

BYLAWS FOR THE DEPARTMENT OF MUSIC AT HUNTER COLLEGE  
OF THE CITY UNIVERSITY OF NEW YORK

10 May 2023

Preamble

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

The mission of the Department of Music at Hunter College is to provide the highest quality musical instruction to our students and to cultivate excellence in the areas of performance, composition, education, jazz, musicology, ethnomusicology, and music theory. Through our varied courses and numerous performances, the department seeks to enrich the musical lives of not only Hunter students, but all members of the Hunter community.

By drawing on our central location in Manhattan, we strive to engage students in the musical vibrancy of our great city, by bringing in world-class musicians to teach and demonstrate their craft and by encouraging our students to take advantage of the countless musical opportunities that New York affords. Our performance groups—choral, orchestral, chamber, jazz, theatrical, and vocal—are open to all Hunter students, and often feature community members as well. In our classes we teach students listening and analytical skills, historical context, performance practice and technique, and writing skills. We seek to equip our majors with all necessary tools for further success in music beyond Hunter, to provide other students with a variety of high-quality musical opportunities, and to serve the larger Hunter community by offering a multitude of high-quality musical events.

Article I: Organization

A. Membership:

1. Members of the Department shall include the following:
  - a. Core Faculty Members: Faculty Members who hold Faculty Rank (i.e., holding the fulltime title of Assistant Professor, Associate Professor, Professor, or Distinguished Professor), or Faculty Status (i.e., holding the fulltime title of Instructor, Lecturer, Doctoral Lecturer, or Distinguished Lecturer).
  - b. Adjunct Faculty Members.
  - c. Students (majors and minors).
2. Voting Members—for educational policy and routine business—of the Department shall include the following:
  - a. Members who hold Faculty Rank.
  - b. Members who hold Faculty Status.

As stated in the CUNY Board of Trustees Bylaws (hereafter “BoT Bylaws”), Article VIII, Sections 8.1 and 8.2, all persons having Faculty Rank or Faculty Status shall retain their voting rights provided that they have not received notice of non-reappointment, or submitted a resignation. A person with Faculty Rank or Faculty Status who is retiring shall retain their voting rights during their last year of active service, except while on Travia leave.

## B. Officers:

### 1. The Chair:

In accordance with BoT Bylaws (Section 9.1.b.), the executive officer of the Department of Music is the Chair. The Chair shall be elected for a term of three years. The Department Chair must be tenured or have been approved by the Board of Trustees for tenure at the time of their election. The duties and powers of the Chair are those given in the BoT Bylaws, Article IX, Section 9.3.

### 2. The Deputy Chair:

The Deputy Chair shall assist the Chair in carrying out the duties of the Chair and shall assume the role of Chair if for any reason the Chair is unable to assume that role. The Deputy Chair shall be appointed by the Chair and is not by default a member of the Personnel and Budget (P&B) Committee. The Deputy Chair must be tenured or have been approved by the Board of Trustees for tenure at the time of their appointment.

### 3. The Secretary:

The Secretary, who shall be a member of the Core Faculty, shall have the responsibility of preparing the record of minutes of department meetings. If the Secretary is unable to attend a Department meeting, the Chair will appoint someone to serve as Secretary for that meeting. The Secretary shall be appointed by the Chair.

### 4. Director of Undergraduate Studies (DUS):

The DUS shall have the responsibility of overseeing all undergraduate music majors and undergraduate music students in the department. The DUS shall be appointed by the Chair.

### 5. Director of Graduate Studies (DGS):

The DGS shall have the responsibility of overseeing all graduate music majors and graduate music students in the department. The DGS shall be appointed by the Chair.

### 6. Director of Performance Studies (DPS):

The DPS shall have the responsibility of overseeing all performance activities in the department. The DPS shall be appointed by the Chair.

## C. College Governance Representatives:

College Governance representatives shall be elected by majority vote by Voting Members of the Department at faculty meetings to serve on college governance bodies in accordance with the relevant governance documents, as detailed below.

1. The Hunter College Senate. The number will be determined by the Senate's membership rules. These members shall report to the Department faculty at its meetings.
2. The Faculty Delegate Assembly. The number will be determined by the Faculty Delegate Assembly's membership rules. These members shall report to the Department faculty at its meetings.
3. The Curriculum Committee of the School of Arts and Sciences. One faculty member, to serve for two years, and a student, to serve for one year, each elected by and from the faculty and students respectively. These members shall report on each meeting to the Department at its meetings.

4. Other pertinent committees as required by the College.

## Article II: Department Meetings

### A. Calling Department Meetings:

1. The Department shall meet at least twice per semester.
2. Additional meetings may be called at the discretion of the Chair. In addition, the Chair must call a meeting of the Department at the request of at least three Voting Members of the Department at the earliest possible date agreeable to both parties. Requested meetings are not to exceed one per month and are to be held during fall and spring sessions.
3. Written notice of departmental meetings shall be sent to all Voting Members of the Department no less than five working days in advance of the meeting date. Notification will occur through email.

### B. Attendance

1. Meetings shall be open to Voting Members of the department. The Chair may choose to open some or all of a meeting to others as appropriate.
2. If the meeting is open to others, only Voting Members of the Department may vote on departmental matters during department meetings.

### C. Rules of Order for Department Meetings:

1. A quorum for Department meetings shall consist of the majority of the Voting Members of the Department.
2. Proxy or regular mail voting shall not be permitted. Subject to the approval of a majority of those present at a Department meeting, the Chair may refer a question (other than the election of the Chair and P&B Committee members) to an electronic vote. In case of an electronic vote, Voting Members will forward their votes to both the Chair and the Secretary, the Chair will inform the Voting Members of the result, and the Secretary will record the result in the minutes of the next department meeting.
3. The Department Chair will preside at meetings. Under circumstances when the Chair is unable to preside the Deputy Chair shall preside.

## Article III: Committees

### A. Personnel and Budget (P&B) Committee:

1. Membership:  
The membership and responsibilities of, and procedures pertaining to, the P&B committee are articulated in Article IX of the BoT Bylaws. In accordance to those provisions, the following rules shall apply. The Department of Music shall have a P&B consisting of the Department Chair and four other fulltime core faculty members with Faculty Rank. At least four of the faculty members of the committee must be tenured. The Department Chair shall be the Chair of the P&B committee. Two alternates will be

elected to the P&B for a term of three years at each regular election. If there are no untenured faculty members of the currently serving P&B, one alternate can be untenured faculty rank. If there is currently an untenured faculty member serving, both alternates must be tenured in order to maintain a maximum of one untenured faculty member on the P&B at all times.

2. Responsibilities:

The duties and responsibilities of the Personnel and Budget Committee include reviewing and recommending the appointment, reappointment, reappointment with tenure, CCE, and promotion of academic personnel, as well as the approval of expenditures from departmental accounts as requested or required, among other duties and responsibilities as they emerge.

3. Meetings:

The committee shall meet as often as necessary to conduct its business and at least once each semester. Decisions regarding appointment, reappointment, reappointment with tenure, CCE, and promotion of academic personnel shall require a majority vote of all members of the committee and shall be by secret ballot. The result of the balloting shall be duly recorded in the committee's minutes. The recommendations of the committee shall be submitted by the Chair to the President and appropriate college committee on personnel and budget in accordance with procedures set forth in the BoT Bylaws.

B. Departmental Policy Committee:

This Committee is governed by the provisions of the BoT Bylaws. In accordance with those provisions, the following rules shall apply:

1. Membership:

Membership of the Committee shall consist of two faculty members and two students, one undergraduate music major and one graduate music major. The faculty members may serve for up to three years. Students shall be appointed for one-year terms by the Department Chair. Faculty members shall be elected via the procedures set forth in Article IV.A.2 of these bylaws.

2. Responsibilities:

- a. The committee shall be responsible for review of adequacy of departmental governance and supervision of elections as mandated by Article XI, Section 2 of the Hunter Charter.
- b. The committee shall also be responsible for observation and review of educational policies as needed when such matters do not fall within the purview of other committees or governing bodies.

3. Meetings:

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

4. Decisions:

All committee decisions shall be made by a majority of those present and voting at a meeting. Decisions shall be considered recommendations to the full department, which

retains final authority over all policy matters other than those vested in the Chair by the BoT Bylaws.

C. Committee on the Evaluation of Teaching:

1. Membership:

Membership shall consist of the two students on the departmental Policy Committee and two faculty members (core and/or affiliate). When possible, one adjunct faculty may serve on the committee. One faculty member shall serve as the Chair of the committee. Faculty members shall serve three-year terms and student members shall serve one-year terms.

2. Responsibilities:

This committee is responsible for reviewing student evaluations, reporting the results to the Chair, and carrying out other functions envisaged by XI.3 of the Charter. Student evaluations of faculty are to be conducted routinely in every course every semester and implementation is the responsibility of the individual course instructor. Peer observations of all instructional faculty are overseen and implemented by the Chair. Access to all instruments for evaluation, peer observations, and student evaluations, must be requested by the committee. The instructor can provide student evaluations when requested and the HEO can provide copies of peer observations.

3. Meetings:

Meetings shall occur as needed. If the Chair of the committee cannot attend a meeting, another faculty member shall Chair the meeting. The Chair of the meeting shall choose another member present to be the secretary for that meeting.

D. Optional Departmental Committees:

The Department may establish ad hoc committees as it deems necessary. The Chair shall have the discretion to appoint the members of these committees or to make membership subject to a departmental vote.

E. Rules of Order for Departmental Committees:

1. Unless otherwise specified at the time the committee is created, a majority of the entire committee shall constitute a quorum. Except with respect to the Personnel and Budget Committee, the act of the majority of committee members present at a meeting at which a quorum is present shall constitute the act of the committee.
2. Each Committee may adopt other rules for its own governance not inconsistent with these by-laws, the Charter and the BoT.

Article IV: Elections

A. Triennial Elections for Department Chair and Personnel and Budget Committee:

1. Electorate:

- a. Those eligible to vote for Chair and the members of the Personnel and Budget Committee shall be Core Faculty members of the Department with Faculty Rank or Faculty Status with CCE.
2. Electoral Procedures:
  - a. Elections for Chair and members of the Personnel and Budget Committee shall be held triennially and at the same meeting in the first week of May of the year in which the current Chair's term of office expires. Those eligible to vote will be notified of the meeting's date and purpose at least two months prior to the event.
  - b. Nominations shall be called by the Chair and any Voting Member may nominate a candidate. To become a candidate, a member must be nominated and seconded at the meeting and agree to serve if elected. There shall be no limit on the number of candidates.
  - c. Election of candidates must be by secret ballot. The Secretary will count votes. Unless otherwise allowed by CUNY, faculty must be present in person during the Department meeting in order to vote. Proxy or mail voting is prohibited. Candidates must be elected by a majority of those eligible to vote. If a majority is not reached, then voting will be repeated until a majority of votes for a candidate is obtained. In order to continue to the next round of voting, a candidate must receive at least two votes in the previous round. If there is a tie for the fourth member of the Personnel and Budget Committee, then voting will be repeated until one person has a majority of votes.
3. Term:
 

The term of office for Chair shall be three years with a three consecutive term limit.
4. Eligibility to Serve: The Department Chair must be tenured or approved for tenure at the time of election unless the college obtains a waiver from the CUNY BoT. At least three of the other four members of the Personnel and Budget committee must be tenured.
5. Alternates:
 

P&B Committee members who are granted a period of sabbatical or fellowship leave shall be allowed to decide whether or not to remain on the Committee for all or part of the period. It shall be expected that members who choose to remain on the Committee will regularly attend all of its meetings. Two alternate members of the Personnel and Budget Committee shall also be elected. An alternate may also serve when recommendations of reappointment, promotion, or tenure requires the recusal of one or more members, therefore bringing the membership of the Committee to three or fewer. In numerical order, the first and second alternates will assume full committee membership pursuant to resignation of non-Chair committee members, or will serve in lieu of an elected member due to the latter's being on formally granted leave or absenteeism due to prolonged illness. Otherwise, P&B alternates shall not be called upon to attend P&B Committee meetings unless by invitation of the Chair.
6. Vacancy or Removal of Chair:
 

In the event that the Chair is on leave or otherwise unable to serve for a period of a semester or longer, the Deputy Chair shall take on the role as chair for one year. The election procedures and eligibility requirements shall be the same as for Chair. The Chair may be removed as provided in BoT IX.1.c.

#### Article V. Amendments and Relation to Governing Documents

- A. These Bylaws may only be amended by a two-thirds vote of all the Voting Members of the Department.
- B. Two weeks' notice of any proposed change of the Bylaws must be given to all Voting Members of the Department, together with notification of the substance of the proposed change.
- C. Amendments passed by the Department shall become effective when and only when they have been approved by the Hunter College Senate.
- D. The BoT and the Charter shall supersede these Bylaws where inconsistencies exist. To the extent a relevant BoT Bylaw or Charter provision is amended or waived, the corresponding section of the departmental Bylaws shall be deemed to have been amended or waived.