

HUNTER COLLEGE DEPARTMENT OF HISTORY  
DEPARTMENT BYLAWS MARCH 2015

ARTICLE I – ORGANIZATION

A. VOTING MEMBERSHIP

Voting Members of the Department shall be all those holding Faculty Rank (Assistant Professor, Associate Professor, Professor or Distinguished Professor), as well as lecturers holding a Certificate of Continuing Employment (CCE).

B. OFFICERS

The officers of the Department shall be:

1. A Chair whom a majority of Voting Members shall elect for a three-year term, in accordance with Article IV of these Bylaws and the Bylaws of the CUNY Board of Trustees (BoT) Article IX sections 1 and 3. The Chair may not then be re-elected for more than 1 additional consecutive three-year term. The Chair shall carry out the duties specified in BoT Article IX, shall be an ex-officio member of all department committees, and shall be responsible for formulating the teaching program of each member of the Department in consultation with that member.
2. At the option of a majority of Voting Members, a Deputy Chair whom Voting Members may decide to elect for a one-year term, renewable for up to two additional terms. The Deputy Chair shall assist the Chair in carrying out the duties set out in Article I B 1. The Deputy Chair shall not serve on the Department Personnel and Budget Committee (P&B) unless he or she has been separately elected to the P&B (see Article III A). Elections for the deputy chair shall be held either at the regular October or the regular November department meeting in the academic year prior to the year in which that person will serve; in the event that there is only one department meeting in the fall semester, and it is held at another time, the Deputy Chair shall be elected at that meeting. In the event that a deputy chair becomes unable to fulfill the duties of the office because he or she is subsequently elected chair in the spring, or for any other reason, an interim election for the position shall be arranged.
3. If a Deputy Chair is elected, that person shall fulfill the duties of the former position of Department Secretary. The former Department Secretary position is abolished.
4. Three Undergraduate Advisors, to be nominated by the chair and approved through a majority vote by the Voting Members. The

Undergraduate Advisors shall serve renewable terms of one year, which terms shall also apply to their service on the DP (see Article III (B) (1)).

5. A Graduate Advisor, to be nominated by the chair and approved through a majority vote by the Voting Members. The Graduate Advisor shall service a renewable term of one year.

### C. COLLEGE GOVERNANCE REPRESENTATIVES

At triennial meetings where there are elections for Chair, P&B and other Department officers, or at other times where necessary, Voting Members of the Department shall select the Department's representatives for College Governance. These representatives may include, but are not limited to, representatives to the Hunter College Senate selected in accordance with Articles III and IV of the Hunter College Charter; representatives to the School and Division Curriculum Committees in accordance with Article VII of the Hunter College Charter; and representatives to the Faculty Delegate Assembly in accordance with FDA requirements.

## ARTICLE II - DEPARTMENT MEETINGS

### A. CALLING DEPARTMENT MEETINGS

1. There shall be at least one department meeting per semester.
2. Additional meetings may be called at the discretion of the Chair. The Chair MUST call a meeting of the Department within ten working days at the request of twenty percent of the Voting Members of the Department.
3. Unless meetings have been previously scheduled and announced to the Voting Members of the Department, the Administrative Assistant of the Department shall send written notice of departmental meetings to all Voting Members no less than five working days before the meeting date. An agenda of the meeting shall accompany such notification. Such written notification may be through e-mail.

### B. ATTENDANCE AT DEPARTMENT MEETINGS

Meetings shall normally be open only to Voting Members of the Department. A majority of the Voting Members present at a given meeting may choose to open some or all of a meeting to others as appropriate.

## 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. The Chair shall preside at all meetings of the Department. In the absence of the Chair, the Deputy Chair, if the department has elected one, shall preside. In the absence of the Chair and the Deputy Chair, a presiding officer shall be elected by a majority of Voting Members present at the meeting.
3. The Chair may appoint a Voting Member to act as parliamentarian for such meetings. The Department shall follow *Roberts Rules of Order* unless a majority of Voting Members elect to follow a less formal procedure.
4. Minutes of department meetings shall be taken by one Voting Member, assigned for each individual meeting on a rotating basis in alphabetical order by last name.

## ARTICLE III: COMMITTEES

### A. PERSONNEL AND BUDGET COMMITTEE

The Personnel and Budget Committee (P&B) shall be governed by the provisions of the BoT (Section IX.1). In accordance with those provisions, the following rules shall apply:

1. The P&B shall consist of the Chair and four additional Voting Members. At least four members of the P&B must be tenured.
2. The responsibilities of the P&B shall include reviewing and recommending the appointment, reappointment, reappointment with tenure, and promotion of academic personnel. By the decision of a majority of Voting Members, the P&B may also serve as the search committee for new faculty members of the Department, or it may delegate this function to a separate Search Committee not wholly composed of members of the P&B. At the conclusion of the interview stage of a search for a new faculty member or members, the P&B shall ascertain and weigh in its decision-making the views of the Search Committee and of all Voting Members, and it will inform voting members of the general hiring strategy and final hiring decision as practicable and in keeping with confidentiality requirements and college and university policy.

3. The P&B shall meet as often as necessary to conduct its business, and not less than once per semester. Decisions regarding appointment, reappointment with tenure, and promotion of academic personnel shall require a majority vote of all members of the P&B and shall be by secret ballot; decisions on other issues shall require a majority vote of all members of the P&B and may 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.

#### B. DEPARTMENTAL POLICY COMMITTEE

1. The Department's three undergraduate advisors shall serve on the Departmental Policy Committee (DP). The Department may choose to have terms overlap. The Chair shall also appoint in consultation with the Voting Members three undergraduate history majors or graduate history students to serve terms of one year on the DP. The DP shall have an equal number of faculty and student members.

2. The DP shall review and make recommendations with respect to departmental policy, departmental governance, and curriculum, as these issues arise.

3. The DP shall meet at least once per academic year.

#### C. COMMITTEE ON EVALUATION OF TEACHING

The Committee on Evaluation of Teaching (CET) shall be governed by the provisions of the *Charter* (See esp. XI: 3.) In accordance with those provisions, the following rules shall apply:

1. The Chair shall appoint in consultation with the Voting Members two undergraduate history majors and one graduate student to serve one-year terms on the CET, along with one Voting Member of the Department and an alternate Voting Member to serve three-year terms on the CET.

2. The CET shall be responsible for distributing the college's teaching evaluation materials. It shall also report the results of such evaluations to the Department.

#### D. COMMITTEE ON UNDERGRADUATE STUDIES/CURRICULUM

The Committee on Undergraduate Studies/Curriculum (CUSC) shall be composed

of three Voting Members to be elected by a majority of Voting Members, plus one of the Undergraduate Advisors and the Chair as an *ex officio* member. The CUSC should have at least one representative from all major fields in the Department. The CUSC shall initiate, consider and present to the Department proposals relating to curriculum. In conjunction with the Graduate Study Committee it shall be responsible for continuing review of Departmental curriculum.

#### E. GRADUATE STUDY COMMITTEE

The Graduate Study Committee (GSC) shall consist of 3 Voting Members who regularly teach graduate courses and who are elected annually by the Department. The Graduate Adviser and the Department Chair will also serve on the GSC *ex officio*. The GSC shall supervise the graduate program of the Department and shall recommend graduate offerings for each semester to the Chair who shall finalize the schedule.

#### F. OPTIONAL DEPARTMENTAL COMMITTEES

The Department may establish such additional committees – either standing or ad-hoc – as a majority of Voting Members deems necessary. A majority of Voting Members present at a department meeting shall approve membership of these committees or may delegate to the Chair authority to appoint the members of these committees.

#### G. 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 P&B, 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. The term of membership of all committees other than the P&B shall be one year, renewable without limit.
3. Each committee may adopt other rules for its own governance consistent with these by-laws, the Charter and the BoT.
4. Each committee shall report to the Department on its work at least once per academic year.

### ARTICLE IV – TRIENNIAL ELECTIONS FOR CHAIR AND P&B

A. Elections for Department Chair and P&B are governed by the BoT (See Section IX.1). In accordance with those provisions, the following rules shall apply:

1. Those members of the Department defined as Voting Members in Article I A shall be eligible to vote in triennial elections for Department Chair and P&B.
2. Elections for members of the P&B and Chair shall be held at the same meeting in the first week of May of the year in which the current Chair's term of office expires. Nomination and election of candidates must be by secret ballot. 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.
3. The term of office for both Chair and P&B members shall be three years.
4. Candidates for Chair must be tenured or approved for tenure at the time of election, unless the college obtains a waiver from the BoT. The other four members of the P&B must hold Faculty Rank and at least three must be tenured.
5. Two alternate members of the P&B shall also be elected at the same meeting. An alternate shall serve when a regular member is on leave from the P&B for a specified period of a semester or longer, or when in the determination of recommendations for reappointment, promotion or tenure the disqualification of regular members would reduce the membership to three or fewer.
6. In the event that the Chair is on leave or otherwise unable to serve for any portion of the three-year term for a period of a semester or longer, the Department shall hold a special election to elect an Acting Chair for such period. The election procedures and eligibility requirements shall be the same as for Chair. The Deputy Chair will therefore not automatically become the Chair in the Chair's absence. Officers other than the Chair may be removed by a two-thirds majority vote of Voting Members. The Chair may be removed as provided in BoT IX.1.c.
7. The Voting Members present at the meeting shall designate one Voting Member to supervise the carrying out of the elections.

#### ARTICLE V – AMENDMENTS AND RELATION TO GOVERNING DOCUMENTS

A. All proposed amendments to these By-laws shall be submitted in written form

and distributed to all voting members of the Department at least five working days in advance of the meeting at which the proposal is to be considered.

B. An amendment to the By-laws shall become effective when it has been approved by a majority of the Voting Members of the Department and by the Hunter College Senate.

C. The BoT and the *Charter* shall supersede these By-laws where inconsistencies exist. To the extent a relevant BOT By-law or Charter provision is amended or waived, the corresponding section of the Departmental By-laws shall be deemed to have been amended or waived.