

DRAFT
BYLAWS FOR THE SCHOOL OF ARTS AND SCIENCES¹ OF HUNTER COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK

Preamble

The School of Arts and Sciences at Hunter College sets forth these bylaws to formalize the governance, responsibilities, powers, and procedures of the School of Arts and Sciences. The bylaws express the guiding principles of transparency, voice for all members, shared responsibility, and accountability.

Article I The Faculty of the School of Arts and Sciences

A. The Faculty of the School of Arts and Sciences (SAS)² consists of the following voting and non-voting members³:

1. Voting members: all full-time faculty who hold an appointment in a department of SAS and either have faculty rank (Assistant professors, Associate Professors, Full Professors, Distinguished Professors) or are Lecturers or Doctoral Lecturers.

2. Members with voice but without vote: all faculty who hold an appointment in a department of SAS and are either part-time or adjunct faculty, or full-time faculty with the title of Instructor, Distinguished Lecturer, or Clinical Professor.

B. The responsibilities of the Faculty in SAS are those responsibilities assigned to the faculty in CUNY governance policies⁴, subject to the CUNY Board of Trustees and to the Charter for the Governance of Hunter College.

¹ The School of Arts & Sciences of Hunter College was established in July 1, 1998 by a resolution of the CUNY Board of Trustees passed on November 24, 1997: "HUNTER COLLEGE - ESTABLISHMENT OF THE SCHOOL OF ARTS AND SCIENCES: RESOLVED. That effective July 1, 1998, the Division of Social Sciences, the Division of Humanities and Arts, and the Division of Sciences and Mathematics at Hunter College be merged to constitute the new School of Arts and Sciences" (Minutes of the Meeting of the Board of Trustees of the City University of New York, held November 24, 1997).

²The School of Arts and Sciences will also be referred to as "the School" or "School" in these bylaws.

³ For votes of the Faculty of SAS, see Article IX.

⁴See Article VIII, Section 8.5 of the CUNY Bylaws: "The faculty shall be responsible, subject to guidelines, if any, as established by the board, for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefor, student attendance including leaves of absence, curriculum, awarding of college credit, granting of degrees. It shall make its own bylaws, consistent with these bylaws, and conduct the educational affairs customarily cared for by a college faculty. The president shall preside at its meetings, or in his/her absence, the dean of faculty or a dean designated by the president." And CUNY Manual of General Policy, 2.08 Governance of the University, sect 3.02 Faculty: "Subject to the Board of Trustees, the faculty is primarily responsible for academic matters, including the criteria for admission and retention of students, promulgation of rules concerning attendance, the awarding of credit and degrees, the quality of teaching, research and the guidance of students, and the general quality and advancement of the academic program of the college. The responsibility for the academic program extends to the personnel responsible for that program and, therefore, includes the selection, retention, promotion and quality of the faculty. (BTM,1971,02-09,001)." Because the Hunter College Senate is the legislative body of the college, any actions of the Faculty of SAS shall be subject to the review and ratification of the Senate according to its rules, procedures, and practices.

Article II The Dean of the School of Arts and Sciences and the Dean's Office

A. The Dean of the School of Arts & Sciences shall be responsible for providing academic leadership for the School, for ensuring its effective operations, and for promoting constructive relations with the other schools in Hunter College.

B. The Dean's Office shall be charged with administering the School's operations, overseeing and facilitating curriculum development, encouraging ongoing and periodic academic program reviews and assessment, coordinating all advising activities within the School, and such other responsibilities as may be assigned by the college administration.

Article III The School of Arts and Sciences Executive Committee

A. Structure & Membership:

1. The members of the School of Arts and Sciences Executive Committee shall be the Dean of the School of Arts and Sciences and the chairs of all departments in the School of Arts and Sciences.

2. There shall be a five-member Steering Committee as specified in section E below.

B. Chair: The Chair of the Executive Committee shall be the Dean of the School of Arts and Sciences.

C. Responsibilities & Procedures:

1. The Executive Committee shall serve as the means through which SAS policies are formulated, changed, or approved, excepting those policies in the purview of other SAS entities named in these bylaws and those approved through a vote of the Faculty of SAS (see Article IX). The Executive Committee may also advise the Dean on School issues and policy that fall solely in the Dean's purview, and it may request information from appropriate college bodies on activities and developments in the college that affect the School, including matters affecting students, staff, and faculty. It may also make recommendations to other college bodies as appropriate. The Executive Committee may also form ad hoc committees to facilitate its work, as it deems appropriate.

2. The administration of the Executive Committee shall be done through the Steering Committee according to the procedures described in section E below.

D. Meetings:

1. The Dean shall call a meeting of the Executive Committee within the first 4 weeks of the academic year. Subsequent meetings shall be called by the Steering Committee. The Executive Committee shall meet at least twice a semester. To facilitate planning, at the earliest possible time, the Dean's Office shall reserve tentative monthly meeting dates for the academic year.

2. Minutes of the meeting shall be taken on a rotating basis by one of three P&B representatives (see Article V.A.1 and III.E.1 below) on the Steering Committee.

3. In the event that a chair of a department is unavailable to attend, the chair may send as a substitute member, with voice and vote, a department member who is a voting member of SAS (according to Article I above). The Dean shall be informed of any substitution prior to the meeting.

4. A quorum shall be a majority of the members of the committee.

5. To facilitate collegial discussion and action, the Executive Committee shall deliberate and make decisions through a majority consensus of all members of the committee.

6. Voting may be done by voice or hand, unless a member requests a secret ballot. The Executive Committee may unanimously approve an e-mail vote (and its procedure) for a specific motion. In order for a motion to pass, it must be approved by a majority of the members of the committee.

7. Several programs throughout the college, both academic and financial, rely on SAS courses and faculty. For the benefit of these programs and the students they serve, the meetings of the Executive Committee shall serve as a forum through which SAS can productively and collegially engage with these programs. These programs include the interdepartmental interdisciplinary programs registered by the Senate under the School of Arts and Sciences, listed in Appendix A, and several other academic or financial aid programs throughout the college that offer or require SAS courses that are specifically for their students and that are not directly overseen by a department in SAS. These latter programs are listed in Appendix B. (The lists in both Appendix A and Appendix B may be updated by the Dean's Office without requiring a change in these bylaws). The program head (or his or her designee) from each such program may attend meetings of the Executive Committee with voice (but no vote). If a program has both a director and a faculty chair or head, both may attend with voice (but no vote).

8. Two officers from Undergraduate Student Government may attend with voice (but no vote), as may one representative elected from each of the HEO Forum, the CLT council, and from the full-time non-HEO administrative staff in SAS (in the last case, the Dean's Office shall help facilitate the election, if necessary).

9. The Steering Committee may also invite others to attend a meeting of the Executive Committee, with or without voice (and no vote), as appropriate.

E. Steering Committee of the Executive Committee:

1. Structure: The Steering Committee of the School of Arts and Sciences Executive Committee shall consist of five members: Dean of the School of Arts and Sciences, the Chair of the Council of Chairs (see Article IV), and one chair (who is not serving as the Chair of the Council of Chairs) of a department from each of the three School P&B committees (see Article V). Those three chairs shall be elected by secret ballot by their respective P&B committees prior to the close of the Spring semester of the prior academic year to serve for the subsequent academic year.

2. Responsibilities:

a. The Steering Committee shall draft the agenda for meetings of the Executive Committee and distribute it to all members and other attendees at least 6 days in advance of the meeting.

b. At the discretion of the Executive Committee, the Steering Committee shall determine the membership of any ad hoc committees formed by the Executive Committee, and perform other duties assigned to it by the Executive Committee.

3. Meetings:

a. The first meeting of the Steering Committee shall be called by the Dean within the first 2 weeks of the academic year. Subsequent meetings shall occur at least 7 days in advance of any meeting of the Executive Committee. To facilitate planning, at the earliest possible time, the Dean's Office shall reserve for the academic year tentative meeting dates that are at least 7 days prior to each of the tentative meeting dates of the Executive Committee. Other meetings of the Steering Committee may be called by the Dean or any three other members of the Steering Committee.

b. A quorum shall be three members of the committee.

c. Approval of an action requires a majority of the five members of the Steering Committee.

Article IV The School of Arts and Sciences Council of Chairs

A. Structure & Membership: The School of Arts and Sciences Council of Chairs shall consist of the chairs of the departments in SAS and the head (or director or chair) of each program listed in Appendices A and B who are voting members of SAS.

B. Chair:

1. The Council shall elect a chair from its members for a one-year term at its first scheduled meeting of the academic year (see D.1 below). Nominations must be seconded and elections must proceed via secret ballot to be counted by whoever is taking minutes at that meeting. The election of a chair requires a majority vote of those attending that meeting. No chair shall serve more than three consecutive terms. If the Chair is unable to complete his or her term, then an election shall be held at a meeting of the Council of Chairs for an Acting Chair to complete the term.

2. The Council may create other positions and elect other officers as needed.

C. Responsibilities & Procedures: The Council shall be a forum for faculty leaders to initiate and join in open and collegial discussion about matters of concern for SAS and its mission. Actions may include such activities as making recommendations, requesting information, or writing letters of concern to college offices, administrators or other bodies, as well as making recommendations to the SAS Steering Committee for agenda items for the SAS Executive Committee.

D. Meetings:

1. The Council shall meet at least twice a semester. The first meeting of the academic year shall be set by the Chair at the last meeting of the prior academic year.

2. The Chair of the committee may invite other members of the college community to attend meetings, as appropriate.

3. As an advisory body, the actions of the committee (excepting the election of the Chair or Acting Chair) shall follow upon a consensus of a majority of the members attending the meeting, with vote done by voice or hand.

4. In the event that a member is unavailable to attend, they may send as a substitute member, with voice and vote, a voting member of SAS who is a member of the same department (in the case of a department chair) or a voting member of SAS affiliated with the same program (in the case of a program head). If a program listed in Appendix A or B has different voting members of SAS serving in the roles of program director and faculty chair, both may attend meetings with voice, but only the faculty chair may vote.

E. Agenda & Materials: The Chair shall distribute an agenda to all members of the committee at least 5 days in advance of the meeting.

Article V School of Arts and Sciences Personnel and Budget Committees

A. Structure & Membership

1. The School of Arts and Sciences shall have three Personnel and Budget Committees (P&B)⁵, Humanities and The Arts, Sciences and Mathematics, and Social Sciences, composed of the chairs of the departments as listed below:

a. Humanities and The Arts

Art and Art History
 Africana & Puerto Rican/Latino Studies
 Classical and Oriental Studies
 Dance
 Film and Media Studies
 English
 German
 Music
 Philosophy
 Romance Languages
 Theatre

⁵ On November 24, 1997, the CUNY Board of Trustees approved the following resolution to be effective July 1, 1998 “Resolved, That the Board of Trustees approve the following provisions to apply to the School of Arts and Sciences, effective July 1, 1998:

a) The School of Arts and Sciences shall have three Personnel and Budget Committees (P&B), each of which shall be chaired by the Dean of the School of Arts and Sciences with voice, but without vote. The three School P&B Committees shall be for:

- i. Humanities and The Arts
- ii. Science and Mathematics
- iii. Social Sciences

b) Each of the three School P&B Committees shall be composed of the chairpersons of those departments previously assigned to each of the pre-existing respective divisions, and shall receive recommendations from the P&B Committees of those departments” (Minutes of the Meeting of the Board of Trustees of the City University of New York, held November 24, 1997).

b. Sciences and Mathematics

Biological Sciences

Chemistry

Computer Science

Geography

Mathematics and Statistics

Medical Lab Sciences

Physics and Astronomy

c. Social Sciences

Anthropology

Economics

History

Political Science

Psychology

Sociology

Urban Policy and Planning

Women and Gender Studies

Consistent with the Charter for the Governance of Hunter College, Article IV.1.B.ii, for the purposes of these bylaws, those department groupings will be referred to as “divisions” of SAS.

2. If a new department is to be added to SAS or if a department is divided or departments are combined, then at a meeting of the Executive Committee (Article III), the chairs of SAS shall determine the placement of the new or resulting department on a SAS P&B committee, and this placement shall be included in the relevant proposal to be approved by the Hunter College Senate. If a department is renamed, it shall retain its divisional P&B membership. Such changes to the membership of the P&B committees shall not require revision of these bylaws.

3. The movement of a department in SAS from one divisional P&B committee to another, or the establishment of a new divisional P&B committee, shall require the approval of the departments involved (through a vote of the whole department) and the approval of the department chairs of SAS through a vote at a meeting of the Executive Committee, subject to the approval of the Hunter College Senate, and, following a recommendation by the President, subject to the approval of the CUNY Board of Trustees. Once this change has been approved, corresponding changes shall be made to the membership of the SAS divisional curriculum committees (see Article VI).

B. Chair: Each divisional P&B committee shall be chaired by the Dean of the School of Arts and Sciences with voice, but without vote.

C. Responsibilities & Procedures: In accordance with applicable procedures, the School P&B committees shall review all tenure, Certificate of Continuous Employment, and promotion recommendations (including, as needed, appeals of negative recommendations) of their member departments, and make formal recommendations to the college FP&B committee. The School P&B committees may have other responsibilities as designated in college personnel procedures.

D. Meetings: Meetings of the three School P&B committees shall be scheduled by the Dean's Office as frequently as needed to make personnel recommendations in a timely manner.

E. Agenda & Materials: The Dean shall be responsible for drafting and circulating the meeting agenda and making relevant materials available at least 5 days in advance of the meeting. The Dean may establish rules for submission in proper formats and reasonable deadlines to allow materials to be circulated in advance.

Article VI The School of Arts and Sciences Curriculum Committees

A. Structure and Membership:

1. The SAS shall have a Curriculum Committee with three standing subcommittees, whose department membership is the same as the divisions enumerated in Article V:

- a) Humanities and Arts
- b) Sciences and Mathematics
- c) Social Sciences

For the purposes of these bylaws these subcommittees shall be referred to as "divisional subcommittees."

2. Each department shall elect a faculty representative as it may decree in its bylaws⁶ to serve with voice and vote on the Curriculum Committee and appropriate divisional subcommittee. In the event the regular representative is unavailable to attend, a department may send a substitute, who shall also have voice and vote.

3. The faculty members of each divisional subcommittee shall elect for that academic year a student representative with voice and vote and a student alternate from nominations made by the departments in that divisional subcommittee. The student alternate shall attend, with voice and vote, in the event that the student representative is unable to attend. Nominations and election of student representatives should be made as early in the academic year as feasible.

4. By the end of the second week of the academic year, the interdepartmental interdisciplinary programs registered by the Senate under the School of Arts and Sciences (see Appendix A) shall nominate faculty and student representatives of their programs for that academic year to the Chair of the SAS Curriculum Committee (see B below). The Chair shall select one faculty member and one student from different programs and shall assign each to an appropriate divisional committee.

5. The membership of the SAS Curriculum Committee when it meets as a whole shall consist of all departmental representatives as defined in A.2 above, the three student representatives as defined in A.3 above, and the faculty and student representatives for interdisciplinary programs as defined in A.4 above.

B. Chair: The Chair of the Curriculum Committee and each of the divisional subcommittees shall be the Dean or the Dean's designee.

⁶ See Article VIII.3.E of the Charter for the Governance of Hunter College.

C. Responsibilities & Procedures:

1. The SAS Curriculum Committee or divisional subcommittees shall review proposals initiated by departments or programs, and may initiate their own proposals for program and curriculum changes, submitting such proposals for consideration to the appropriate Senate Committee on Course of Study.
2. Curriculum proposals initiated by departments in SAS shall be considered by the divisional subcommittee of which it is a member. Department proposals deemed by the SAS Curriculum Committee Chair to affect a department in another division shall also be referred to that divisional subcommittee for consideration.
3. All curriculum proposals initiated by programs where the programs involve courses housed or to be housed in SAS, including proposals involving degree requirements or changes in courses of study, shall be referred by the Chair to the Curriculum Committee as a whole or to one or more of the divisional subcommittees, as appropriate.
4. When considering a proposal, the Curriculum Committee or a divisional subcommittee shall invite a representative of the body initiating the proposal to present it at a committee meeting and to participate fully in the committee discussion of the proposal.
5. Approval of a curriculum proposal by a committee shall require the assent of a majority of those present and voting at the meeting of the committee at which the proposal is considered. Proposals shall be submitted to the appropriate Senate Committee on Course of Study after either the approval of the appropriate subcommittee or subcommittees, or the approval of the Curriculum Committee meeting as a whole, as determined by the Chair of the Curriculum Committee. After a meeting of the Curriculum Committee or a divisional subcommittee, the Chair of the Curriculum Committee shall inform the Steering Committee (Article III.E) of curriculum proposals that have been approved and forwarded to a Senate Committee on Course of Study, communication of which shall be an agenda item for the next meeting of the Executive Committee.

D. Meetings:

1. The Curriculum Committee and its divisional subcommittees shall meet as often as needed and not less than twice per semester. The Dean's office shall facilitate the scheduling of meetings to allow for the timely consideration of curriculum proposals that are ready for committee action.
2. A quorum for meetings of the Curriculum Committee and its divisional subcommittees is a simple majority of a committee's voting faculty membership.

E. Agenda and Materials:

1. The Dean's Office shall prepare materials for all curriculum meetings, and may establish rules for submission in proper formats and reasonable deadlines to allow materials to be circulated in advance.
2. At the discretion of the Dean's Office, proposal with budgetary implications may be delayed until the college can evaluate the costs. When a proposal is delayed, the initiating body will be informed in a timely manner and invited to respond to budgetary concerns.

Article VII School of Arts and Sciences Special Prefix Courses

A. Courses with School of Arts and Sciences prefixes (or designators), such as SAS, SOSCI, HUM, and SCI, must follow the processes established by the Hunter College Senate for course development and curricular approval. Any proposal for a new course or a change in an existing course must have at least one SAS departmental sponsor or be sponsored and approved by the appropriate School divisional curriculum committee. For courses with the SAS prefix, proposals must be submitted through all relevant divisional curriculum committees.

B. The offering and scheduling of school prefix courses must be in accordance with CUNY and Hunter College Senate policies and with CUNY personnel procedures. Faculty teaching these courses, both full-time or part-time, must be appointed by a department to teach these courses and subject to contractually required departmental P&B oversight.

C. Each semester the Dean shall give a report to the SAS Executive Committee of all School special prefix courses offered that semester.

Article VIII Meetings of the School of Arts and Sciences

A. Meetings of the faculty, students, and staff of SAS shall be called by the Dean of SAS at least once per academic year, to be held prior to May 1, for the purpose of disseminating information about SAS initiatives and faculty and student activities, introducing new faculty, and considering policies, questions and concerns that may impact SAS. The Dean shall announce the meeting date no later than October 1 of that academic year. Additional meetings may be called on the initiative of the Dean, or the Steering Committee of the Executive Committee, or at the request of a majority of members of the Executive Committee, or by a petition signed by at least 10 percent of the voting Faculty of SAS (as defined in Article I.1a) submitted to the Dean.

B. In addition to the Faculty of SAS (as defined in Article I.a,b), others who may attend a meeting of SAS, with voice, shall include:

1. all faculty who teach for programs listed in Appendix A,
2. directors (or their designees) of programs listed in Appendix B,
3. all staff (including CLTs) who hold full-time positions in SAS,
4. students registered in degree programs in SAS, and
5. others who may be invited to attend by the Executive Committee of SAS.

C. At least fourteen days in advance of a meeting, an announcement of a meeting shall be disseminated by the Dean's Office to groups listed in VIII.B.1-3 above and undergraduate and graduate student government associations for dissemination to students.

D. An agenda of a meeting shall be included in the notice for the meeting and shall include an opportunity to raise issues from the floor. The agenda shall be approved by the Steering Committee of the Executive Committee. If the meeting is called by a petition of the faculty, the Steering Committee shall confer with the organizer of the petition effort in establishing the agenda.

Article IX Actions of the Faculty of SAS

A. With the exception of the revision of these bylaws (see Article X below), a vote of all voting Faculty members of SAS shall occur upon approval of the Dean, or the Executive Committee of the School of Arts and Sciences, or a petition of 20% of the voting member of SAS submitted to the Dean of SAS.

B. When a vote of the faculty is called, absent another process approved by the Executive Committee, voting shall be conducted by secret ballot, in a time frame set by the Executive Committee, with ballots of voting members collected by their respective departments and submitted to their respective divisional representative on the Steering Committee. The votes shall be counted at a meeting of the Steering Committee, who shall report the result to the Executive Committee for communication to SAS faculty.

C. Approval of a matter by the voting faculty shall require the assent of a majority of the eligible faculty of the School.

D. Prior to any vote by the faculty, the matter on which the vote will be held must be first presented for discussion at a meeting of the School of Arts and Sciences.

Article X Process for Ratifying and Revising the Bylaws of the SAS

A. Ratification of these bylaws:

1. The ratification of these Bylaws shall require the approval of a majority of voting members of the Faculty of SAS.

2. The ratification vote shall be conducted by secret ballot to be carried out over a 2-week period with ballots of voting members collected by their respective departments and delivered by hand to the Administrative Executive Associate of the Hunter College Senate. Counting shall be carried out by the Administrative Executive Associate together with the Senate Administrative Committee. The result of the vote shall be communicated promptly to SAS Faculty, the groups listed in VIII.B.1-3 above, and undergraduate and graduate student government associations for dissemination to students.

B. Revision of these bylaws:

1. All proposed amendments to these bylaws shall be submitted in written form to the Steering Committee of the Executive Committee of SAS.

2. In order for the proposed amendment to come to a vote of the faculty, its being brought forward for a vote must be approved by the Executive Committee or a petition of 20% of the voting members of SAS submitted to the Dean of SAS.

3. An amendment to the Bylaws shall become effective when it has been approved by a majority of all voting faculty members of SAS, according to the voting procedures specified in Article IX.B above.

C. The CUNY Bylaws and the Charter for the Governance of Hunter College shall supersede these By-laws where inconsistencies exist. To the extent a relevant CUNY Bylaw or Charter provision is amended or waived, the corresponding section of the SAS Bylaws shall be deemed to have been amended or waived.

Appendix A

Interdepartmental Interdisciplinary Programs registered by Senate under the SAS

Asian American Studies
Human Biology
Human Rights
Jewish Studies
LACS
Religion
Public Policy

Appendix B

Additional academic or financial aid programs at Hunter College not directly overseen by a department in SAS and that offer or require SAS courses specifically for their students

Freshman Scholar Programs, including Athena, Muse, Roosevelt, and Yalow Scholars
The Macaulay Honors College at Hunter College
MARC
Thomas Hunter Honors Program