ex-officio with vote, the director of assessment, the director of institutional research, the chief student affairs officer, the Provost, and the chief assessment and institutional effectiveness officer, who serves as chair.

Campus Facilities

Purpose: Advises the chief facilities officer. Makes strategic recommendations regarding campus facilities, including maintenance of offices, classrooms, labs, and common areas of the college, as well as transportation policies with the aim of developing and maintaining a destination campus. May submit reports to the Senate.

Membership: One faculty member elected from each division/school, two members appointed by the President (may include non-teaching instructional or classified staff), one elected representative of the Library, two students selected by the Student Government,

and, ex officio with vote, director of auxiliary services, registrar scheduling officer, CIO, athletics director, CFO, chief facilities manager, and the chief facilities officer who serves as chair.

Curriculum and Articulation

Purpose: Considers programs, curriculum, and articulation matters that cross divisions/schools or are college-wide or university-wide, including courses that satisfy General Education requirements. Submits reports and recommendations to the Senate for consideration.

Membership: Two faculty members elected from each division/school, two students selected by the Student Government, and ex-officio with vote, an associate provost, the academic deans, the registrar, and the Provost. A faculty member serving on the committee shall be elected as chair.

Curriculum – Undergraduate and Graduate

Departments and Divisions/Schools shall establish Undergraduate and Graduate Curriculum Committees as described below. These may be separate Undergraduate and Graduate Committees or combined Curriculum Committees, as described in the respective Department and Division/School Bylaws.

Curriculum — Undergraduate

Purpose: Each department and division/school shall establish an Undergraduate Curriculum Committee to review, evaluate, and make recommendations concerning its undergraduate programs, including majors, minors, pre-majors, certificates, and concentrations, and the courses within such programs.

Recommendations from the Department Undergraduate Curriculum Committee shall be forwarded to the division/school Undergraduate Curriculum Committee for consideration. Recommendations from the Division/School Undergraduate Curriculum Committee shall be forwarded to the College Senate for consideration.

Membership: Department Undergraduate Curriculum Committee: All full-time faculty. The department chair serves as chair. Term limitations as per Article III do not apply.

Membership: Division/School Undergraduate Curriculum Committee: One faculty member from each department of the division/school to be elected by the department's faculty, the department chairs of the division/school, and the division/school dean who serves as chair.

Curriculum — Graduate

Purpose: Each department and division/school that offers graduate programs shall establish a Graduate Curriculum Committee to review, evaluate, and make recommendations concerning graduate programs within their department and division/school. The committee shall also consider all matters affecting the academic standing of graduate students in their department and division/school. Recommendations from the Department Graduate Curriculum Committee will be forwarded to the Division/School Graduate Curriculum Committee. Recommendations of the Division/School Graduate Curriculum Committee will be forwarded to the College Senate for consideration.

Membership: Department Graduate Curriculum Committee: All full-time faculty. The department chair serves as chair. Term limitations as per article III do not apply.

Membership: Division/School Graduate Curriculum Committee: The coordinators of graduate programs within the division/school, department chairs from the division/school and the appropriate dean who serves as chair.

Library

Purpose: Advises the chief library officer regarding matters related to the policies, operation, and resources of the Library. May submit reports to the College Senate.

Membership: One faculty member elected from each division/school, one HEO member elected from the HEO series, two students selected by Student Government, and, ex-officio with vote, the CIO, CFO, and the chief library officer who serves as chair.

Research

Purpose: Advises the Provost. Reviews the research policies of the college, encourages best practices to foster a culture of compliance, supports researchers in their work, reviews proposals for available institutional funding support and performs other related advisory functions. May submit reports to the Senate.

Membership: One faculty member elected from each division/school, one representative appointed by the Provost, ex-officio with vote, the academic deans, and the chief research officer. A faculty committee member shall be elected to serve as chair.

Student Affairs

Purpose: Advises the chief student affairs officer. Considers and recommends student-centric ways to enhance the experience, general welfare, co-curricular engagement, and direct support services for CSI's diverse student body. May submit reports to the Senate.

Membership: Four students selected by student government, one faculty member elected from each division/school, one representative from each of the following areas: accessibility, advisement, auxiliary services, careers, counseling, financial aid, information technology, student conduct, student life, the registrar; and, ex officio with vote, the chief student affairs officer who shall serve as chair.

Student Evaluation of Courses and Teaching

Purpose: Reviews and makes recommendations on processes related to student evaluation of courses and teaching in accordance with the policies and regulations of the Board of Trustees. Submits reports and recommendations to the Senate.

Membership: One faculty member elected from each division/school, two students selected by Student Government, and, ex-officio with vote, the academic deans, the director of institutional research and the Provost. A faculty member serving on the committee will be elected to serve as chair.

Technology

Purpose: Advises the chief information officer. Considers matters related to educational and administrative systems to serve the needs of the classroom and/or online instructors,

academic support staff and students. Advises the campus on matters regarding the integration of technology, including the development of short and long-range plans for strengthening campus-wide technology initiatives, the planning of computing and telecommunications services into the structure of the college, and development of the IT strategic plan. Submits reports the Senate.

Membership: One faculty member elected from each division/school, one HEO member elected from the HEO series, one CLT member elected from the CLT series, one classified staff member elected from the classified staff titles, two students selected by Student Government, and, ex-officio with vote, the academic deans, an associate provost, and the chief information officer who will serve as chair.

Article XII. The Student Government

The Student Government shall remain as it is set forth in Article IV of the previous governance plan.

Article XIII. Committees of the College

Committees of the College as established pursuant to Board of Trustees Bylaws or University policy.

Article XIV. Amendments

A proposal to amend the CSI Plan may be initiated by the President or by a two-thirds vote of the College Senate. Such a proposal shall be submitted to a referendum of the General Assembly. For a positive recommendation, the referendum will require a majority vote of at least 30 percent of the General Assembly. Such a proposal must be submitted to the President and then, upon his/her approval, to the Board of Trustees.

Article XV. Plan Assessment

The Governance Plan shall be periodically assessed. The first assessment shall occur three years from date of approval, and then every seven years thereafter.