

Approved
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BY-LAWS OF THE SCHOOL OF HEALTH SCIENCES HUNTER COLLEGE,
CITY UNIVERSITY OF NEW YORK

Amended March 26, 1997

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ARTICLE I. PREAMBLE

The School of Health Sciences was first established as the Institute of Health Sciences at Hunter College in July, 1968, to provide baccalaureate and graduate-level education in a range of health-related disciplines. It was designated in the CUNY Master Plan of 1968 as the "University's arm for baccalaureate education in the health field," and, in 1974, was charged to provide "opportunity for upper divisional education in a wide range of related health disciplines for qualified students from the City University of New York's community and senior colleges and for qualified students from outside the CUNY system."

The CUNY Board, recognizing that the "preparation of health professionals is an interdisciplinary responsibility within an educational institution," created a single coordinated entity within which each program would maintain "its specific professional criteria but [be] interdisciplinary to the extent that relevant social, educational, professional, and managerial long-range goals may be achieved." [Minutes of Proceedings of the Board of Higher Education, June 17, 1974, No. 5, Part A, (b).]

This governance document of the Hunter College School of Health Sciences is designed to serve as a means for faculty, administrators and students in the School to participate in the development and implementation of policy, and the promotion of academic and professional standards to achieve their common goals.

ARTICLE II. STRUCTURE

In accordance with the resolution of the Board of Trustees of the City University of New York, the School of Health Sciences shall be organized as a School, consisting of degree-granting programs, administered by a Director.

Section 1. Programs

The academic offerings of the School of Health Sciences shall reflect health, academic and professional specialty disciplines and accreditation guidelines. A given program shall, if approved by appropriate College, Board and State bodies, offer courses of study leading to baccalaureate and/or graduate degrees and certification.

For purposes of representation, the term program shall refer to a specialty discipline area offering one or more academic degrees. When a program offers degrees at more than one academic level (e.g., BS, MS) the course of study at each level shall be referred to as a component program.

Section 2. Assignments to Programs

- 2.1 Each member of the School of Health Sciences faculty shall be assigned to a program.
- 2.2 Each course offered by the School of Health Sciences shall be the responsibility of a program. Interdisciplinary courses shall be assigned to a program by the faculty.

ARTICLE III. MEMBERSHIP

The members of the School of Health Sciences include its administration, faculty, staff and students. Attendance at the School's Faculty Meetings shall be open to voting members, designated student representatives, and invited guests.

Section 1. Voting Membership

- 1.1 As determined by the Board of Trustees, voting for the election of members of the School Personnel and Budget Committee shall be limited to persons with faculty rank, including the titles of professor, associate professor, assistant professor, and lecturers with a certificate of continuous employment; and shall exclude faculty who have submitted resignations or received notice of non-reappointment, but shall include retiring faculty in their last year of service, and those on sick leave or leave of absence.
- 1.2 Voting for Program Directors shall be limited to full-time faculty assigned to a given program with the titles of professor, associate professor, assistant professor, lecturer, instructor, and college laboratory technician, and shall include retired faculty in their last year of service, those on sick leave, leave of absence, or travia, but shall exclude faculty who have submitted resignations or who have received notice of non-reappointment.
- 1.3 Voting for all other elected School positions and motions shall, unless otherwise specified herein, be limited to full-time faculty in the titles of professor, associate professor, assistant professor, lecturer, instructor, persons in visiting professorial titles, college laboratory technicians appointed on an annual salary basis, and shall include retiring faculty in their last year of service, on sick leave, on leave of absence, or travia, but shall exclude faculty who have submitted resignations or have received notice of non-reappointment.
- 1.4 Voting members for matters to be voted on at program meetings other than for election of Program Directors shall be limited to members identified in Article III, Section 1.2, plus, at

the discretion of such members: part-time adjunct faculty, persons in visiting professorial titles, research associates and assistants, and other specified members of the program staff because of their educational responsibilities, and representatives of the student body of the program.

- 1.5 The voting membership identified in Article III, Section 1.3, may add additional voting member categories or may specifically include individual members of the staff of the School of Health Sciences because of their educational responsibilities for matters not prohibited by these By-laws or those of the Board of Trustees, or of the College.

Section 2. Faculty Meetings

- 2.1 There shall be at least two Faculty Meetings of the School per semester. At least one meeting shall be held in May to provide for elections to all vacant positions to be filled the following semester. Additional meetings shall be called at the discretion of the Director of the School of Health Sciences (SHS Director), or at the request of any two Program Directors or any five voting members of the School.
- 2.2 Written notification of Faculty Meetings shall be sent to all voting members of the School and student representatives no less than five work days in advance of the meeting date. A statement of the agenda of the meeting shall accompany such notification. All elections to be held at a meeting shall be included in the agenda, as shall all proposals to amend these By-laws. One copy of the agenda shall be posted on a public bulletin board to which all members of the School have access.
- 2.3 The presiding officer at all School Faculty Meetings shall be the SHS Director. In the absence of the SHS Director, the presiding officer shall be named by the SHS Director.

Meetings of Division Faculty shall be called by the Dean of the Division, and the presiding officer shall be the Dean.
- 2.4 The Order of Business at regular School Faculty Meetings shall be as follows:

- a. Call to Order
 - b. Roll
 - c. Approval of Minutes
 - d. Administrative Report
 - e. Any Elections To Be Conducted
 - f. Standing Committee Reports: the School, the College and the Division
 - g. Special Committee Reports: the School, the College and the Division
 - h. Hunter College Senate Report; Senate Committees
 - i. Faculty Delegate Assembly Report
 - j. Unfinished Business
 - k. New Business
 - l. Adjournment
- 2.5 Any School member who wishes to include an item on the agenda shall inform the SHS Director to this effect at least two work weeks prior to the next meeting, and it shall be placed on the agenda.
- 2.6 Except where it conflicts with these By-laws, Robert's Rules of Order, Revised, shall be followed at all School Faculty Meetings. Rules of order and the order of business at School Faculty Meetings may be changed for a given meeting by a two-thirds vote of the voting membership present.
- 2.7 Attendance of all voting members is expected at all meetings unless excused by the SHS Director
- 2.8 A quorum shall consist of a majority of the voting membership, excluding members on leave of absence, on travia, or on sick leave.
- 2.9 Passage of a motion shall be by majority of those eligible to vote and present, unless otherwise specified herein.
- 2.10 Minutes shall be kept of all motions and elections; and the contents of reports to the meeting or summaries thereof shall be appended; these shall be disseminated to members no later than two weeks after the meeting.

Section 3. Election of School Officers, College Governance
Representatives; and Voting on Substantive Issues

- 3.1 Elections for all elected School positions shall normally be held in May prior to the semester in which service begins. Vacancies shall be announced at least fourteen calendar days prior to elections.
- 3.2 Vacancies before expiration of term of office shall be filled by new elections as promptly as possible in compliance with the provisions of these By-laws.
- 3.3 Nominations shall be made from the floor by members eligible to vote for a given office.
- 3.4 Election shall be by a majority of those eligible to vote unless otherwise provided herein.
- 3.5 All elected terms begin on July 1 and end on June 30 of the designated last year of service, unless otherwise specified herein or by Board or College regulation.
- 3.6 All voting for elected offices shall be by closed, written ballot. For votes on substantive issues, a closed, written ballot may be requested and obtained by any eligible voter.
- 3.7 For closed, written votes, ballots shall be distributed by tellers appointed for this purpose by the SHS Director.
- 3.8 A count of those eligible to vote on a given issue or for a given office, the number needed for quorum, the number present, and the number needed for passage or election shall be made and announced before every election and before each vote on a substantive issue.
- 3.9 Votes shall be counted by a non-voting member of the School designated by the Director. The results shall be announced and recorded the same day.

Section 4. Meetings of Program Membership

- 4.1 There shall be at least two meetings of each program

membership per semester for programs with two or more full-time faculty.

- 4.2 The voting members of each program shall determine the rules for the order of conduct of their program meetings.
- 4.3 The presiding officer at all meetings of a program shall be the Program Director.

Section 5. Student Representatives to Faculty Meetings

- 5.1 One student and an alternate may be elected from each component degree-granting program in the School. Representatives serve for one year and attend Faculty Meetings with voice but no vote.
- 5.2 The constituency eligible to nominate and elect a student representative shall be the students currently matriculated and in good standing in the given component program. Non-matriculated students, and students on leave of absence are not eligible to vote or to nominate.
- 5.3 Students eligible to vote for representatives shall be notified by mail and/or by other means of announcement of the dates for nominations, elections, and the procedures one month in advance of the voting date, to allow for student nominations and acceptances to be made.
- 5.4 Nominations and seconds for representatives of given component programs shall be submitted to the Student Community Committee and/or the student governance body, whichever body is to conduct the elections.
- 5.5 Vacancies for other elected student positions in the School, such as for program meetings, if applicable, School committees and College governance, shall be similarly announced, and elections be similarly conducted during the same period.
- 5.6 Elections by ballot shall be conducted by an existing School student governance organization; in its absence, by the students in a component program under the supervision of the Student Community Committee.

- 5.7 Elections shall take place in May, prior to the semester in which service begins. The proportion needed for election shall be set by a student governance organization; in its absence, a plurality of those eligible to vote and voting shall elect.
- 5.8 A student may be removed from an elected position in a manner set by a student governance organization; in its absence, a referendum, called by the petition of ten percent of the respective eligible constituency, shall be required for removal.
- 5.9 Vacancies before expiration of term of office shall be filled by new elections as promptly as possible in compliance with the provisions of these By-laws.

ARTICLE IV. OFFICERS AND REPRESENTATIVES OF THE SCHOOLSection 1. Director of the School of Health Sciences

The Director of the School of Health Sciences is an elected faculty position. The Director serves as the chief academic and administrative officer of School of Health Sciences and reports to the Dean of the Division of the Schools of the Health Professions. The SHS Director holds but is not limited to all the rights and responsibilities of a departmental chair, as mandated by the Board of Trustees of The City University of New York, or in contractual agreements. The Director of the School of Health Sciences shall serve for a three-year term, and may be re-elected.

Faculty eligible to be elected as SHS Director are tenured, full-time members of the faculty of the School of Health Sciences with the titles of professor, associate professor, and assistant professor.

Voting for the SHS Director shall be limited to persons with faculty rank, including the titles of professor, associate professor, assistant professor, and lecturers with a certificate of continuous employment; and shall exclude faculty who have submitted resignations or received notice of non-reappointment, but shall include retiring faculty in their last year of service and those on sick leave or leave of absence.

Elections shall be held during the May faculty meeting of the School; and the term of service shall begin the following July 1.

The SHS Director is responsible for the maintenance of the School's academic and professional standards, enforcement of all articles specified in the governance of the School of Health Sciences, and for administration of the School. Included among the SHS Director's functions are the following:

- 1.1 The SHS Director sits as Chair, with voice and vote, on the School Personnel and Budget Committee.
- 1.2 The SHS Director is a voting member of the following Divisional and College Committees:

The Divisional Personnel and Budget Committee

The College Faculty Personnel and Budget Committee

The Divisional Curriculum Committee

The Divisional Planning and Operations Committee

- 1.3 The SHS Director is chair of the School Program Directors' Committee.
- 1.4 When a program has three or more full-time faculty, the Program Director duly elected by voting program faculty is subject to the SHS Director's approval. When a program has fewer than three full-time faculty, the SHS Director shall appoint its Program Director.
- 1.5 The SHS Director shall appoint faculty to serve on School or College-wide committees with the advice of their Program Directors and the consent of the faculty members involved--when they are not selected by election or other means specified by the College or these By-laws.
- 1.6 Reappointments, Promotions, and Tenure. As Chair of the School Committee on Personnel and Budget, the SHS Director shall arrange for and supervise the annual evaluation and peer observation of the School's instructional staff members according to provisions outlined in CUNY By-laws and the most recent PSC-CUNY contract.
- 1.7 Budget. The SHS Director, in order to advise the Divisional Dean in the preparation of the budget, consults with the Program Directors and provides appropriate financial information to the Program Directors to enable them to prepare suggested program budgets.

Section 2. Program Directors

The Program Director is a member of the faculty. When the faculty of a program number three or more full-time members, the Program Director is elected, subject to approval of the SHS Director. When there are fewer than three full-time faculty in the program, the Program Director is appointed by the SHS Director.

The Program Director shall be responsible for the development,

implementation and quality of the component programs in a professional area, and shall ensure that the faculty of the program carry out their duties in keeping with program goals and overall School policy and standards.

- 2.1 Qualifications. Elected Program Directors shall be voting members of their programs as defined in Article III, Section 1.2.
- 2.2 Term of Office. The Program Director serves for three years and is eligible for re-election or reappointment.
- 2.3 Election Procedures. In the event of a vacancy for Program Director with a vacant line available, the program members shall vote whether to convene a search committee or elect from existing program faculty members.

Election of Program Directors shall require a majority of those eligible to vote as stated in Article III, Section 1.2, and shall be by secret ballot.

- 2.4 Vacancy. If an elected office of Program Director becomes vacant for any reason, there shall be elections for a new Program Director with the minimum elapse of time compatible with election procedures outlined in these By-laws. An Acting Program Director shall be appointed by the SHS Director.
- 2.5 The following shall be the responsibility of Program Directors:
 - a. Program Records. The Program Director shall maintain program records.
 - b. Assignment of Courses and Programs to Faculty. The Program Directors shall recommend courses and schedules to program faculty subject to the approval of the SHS Director.
 - c. Establishing a Search Committee. When notified by the SHS Director that a vacancy for a faculty member may be filled, the Program Director shall convene a meeting of the voting membership of the program to select a search

committee. The Program Director shall present the names of the elected committee to the SHS Director, as chair of the School Personnel and Budget Committee, for that Committee's approval.

- d. Naming a New Program Director. In the case of a search committee for Program Director, the acting Program Director shall present the search committee's recommendation(s) to the voting program members and, subsequent to the election, shall present the elected candidate's name to the SHS Director for approval.
- e. Reappointments, Promotions and Tenure. The Program Director shall be responsible for the careful observation and advisement of the program's instructional staff.

The Program Director shall recommend to the SHS Director, as Chair of the School Personnel and Budget Committee, assignments of faculty teaching observers and shall review the resulting evaluation reports; shall review student evaluations of faculty, and faculty achievements in the major areas of faculty evaluation.

- f. Budget. Each Program Director shall prepare a tentative program budget based on current needs and the long-range plan for his or her program, consulting with program faculty, and shall submit this to the SHS Director on a regular basis; and shall participate with other Program Directors in advising the SHS Director on the development of a School Budget.
- g. Responsibilities to Students. The Program Director shall:
 - i) Develop and administer standards for student admission within guidelines of the School, College, University, and the profession;
 - ii) Determine or initiate the establishment of equivalencies for transfer credits to component programs;

- iii) Arrange for and supervise student advisement;
 - iv) Inform the SHS Director of which students have completed requirements for the degree or certificate;
 - v) Recommend which students are acceptable for graduate matriculation.
- h. Representation. The Program Directors shall represent their programs on departmental matters except where otherwise mandated.
- 2.6 Among other duties the Program Director shall also:
- a. Preside at meetings of the program;
 - b. Prepare reports for the SHS Director on the activities of the program;
 - c. Be a member ex officio of the School Program Directors' Committee;
 - d. Advise the SHS Director on appointments of program faculty to serve on School or College-wide committees unless such appointments are otherwise mandated.

Section 3. Parliamentarian

The Parliamentarian is a member of the faculty and is elected by the voting membership as defined in Article III, Section 1.3.

- 3.1 Qualifications. The Parliamentarian must be a tenured member of the full-time faculty.
- 3.2 Term of Office. The Parliamentarian serves three years and is eligible for re-election.
- 3.3 The Parliamentarian shall advise the SHS Director, Program Directors, and Committee Chairs regarding the latest edition of the University, College and School By-laws and Robert's Rules of Order, Revised, and shall inform the membership when changes in Board or College regulations require amendment of

these By-laws.

- 3.4 The Parliamentarian shall advise the SHS Director, Program Directors, Committee Chairs, and the membership, as appropriate, on issues concerning the upholding of these By-laws.

Section 4. Faculty Secretary

The Faculty Secretary is a member of the instructional staff, and is elected by the voting membership as defined in Article III, Section 1.3.

- 4.1 Term of Office. The Faculty Secretary shall serve for three years and is eligible for re-election.
- 4.2 The Faculty Secretary shall advise the SHS Director on issues concerning the agenda of School Faculty Meetings, such as when elections are due for School positions and when Committee reports are due to be presented.
- 4.3 The Faculty Secretary shall record the minutes of all School meetings, and, in cooperation with the SHS Director's office, shall arrange their preparation and dissemination to all members of the School of Health Sciences. The Secretary

shall place one copy, including committee reports, on file in the School's administrative office--at least one week before the next scheduled meeting of the School.

- 4.4 The Faculty Secretary shall keep records on terms of service for all elected positions and committee memberships. During September of each academic year the Faculty Secretary shall determine if committees have their minimum number of faculty members, and shall apprise the SHS Director of any appointments necessary.
- 4.5 In semesters when a committee chair is vacant pending new elections, the Faculty Secretary shall convene the first meeting of the committee during September.

Section 5. College Governance Representatives

5.1 Schools of Health Professions' Divisional Personnel and Budget Committee.

- a. The Director of the School of Health Sciences and two tenured members of the School of Health Sciences Personnel and Budget Committee shall be elected to serve on this committee at the same meeting that the School Personnel and Budget Committee is elected. (See Article V.)
- b. Those eligible to vote are members of the School as defined in Article III, Section 1.1.
- c. Term of office is three years.

5.2 Faculty Personnel and Budget Committee (College)

- a. The Director of the School of Health Sciences and one of the two tenured representatives to the Divisional Personnel and Budget Committee shall also serve as representatives to the College Faculty Personnel and Budget Committee. The faculty member who serves as a representative with the SHS Director shall be elected to serve at the same meeting that the School Personnel and Budget Committee is elected. (See Article V.)

- b. Term of office is three years, concurrent with service on the Divisional Personnel and Budget Committee.

5.3 Schools of Health Professions' Divisional Planning and Operations Committee.

- a. This Committee shall serve as an advisory committee to the Dean of the Division of the Health Professions regarding interdisciplinary, cross-program issues, and is chaired by the Dean of the Schools of Health Professions.
- b. The Director of the School of Health Sciences and the School's Program Directors shall serve as representatives of the School of Health Sciences. In addition, one tenured or non-tenured faculty member who is not a Program Director shall be elected at the May meeting of the faculty to serve as an at-large representative.

5.4 Schools of Health Professions' Divisional Facilities Committee.

- a. This Committee shall serve as a forum to discuss physical plant, activities, services, and conditions on the Brookdale campus of Hunter College. The Dean of the Division of the Health Professions chairs the Committee. Divisional representatives to other appropriate committees on the Brookdale campus or College-wide shall be drawn from this committee.
- b. The Director of the School shall appoint four representatives to this committee according to Article IV, Section 1.5, and shall ensure that there is representation of School of Health Sciences laboratories and each of the campus buildings where School of Health Sciences instructional or research activities are located.

5.5 Schools of Health Professions' Divisional Committee on Curriculum.

The Director of the School of Health Sciences shall be one of the representatives of the School. In addition, the School's Committee on the Curriculum shall designate its chair and one other representative to the Divisional Committee on Curriculum.

Any student representative elected by the committee shall serve for a term of one year. The chair shall serve for a term of two years, ex officio.

5.6 Faculty Members of the Hunter College Senate. Faculty members of the Hunter College Senate shall be nominated from and elected by their respective constituencies according to the Hunter College Charter, in the numbers allocated by the Senate.

- a. Full-time professors, associate professors, assistant professors and instructors shall nominate and vote for the number of seats allocated to this category.
- b. Full-time and part-time lecturers, adjunct lecturers, college laboratory technicians and faculty with part-time teaching appointments shall nominate and vote for the number of seats allocated to this category.
- c. Eligibility to be nominated, elected, or to vote requires one full semester in the specified rank, position or status preceding the semester in which such nominations are made or elections take place.
- d. Nominations and elections shall take place during the last three weeks of classes in the spring semester.
- e. Term of office shall be for two years, from May 15 of the semester of the election to May 14 of the second year.
- f. Vacant unexpired terms shall be filled at the next scheduled Senate elections.

- 5.7 Student Members of the Hunter College Senate. Student members of the Hunter College Senate shall be nominated from and elected by their respective constituencies according to the Hunter College Charter, in numbers allocated by the Senate. A student body organization shall be responsible for conducting student elections. In the absence of such a body, elections shall be conducted by the Student Community Committee.
- a. Two School undergraduate representatives shall be nominated for subsequent College-wide, at-large vote among program majors.
 - b. The School's undergraduate part-time and evening session students shall elect one representative when allocated by the Senate.
 - c. One matriculated graduate student representative shall be elected by matriculated graduate students.
 - d. Matriculated and non-matriculated graduate students may also be nominated for and vote in their respective at-large elections.
 - e. To be eligible to vote, be nominated, or be elected, a student must be in good standing. Graduate students must have completed at least three hours of credit, and part-time and evening session students must have completed at least six hours of credit.
 - f. No student may stand for election as a faculty member as long as that individual is eligible to stand for elections to the Senate as a student.
 - g. Term of office is for two years, extending from May 15 of the first year to May 14 of the second year. Vacant unexpired terms shall be filled at the next scheduled elections.
- 5.8 Representatives to the Faculty Delegate Assembly. Two faculty members shall be elected to the Faculty Delegate Assembly.

- a. One vote each shall be assigned to full-time faculty and tenured college laboratory technicians, and one half-vote each to adjuncts, part-time faculty, and untenured college laboratory technicians.
- b. A majority of the votes cast at the election meeting shall be sufficient to elect.
- c. Elections shall take place at the same meeting as elections to the Hunter College Senate, and shall be for two years, beginning on the 15th of May.

5.9 Faculty and Student Representatives to the Evening Session Council

- a. One faculty member and one undergraduate student shall be elected to the Evening Session Council by and from the respective constituencies of faculty and students who are involved in the evening session for more than one-half their teaching or student activities, respectively.
- b. Elections shall be conducted at the same meeting and in the same manner as other elections for governance representatives.

ARTICLE V. COMMITTEES

Section 1. The School of Health Sciences Personnel and Budget Committee

Eligible members of the School shall elect a School Committee on Personnel and Budget, consisting of four members of those eligible to serve, at least three of whom are tenured. The fifth member of the Committee shall be the Director of the School, who must be tenured (Article IV, Section 1) and shall preside with voice and vote except as prohibited by College policy and procedures.

- 1.1 Each elected member shall be elected by closed, written ballot, for a term of three years, by voting members defined in Article III, Section 1.1, according to procedures described in Article III, Section 3.

- 1.2 The election of Committee members shall require a majority of those eligible to vote.
- 1.3 Whenever there are more than four programs offering courses in the School, no more than one member from a program, including the SHS Director, may serve on the School Personnel and Budget Committee at any given time.
- 1.4 While excellence shall be the chief criterion for election of Committee members, no program shall be without a member on the Committee for more than three years, except for programs with fewer than three full-time faculty.
- 1.5 Faculty in programs assigned fewer than three full-time faculty shall each be assigned, by faculty vote, to a relevant program so as to be eligible to serve on the Committee. Such assignment shall be for purposes of this section only.
- 1.6 In keeping with Board policy, no member of the Committee shall vote on his/her own reappointment, promotion or tenure, nor be present at the deliberations concerning his/her case.
- 1.7 At the election for Committee members, eligible members of the School shall elect First and Second Alternates for the Committee from those eligible to serve, at least one of whom shall be tenured. They shall serve for three-year concurrent terms.
 - a. Alternates shall sit at meetings concerning matters of reappointment, promotion or tenure when Committee attendance would otherwise fall below four, such as when one or more members may not vote by reason of being the subject of a vote on reappointment, promotion, or tenure, or is otherwise absent or disqualified to vote.
 - b. Both Alternates may serve should this be required to bring the membership in attendance to four.
 - c. When a Committee member will be absent for a period of one semester or more, a special faculty election shall be held to provide an Interim Alternate, who shall be

eligible to serve, shall be a member of the same program as the absent member, and shall be tenured if the number of tenured Committee members is less than four.

- 1.8 The Committee shall ensure that all faculty are aware of retention, tenure and promotion procedures.

Section 2. The School of Health Sciences Program Directors' Committee

The School of Health Sciences Program Directors' Committee shall be responsible for making recommendations to the SHS Director concerning School-wide academic, administrative and operational issues.

- 2.1 Membership. Voting members of the Committee shall consist of the Program Director of each program and the SHS Director.
- 2.2 The Committee shall be chaired by the SHS Director.
- 2.3 The Committee shall be responsible for recommendations to the SHS Director and Divisional Dean concerning such issues as:
 - a. Matters of School-wide concern, on budget, and utilization and allocation of resources and facilities;
 - b. School-wide plans and standards for student recruitment, admission, registration, retention, counseling and advising;
 - c. School-wide standards for faculty awards.
 - d. Planning responsibilities such as developing, proposing, reviewing, and evaluating the mission and goal statements of the School of Health Sciences for approval by the faculty.
 - i) Guiding and assisting in the preparation of long range plans by each program;
 - ii) Evaluating whether program plans are in line with the School's long range goals and mission;

- iii) Establishing priorities for resource emphasis among the goals and plans, for approval by the faculty;
 - iv) Guiding the preparation and implementation of program evaluation designs by each program.
- e. As appropriate, the committee may recommend to the faculty the establishment of such ad hoc committees as may be appropriate to carry out the School's long range plans.
- 2.4 The Committee shall meet no less than three times per semester; meetings shall be scheduled in such fashion that no member shall be constrained by regular duties to miss more than half the meetings.

Section 3. Standing and Special Committees: General Rules

The voting membership of the School constitutes the committee of the whole regarding School-wide academic policy.

- 3.1 The Standing and Special Committees of the School of Health Sciences, with the exception of the School Personnel and Budget Committee and the Program Directors' Committee, serve in an advisory capacity to the faculty of the School. Each shall submit a periodic or annual report to the faculty and SHS Director for approval, including unanimous recommendations or majority and minority reports.
- 3.2 Faculty members of standing committees serve for two years, and student members for one year, unless otherwise specified in these By-laws.
- 3.3 Chairs of standing committees shall be faculty members elected by a majority of committee members, for two years, except as otherwise specified in these By-laws.
- 3.4 Each committee shall meet at least twice per semester; and shall determine its own rules for quorum and conduct.

- 3.5 To ensure that School committees (other than the School Personnel and Budget Committee) shall be able to function:
- a. Failure to fill a committee position shall result in the exclusion of the unfilled position from quorum and majority calculations;
 - b. When a committee member has been absent for two consecutive meetings, the member's constituency shall be informed within one week of the second absence, and the position shall be treated as vacated;
 - c. The constituency for a vacated position may replace or reinstate the member.

Section 4. Standing Committees

4.1 The Committee on Curriculum

- a. The Committee shall review proposals for new programs and courses and substantive and routine curriculum changes.
- b. The Committee shall review all curriculum proposals from other relevant divisions to determine their potential impact upon the School's or programs' admissions standards or curricula.
- c. The Committee shall assist faculty in preparing curriculum proposals.
- d. The chair of the committee shall submit a report of positive and negative curriculum recommendations, including majority and minority opinions, to the School faculty for its action.
- e. The chair of the committee shall submit approved proposals to the Divisional Curriculum Committee; shall monitor the movement of such proposals through the required sequences of the review, and shall report the final status of such proposals to the faculty.
- f. Membership. The Committee shall be composed of at least

five full-time faculty selected by their programs, no two of whom shall be members of the same program, and may include one full-time faculty representative and one matriculated student representative from each program. Should a minimum of five programs fail to send faculty representatives, the SHS Director shall appoint faculty to ensure the minimum.

- 4.2 The Honors and Awards Committee. This Committee shall establish criteria for student honors and awards, and review candidates for such awards recommended by appropriate sponsors. The Committee shall also review masters theses submitted for awards during the Spring semester of each academic year. The Committee shall present its recommendations for approval to the faculty of the School.
- a. At the beginning of each semester, the chair shall circulate an announcement of awards and honors available that semester, together with deadline dates, criteria, and application forms.
 - b. Membership. The Committee shall be composed of at least four full-time faculty selected by their programs, no two of whom shall be members of the same program, and may include one full-time faculty representative from each program, and two matriculated students, one undergraduate and one graduate. Should fewer than four programs send faculty representatives, the SHS Director shall appoint faculty to ensure four faculty members.
- 4.3 The Student Community Committee. This Committee shall initiate and develop programs, make recommendations, and coordinate activities related to the quality of intellectual and social life on campus.
- a. In the event that a student governance organization is not in existence, the Committee shall:
 - i) Make announcements of vacancies, dates and procedures for nomination and election of all student positions mentioned in these By-laws for which no existing election mechanisms exist;

- ii) Review and accredit student nominations;
- iii) Organize and supervise elections for the student positions.

b. Membership. The Committee should be composed of a minimum of one student representative from each program component and a minimum of three faculty members. Should a minimum of three programs fail to send a faculty representative, the SHS Director shall appoint faculty to ensure the minimum.

4.4 The Faculty Community Committee. This Committee shall initiate and develop programs, make recommendations, and coordinate activities related to the good and welfare of School of Health Sciences faculty such as faculty seminars and workshops, faculty access to facilities and amenities, and "sunshine" services related to personal events of faculty.

Membership. The Committee shall be composed of a minimum of three faculty members. Should a minimum of three programs fail to send a faculty representative, the SHS Director shall appoint faculty to ensure the minimum.

4.5 The Committee on the Evaluation of Teaching. This Committee is concerned with the administration and interpretation of adopted teacher evaluation procedures.

- a. The Committee shall be responsible for the distribution of the teaching evaluation questionnaire and the presentation of the results to the SHS Director as Chair of the School of Health Sciences Personnel and Budget Committee, only when these duties are not conducted by an appropriately designated College body.
- b. The Committee shall establish criteria for a "strongly negative" interpretation of responses.
- c. The Committee shall review the questionnaire results for the School's faculty and shall notify the SHS Director, as Chair of the Personnel and Budget Committee, and Program Directors of strongly negative responses for all

faculty members of their programs. Such notification shall be read, initialed, and may be responded to by the faculty member before submission to the Program Director and the SHS Director.

- d. Membership. The Committee shall be composed of two elected faculty members, and one student representative from each program component.

Section 5. Special Committees

- 5.1 Search Committees for Faculty Positions. Search committees for program faculty and Program Directors in programs large enough to elect Program Directors shall be selected by the voting members of a given program with the approval of the School Personnel and Budget Committee.

Voting members shall determine the size and composition of such committees, except that there shall be at least one committee member who is not a member of the program and at least one matriculated student member; voting program members shall elect the chair of the committee.

Search committees for program faculty and Program Directors in programs too small to elect Program Directors shall be selected by the School Personnel and Budget Committee, which shall select the chair of the search committee.

- a. The chair of each search committee shall maintain written records sufficient to permit review of its processes by appropriate university officers. Such processes shall include a rigorous search in good faith according to the principles of affirmative action and equal opportunity.
- b. The chair of each search committee for a vacant faculty position shall present the committee's recommendation to the SHS Director, as chair of the School Personnel and Budget Committee, for that Committee's action.
- c. The chair of each search committee for Program Director shall present the committee's recommendation(s) for Program Director to the acting program director for the

program faculty's vote--after the candidate has been appointed to the faculty.

- 5.2 Other Special Committees. The School faculty may establish additional standing or ad hoc committees as it deems necessary. Such committees may be filled by elections or appointment, as determined by the faculty or as determined by the Board, College, or these By-laws.

ARTICLE VI. AMENDMENT, DISTRIBUTION AND EFFECTIVE DATE

Section 1. Amendment

- 1.1 Any five voting members of the School, as defined by Article III, Section 1.3, may initiate a proposal for amendment of these By-laws. Such proposals must be submitted in written form to the SHS Director for circulation to the faculty at least two weeks prior to the School Faculty Meeting at which the amendment is to be considered.
- 1.2 An amendment to these By-laws shall become effective when it has been approved by a majority of eligible members as defined by Article III, Section 1.3, and has been ratified by the Hunter College Senate and, if appropriate, the Board of Trustees of the City University of New York (CUNY).
- 1.3 The sections of these By-laws that reflect regulations of the CUNY Board of Trustees or the Hunter College Charter shall be superseded by any subsequent conflicting amendments to these documents.

Section 2. Distribution

Once ratified, a copy of these By-laws shall be distributed to each voting member of the School, and to each new person who becomes eligible for voting membership. Approved amendments shall be similarly distributed.

Section 3. Effective Date

The effective date for these By-laws shall be the first of the month following approval by the Hunter College Senate and approval by the Board of Trustees of the City University of New York.

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