

CHARTER OF  
GOVERNANCE  
&  
COLLEGE COUNCIL  
BYLAWS

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# JOHN JAY COLLEGE OF CRIMINAL JUSTICE CHARTER OF GOVERNANCE

*Approved by the CUNY Board of Trustees on June 23, 2008*

## ARTICLE I

### **SECTION 1. Powers**

The College Council shall be the primary governing body of John Jay College of Criminal Justice. It shall have authority to establish College policy on all matters except those specifically reserved by the Education Law or by the Bylaws of the Board of Trustees of The City University of New York to the President or to other officials of John Jay College or of The City University of New York, or to the CUNY Board of Trustees.

### **SECTION 2. Representation**

The College Council of John Jay College of Criminal Justice shall be a representative body with members of the faculty, higher education officers, students and administration.

### **SECTION 3. Allocation of Members and Qualifications for Membership**

Membership in the College Council is fixed at 69 and shall be allocated as follows:

#### **a. Faculty:**

The faculty is allotted 42 representatives.

- i. For purposes of this Charter, the “faculty” consists of those serving full-time in the titles of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor and Lecturer, except those serving in visiting or substitute titles and those on retirement leave.
- ii. For purposes of this Charter, the “adjunct faculty” consists of those serving part-time in the ranks of Professor, Associate Professor, Assistant Professor, Instructor and Lecturer.
- iii. Each academic department shall have one (1) elected representative, who shall be a full-time member of the faculty as defined in Article I, Section 3.a.i.
- iv. The remaining faculty seats shall be allotted according to any method duly adopted by the Faculty Senate. The Faculty Senate may allot up to two (2) seats to adjunct faculty as defined in Article I, Section 3.a.ii.
- v. The Faculty Senate shall allot up to eight (8) alternate faculty representatives by a method duly adopted by the Faculty Senate. An alternate may vote, make motions and be counted as part of the College Council’s quorum only during the absence of a permanent faculty representative.

**b. Higher Education Officers:**

The higher education officers are allotted five (5) representatives.

- i. Each full-time higher education officer is eligible for election to the College Council.

These representatives shall be elected by the Higher Education Officers Council.

ii. The Higher Education Officers Council shall also elect up to one (1) alternate representative. An alternate may vote, make motions and be counted as part of the College Council's quorum only during the absence of a permanent higher education officer representative.

**c. Students:**

The student body is allotted 14 representatives.

i. These representatives shall be the four (4) Executive Officers of the Student Council, one (1) at-large student representative, two (2) graduate student representatives, two (2) senior class representatives, two (2) junior class representatives, two (2) sophomore class representatives and one (1) freshman representative.

ii. The graduate student representatives and the senior, junior and sophomore class representatives shall be the two (2) Student Council representatives from each category who receive the highest number of popular votes in the Student Council election. The freshman representative shall be designated according to a method duly adopted by the Student Council.

iii. The student body shall also elect up to two (2) alternate student representatives. An alternate may vote, make motions and be counted as part of the College Council's

quorum only during the absence of a permanent student representative.

iv. Each student is eligible for election or appointment to the College Council if matriculated in a degree or credit-bearing certificate program at the College, and if the student meets the following qualifications:

a. Full-time undergraduate students must carry a minimum of 12 credit hours and must have a minimum cumulative grade point average of 2.5 to serve on the College Council as an undergraduate class representative, executive officer, at-large representative or alternate.

b. Part-time undergraduate students must carry a minimum of six (6) credit hours and must have a minimum cumulative grade point average of 2.5 to serve on the College Council as an undergraduate class representative, executive officer, at-large representative or alternate.

c. Graduate students must carry a minimum of three (3) credit hours and must have a minimum cumulative grade point average of 3.0 to serve on the College Council as a graduate student representative, executive officer, at-large representative or alternate.

d. To serve each semester, a student must have completed and earned passing grades in at least 50% of the credits for which she or he registered the prior

semester, but in no event fewer than three (3) credits.

e. Any student member of the College Council whose grade point average and/or course load falls below the minimum levels set forth above during his or her term of office must resign his or her seat on the College Council.

**d. Administration:**

The administration is allotted eight (8) representatives. These representatives are the President, Provost and Senior Vice President for Academic Affairs, Senior Vice President for Finance and Administration, Vice President for Student Development, Vice President for Enrollment Management, Dean of Graduate Studies, Dean of Undergraduate Studies, and Dean of Research, or equivalent positions and functions as determined by the President.

e. Dual Membership:

No person shall simultaneously hold more than one (1) membership on the College Council.

**SECTION 4. Qualifications for Voting**

**a. Faculty:**

Each full-time member of the faculty, as defined in Article I, Section 3.a.i, shall be allowed one (1) vote in the departmental election for the College Council representative of his or her department.

**b. Higher Education Officers:**

Each full-time higher education officer shall be

allowed one (1) vote in the election for the College Council members representing this constituency.

**c. Students:**

Each full-time or part-time student matriculated in a credit-bearing degree or certificate program at the College at the time of an election for student representatives of the College Council may vote in such an election.

## **SECTION 5. Elections**

**a. Time and Place:**

Elections to the College Council shall be held annually in the spring semester, the time and place to be designated by the Executive Committee.

**b. Nominations and Voting:**

Unless otherwise set forth in the Charter and/or its Bylaws, each constituency eligible to elect members to the College Council shall determine its own method of nominating candidates and electing representatives, subject to approval of the College Council.

**c. General:**

Except as set forth in this Charter and its Bylaws, each election unit shall be the judge of the qualifications of candidates from its constituency. The President shall appoint an election dispute committee where no other formal method of resolution exists.

**d. Vacancies:**

When a vacancy on the College Council occurs, as determined by the Executive Committee, the

Executive Committee shall notify the constituency. If 30 days after notification the constituency fails to elect a representative, the Executive Committee shall appoint a representative from the affected constituency. A member serving to fill a vacancy shall serve only to complete the regular term of the member he or she has replaced.

**e. Dual Voting;**

No person shall participate in more than one constituency election for College Council representatives.

**f. Recall:**

Upon notification to the affected member of the College Council, the Executive Committee can place a recall vote on the College Council agenda.

**SECTION 6. Term of Office**

Each elected representative to the College Council shall serve for a term of one (1) year. The regular term of office shall begin on June 1 following the spring elections.

**SECTION 7. Officers of the College Council**

The President, or in his or her absence the Provost and Senior Vice President for Academic Affairs, shall be the presiding officer of the College Council. The President shall nominate a Secretary for election by the College Council. Other officers may be elected by the College Council at its discretion.

## **SECTION 8. Meetings**

### **a. Regular and Special Meetings:**

The College Council shall hold regular meetings at least once a month during the academic year. More frequent meetings may be called by decision of a majority of College Council members, at the call of the President, or at the call of the Executive Committee. Subject to the provisions of state law, College Council meetings are open to the public. All College faculty, staff and students may speak at College Council meetings. Unless otherwise indicated in this Charter, or required by law, Roberts Rules of Order shall govern the conduct of College Council meetings.

### **b. Agenda:**

The Faculty Senate, the Council of Chairs, the Higher Education Officer Council, the Student Council and any member of the college community may propose items for the College Council agenda which shall be prepared by the Executive Committee. Proposals shall be delivered in writing to the Secretary of the College Council no fewer than 10 work days preceding the meeting at which they are to be introduced. The Secretary shall make the agenda available to members of the College Council at least five (5) work days in advance of each meeting and shall make the agenda available to all members of the College community in advance of each meeting.

### **c. Quorum:**

A quorum of regular and special meetings consists of a majority of the whole number of members of

the College Council. For purposes of this provision the words “whole number” shall be construed to mean the total number which the College Council would have were there no vacancies. No business at a College Council meeting may take place absent a quorum.

## **SECTION 9. College Council Committees**

The College Council may establish standing committees at its discretion. Committee membership is set forth in the Bylaws. Committee members need not be members of the College Council, unless so stipulated in the Charter and/or the Bylaws. Subject to the provisions of state law, College Council committee meetings are open to the public. The following standing committees are created:

### **a. Executive Committee:**

There shall be an Executive Committee which shall be the College Council’s Agenda Committee. It shall have the power to call the College Council into extraordinary session, and shall have only such powers, functions, and duties as the College Council may delegate to it to exercise during periods when the College Council is not in session.

### **b. Committee on Undergraduate Curriculum and Academic Standards:**

There shall be a Committee on Undergraduate Curriculum and Academic Standards which shall consider all matters relating to the

undergraduate curriculum of the College and make recommendations to the College Council on such matters as: proposed programs; additions, deletions and modifications of courses and existing programs; distribution; core requirements; basic skills; academic standards; and, policies pertaining to student recruitment and admissions.

**c. Committee on Student Interests:**

There shall be a Committee on Student Interests which shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns at the College.

**d. Judicial Committee:**

As set forth in Article XV of the Bylaws of the CUNY Board of Trustees, there shall be a Judicial Committee which shall have primary jurisdiction in all matters of student discipline not handled administratively. The committee shall abide by the procedures required by Article XV of the Bylaws of the CUNY Board of Trustees.

**e. Committee on Faculty Personnel:**

There shall be a Committee on Faculty Personnel which shall review from the departments and other appropriate units of the College all recommendations for appointments to the instructional staff in the following ranks: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Distinguished Lecturer, Lecturer, Chief College Laboratory Technician, Senior College Laboratory Technician, and College Laboratory

Technician, and make recommendations to the President. It shall also receive recommendations for promotions and reappointments with or without tenure, together with compensation, in the aforementioned ranks of the instructional staff and shall recommend to the President actions on these matters. It may also recommend to the President special salary increments. The President shall consider such recommendations in making his or her recommendations on such matters to the CUNY Board of Trustees.

Policy recommendations of the committee shall be made to the College Council for action. Recommendations with respect to appointments, promotions, and other matters specified in the paragraph above, shall be reported to the President and shall not be considered by the College Council except at the discretion of the President. The Committee shall receive and consider petitions and appeals from appropriate members of the instructional staff with respect to matters of status and compensation, and shall present its recommendations to the President. Further appeals shall follow CUNY procedures.

**f. Budget and Planning Committee:**

There shall be a Budget and Planning Committee which shall be responsible for reviewing budget information, making recommendations on the financial and budgetary matters of the College, and providing guidance on comprehensive and strategic planning for the College.

- i. There shall be a Financial Planning

Subcommittee of the Budget and Planning Committee which shall meet on a periodic basis in the development of the College's Annual Financial Plan.

ii. There shall be a Strategic Planning Subcommittee of the Budget and Planning Committee which shall provide guidance to the President on comprehensive and strategic planning including development of major planning documents and accreditation studies, related process and outcome assessment and space planning.

The President, or his designee, shall make quarterly financial reports to the Budget and Planning Committee.

**g. Committee on Graduate Studies:**

There shall be a Committee on Graduate Studies which shall be responsible for establishing general policy for the graduate programs, subject to review by the College Council. It shall have primary responsibility for admission, curriculum, degree requirements, course and standing matters, periodic evaluation of the graduate programs and for other areas of immediate and long-range importance to the quality and growth of graduate study. The committee shall also be responsible for advising on all matters relating to graduate student honors, prizes, scholarships and awards.

**h. Committee on Student Evaluation of the Faculty:**

There shall be a Committee on Student Evaluation of the Faculty which shall be responsible for a continuous

review of faculty evaluation procedures; review of the design of the survey instrument; recommendations for the terms under which the instrument will be used; and for the development of guidelines which shall be submitted to the College Council for review. The Provost and Senior Vice President for Academic Affairs shall designate staff for the committee.

**i. Provost Advisory Council:**

There shall be a Provost Advisory Council which shall provide a formal means for the Provost to consult with faculty leadership on matters of joint concern such as budget, faculty recruitment and development, and personnel policies and practices.

**j. Council of Undergraduate Program**

Coordinators:

There shall be a Council of Undergraduate Program Coordinators which shall provide a formal means to represent the concerns of those responsible for undergraduate majors and shall provide a formal means for reviewing matters of concern such as program review and revision, staffing, curriculum development and the scheduling of courses.

**k. Committee on Honors, Prizes and Awards:**

There shall be a Committee on Honors, Prizes and Awards which shall make recommendations to the College Council for undergraduate student recipients.

**l. Special Committees:**

The College Council may establish special committees, and the membership thereof, at its discretion.

## ARTICLE II DEPARTMENTS

### SECTION I. Departments

Each department shall have control of its own educational policies consistent with the provisions of the College Council, the Bylaws of the CUNY Board of Trustees and the New York State Education Law. Each member of the full-time faculty, as defined in Article I, Section 3.a.i, shall be allowed one (1) vote in all College and departmental elections. Except as specified in this Charter and the Bylaws and policies of the CUNY Board of Trustees, the organization and functioning of the department shall be determined by its members.

In order to exist as a departmental entity, a discipline is required to have a minimum of seven (7) full-time members of the faculty, as defined in Article I, Section 3.a.i, and be approved by the College Council and the CUNY Board of Trustees except that the disciplines of African-American Studies, Physical Education and Latin American/Latina/o Studies shall be exempt from this requirement and shall be established as departments. Any discipline not exempt from this requirement which has fewer than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members present and voting at a regular College Council meeting, as long as there are at least an absolute majority of affirmative votes.

The Interdisciplinary Studies Program shall be treated as a department for purposes of representation by its full-time faculty on the College Council and on College Council committees and on other College bodies. The Interdisciplinary Studies Program shall annually elect a Curriculum Committee and a Committee on Student Grade Appeals and shall establish bylaws for submission to and approval by the College Council Executive Committee.

The President, in consultation with the Faculty Senate and the Council of Chairs, shall establish a process of faculty and student consultation for consideration of proposals to restructure, create, merge, consolidate, split and/or reorganize academic departments. Proposals shall be submitted to the College Council for consideration and vote. The College Council shall forward its recommendation to the President, who shall make an independent recommendation with respect to the proposal and forward the proposal of the College Council and his or her recommendation to the Chancellor and the CUNY Board of Trustees.

## **SECTION 2. Departmental Chairpersons**

The chairperson of each department shall be the chief executive officer. He or she must hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all voting members of the full-time faculty of the department, as defined in Article I, Section 3.a.i, subject to the approval of the President and the

CUNY Board of Trustees. Elections shall be held in May of the year in which the chairperson's term expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected.

### **SECTION 3. Departmental Bylaws**

Each academic department shall adopt bylaws, which shall be subject to review and approval by the Executive Committee.

### **SECTION 4. Departmental Committee on Faculty Personnel and Budget**

Each department shall establish a Committee on Faculty Personnel and Budget which shall be chaired by the chairperson of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

### **SECTION 5. Departmental Committee on Student Grade Appeals**

Each department shall elect a Committee on Student Grade Appeals consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i.

## **SECTION 6. Departmental Curriculum Committee**

Each department shall elect a Curriculum Committee consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i.

## **SECTION 7. Students**

Each department is instructed to provide for systematic student input on curricular and personnel matters and to report to the College Council its arrangements for such input.

# **ARTICLE III GRADUATE PROGRAMS**

## **SECTION 1. Faculty**

Graduate program faculties shall consist of those members of the faculty who pursue an active research or creative agenda or have appropriate professional experience and meet other requirements as established in program bylaws, and who have been nominated by the members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs. Such program bylaws shall be adopted by the faculty of the program to which membership would apply and be reviewed and approved by the Committee on Graduate Studies and the Executive Committee.

## **SECTION 2. Program Directors**

Program Directors shall be nominated and elected by vote of the full-time members of the faculty of each program, as defined in Article I, Section 3.a.i, to a three-year term of office, subject to approval by the Provost and Senior Vice President for Academic Affairs. Program Directors shall be evaluated annually by the Dean of Graduate Studies, based on criteria established in consultation with the members of the faculty of the Committee on Graduate Studies. Program Directors can be removed by the President for cause.

## **ARTICLE IV CONSTITUENCY BODIES**

### **SECTION 1. Meetings**

The entire membership of the instructional staff, which consists of faculty and higher education officers, shall be convened at least once each semester during the regular academic year by the President to hear and discuss important issues affecting the College. Other meetings of the instructional staff may be called by the President or by petition of any ten members of the instructional staff.

### **SECTION 2. The Faculty Senate**

The Faculty Senate consists of elected representatives of the faculty. The Faculty Senate provides a formal means of representing faculty

concerns to the administration of the College and CUNY and provides a forum for faculty to deliberate about academic and educational policies and other matters. The Faculty Senate concerns itself with matters of teaching, scholarship, research and any and all other matters related to faculty concerns as part of the educational mission of the College. The Faculty Senate shall establish its own charter. The Faculty Senate and the President shall meet at least once each semester during the regular academic year to discuss issues of mutual concern.

### **SECTION 3. The Council of Chairs**

The Council of Chairs consists of the chairpersons of all academic departments, whether elected or appointed. The Council of Chairs provides a formal means to represent departmental faculty concerns to the administration of the College and CUNY and provides a democratic forum for deliberation and interdepartmental coordination concerning such matters. The Council of Chairs shall invite the Provost for regular periodic meetings. The Council will also meet at least once a semester with the President to discuss issues of mutual concern. The Council of Chairs shall establish its own charter.

### **SECTION 4. Higher Education Officers Council**

The Higher Education Officers Council consists of all those employed in the higher education officer series at the College. The Higher Education

Officers Council seeks to improve the quality of life and professionalism of its members, to strengthen the institution, to advance quality education, and to enhance the delivery of services. The Higher Education Officers Council shall establish its own charter.

### **SECTION 5. Student Council**

The Student Council consists of the elected representatives of the student body. The Student Council has as its purpose the broadening of educational opportunities for students; the facilitation of voluntary activities on campus; and the representation of student interests at the College. The Student Council shall establish its own charter.

### **SECTION 6. Students**

The student body shall be kept informed of important issues affecting the College and the College Council by the administration through the student newspaper and through other channels of communication that the students may organize.

## **ARTICLE V BYLAWS AND AMENDMENTS**

### **SECTION 1. Bylaws**

The College Council shall adopt bylaws to define and regulate the details of its organization and procedures.

## **SECTION 2. Amendments**

- i. This Charter may be amended by a two-thirds vote of members of the College Council present and voting at a regular meeting of the College Council as long as at least an absolute majority of the membership votes in favor of the amendments. Any amendment to the Charter to be made by action of the College Council shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the College Council.
- ii. This Charter may also be amended by a referendum of no less than a two-thirds affirmative vote of 30% of full-time members of the instructional staff who shall vote in such referendum. A proposal to amend the Charter by referendum may be initiated by a petition containing the signatures of 50 members of the instructional staff or 10% of the qualified voters of either the instructional staff or the student body, whichever number is smaller.
- iii. An amendment shall become effective upon approval by the Board of Trustees.

# JOHN JAY COLLEGE OF CRIMINAL JUSTICE COLLEGE COUNCIL BYLAWS

*Approved by the College Council on April 15, 2008*

## I. COLLEGE COUNCIL COMMITTEES

### 1. General Provisions:

- i. Unless otherwise specified in the John Jay Charter of Governance (“Charter”) or these Bylaws, the Faculty Senate, Higher Education Officer Council and Student Council shall each elect or appoint representatives from among its constituency group to College Council committees. The names of those elected or appointed to College Council committees by each constituency group shall be forwarded to the College Council for a vote of ratification at the next regularly scheduled meeting.
- ii. Except where a committee chairperson is designated in the Charter of Governance or these Bylaws, the President shall appoint a convenor for each committee.
- iii. Except where a committee chairperson is designated in the Charter of Governance or these Bylaws, at its first meeting of the academic year, each committee shall elect a chairperson and a vice chairperson.
- iv. Each committee shall meet at least once during the academic year.

- v. The committee chairperson shall submit a schedule of meetings to the Executive Committee at the beginning of each academic semester. The chairperson of each committee shall enter the meeting dates onto the College's electronic calendar.
- vi. Subject to the provisions of state law, all College Council committee meetings are open to the public.
- vii. All committees shall keep minutes of their meetings, including attendance, and submit them to the Secretary of the College Council within 14 days of approval.
- viii. The chairperson of each committee shall submit an annual written summary of its activities to the Secretary of the College Council no later than 14 days before the last scheduled meeting of the College Council each academic year. Each summary shall include a report of the attendance of committee members.
- ix. The Faculty Senate, Council of Chairs, Higher Education Officers Council and the Student Council may refer items to College Council committee chairpersons for the committee's consideration as agenda items. Copies of all such items shall be simultaneously submitted to the Executive Committee.
- x. College Council committee members shall serve for a term of one (1) year except for ex officio members and except when otherwise

set forth in the Charter of Governance or these Bylaws.

xi. Administrative members of committees shall be those named, or those holding equivalent positions and functions, as determined by the President.

xii. When a vacancy on a College Council committee occurs, as determined by the Executive Committee, the Executive Committee shall notify the constituency. If 30 days after notification the constituency fails to elect an interim representative, the Executive Committee shall appoint a representative from the affected constituency. A member serving to fill a vacancy shall serve only to complete the regular term of the member he or she has replaced.

xiii. No person shall participate in more than one constituency election for College Council committee representatives.

xiv. No student may serve on more than two (2) College Council committees, unless he or she serves by virtue of his or her office.

## **2. Standing Committees:**

### **a. Executive Committee:**

The Executive Committee shall consist of the following members: President, chairperson; Provost and Senior Vice President for Academic Affairs; Senior Vice President for Finance and Administration; Vice President for Student

Development; seven (7) members of the full-time faculty as defined in Article I, Section 3.a.i of the Charter; two (2) higher education officers; and three (3) students.

The faculty, higher education officers and student representatives shall be elected by the College Council from among its members in September of each year. From June 1 until such time as the College Council holds this election, there shall be an Interim Executive Committee which shall consist of the following members: President, chairperson; Provost and Senior Vice President for Academic Affairs; Senior Vice President for Finance and Administration; Vice President for Student Development; the President and Vice President of the Faculty Senate; two (2) other members of the Faculty Senate; the President and Vice President of the Higher Education Officers Council; and the President and Vice President of the Student Council. The faculty, higher education officer and student members of the Interim Executive Committee shall nominate College Council members of their respective constituencies as candidates for election to the Executive Committee.

**b. Committee on Undergraduate Curriculum and Academic Standards:**

The Committee on Undergraduate Curriculum and Academic Standards shall consist of the following members: Provost and Senior Vice President for Academic Affairs, chairperson; Vice President for Enrollment Management; Dean of Undergraduate

Studies; the chairperson of each of the academic departments, or a full-time member of the faculty, as defined in Article I, Section 3.a.i of the Charter, who has served in that capacity at the College for at least one (1) year to be elected from among the members of that department to serve for two (2) academic years; and three (3) students, each of whom have a cumulative grade point average of at least 3.0. The Committee shall elect a vice chairperson from among its faculty members. The Provost and Senior Vice President for Academic Affairs shall provide a secretary to the Committee.

**c. Committee on Student Interests:**

The Committee on Student Interests shall consist of the following members: Dean of Students, chairperson; the Director of Athletics; Director of Student Activities; six (6) students; and two (2) members of the faculty.

**d. Judicial Committee:**

A Judicial Committee shall consist of two (2) members of the faculty, two (2) students and a chairperson. As set forth in Article XV of the Bylaws of the CUNY Board of Trustees, the rotating panels shall be appointed as follows:

- i. The President shall select, in consultation with the Executive Committee, three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, to receive training and to serve in rotation as chair of the Judicial Committee.
- ii. The two (2) full-time members of the

faculty, as defined in the Charter, shall be selected by lot from a panel of six (6) members of the full-time faculty elected annually by the Faculty Senate.

iii. The two (2) student members shall be selected by lot from a panel of six (6) students elected annually in an election in which all students registered at the College shall be eligible to vote.

iv. In the event that the student panel or faculty panel or both are not elected, or if more panel members are needed, the President shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve for more than two (2) consecutive years.

**e. Committee on Faculty Personnel:**

The Committee on Faculty Personnel shall consist of the following members: President, chairperson; the Provost and Senior Vice President for Academic Affairs; Dean of Graduate Studies; the Dean of Undergraduate Studies; Dean of Research; and, the chairperson of each academic department. The full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall elect six (6) at-large full-time members of the full-time faculty from amongst those who hold the rank of tenured associate and/or tenured full professor, as defined in Article I, Section 3.a.i of the Charter. Of the six (6) at-large members of the faculty, the three (3) who receive the highest number of votes in a general faculty election shall be the

permanent at-large faculty representatives of the committee. The three (3) members of the faculty who receive the next highest number of votes in a general faculty election will be alternate faculty representatives on the committee. An alternate may vote, make motions and be counted as part of the quorum only when a chairperson and/or an at-large faculty representative is absent.

The Student Council may designate up to two (2) students, with at least 30 credits earned at the College, to serve as liaisons to the Review Subcommittees of the Committee on Faculty Personnel. The student liaisons shall be subject to College Council ratification. The role of the student liaisons shall be to review student evaluations of faculty members being considered by the subcommittees for reappointment, promotion and tenure and to summarize the content of those evaluations at a time designated by the Review Subcommittee. Student liaisons are not members of the Committee on Faculty Personnel.

**f. Budget and Planning Committee:**

A Budget and Planning Committee shall consist of the following members: President, chairperson; Senior Vice President for Finance and Administration; Provost and Senior Vice President for Academic Affairs; Vice President for Student Development; Vice President for Enrollment Management; Assistant Vice President for Strategic Planning; Dean of Research; Dean for Human Resources; Dean of Graduate Studies; Dean of Undergraduate Studies; Executive Director of Finance and Business Services; President and

Vice President of the Faculty Senate; Chair and Vice Chair of the Faculty Senate Fiscal Affairs Committee; all academic department chairpersons; the President of the Higher Education Officers Council, or designee; two (2) higher education officer representatives; the President and Treasurer of the Student Council, or designees; one (1) additional student representative; and two (2) members of the non-instructional staff, as defined in Article XIV, Section 14.1 of the Bylaws of the CUNY Board of Trustees.

i. The Financial Planning Subcommittee of the Budget and Planning Committee shall consist of the following members: Senior Vice President of Finance and Administration, chairperson; Provost and Senior Vice President for Academic Affairs; President of the Faculty Senate and Chair and Vice Chair of the Faculty Senate Fiscal Affairs Committee; Chair and Vice Chair of the Council of Chairs; one (1) representative chosen by the Council of Chairs; and the President of the Higher Education Officers Council. The Executive Director of Finance and Business Services and the Provost's Director for Operations shall staff the subcommittee.

ii. The Strategic Planning Subcommittee of the Budget and Planning Committee shall consist of the following members: Assistant Vice President for Strategic Planning, chairperson; Senior Vice President of Finance and Administration; Provost and Senior Vice President for Academic Affairs; President of

the Faculty Senate; two (2) representatives chosen by the Faculty Senate; Chair of the Council of Chairs; two (2) representatives chosen by the Council of Chairs; President of the Higher Education Officers Council; and one (1) student representative. The Director of Institutional Research and the Director of Outcome Assessment shall staff the subcommittee.

**g. Committee on Graduate Studies:**

The Committee on Graduate Studies shall consist of the following members: Dean of Graduate Studies, chairperson; Dean of Students; Vice President for Enrollment Management; Chief Librarian; Graduate Program Directors; the BA/MA Director; and two (2) graduate students.

The Committee on Graduate Studies shall review and approve program bylaws for each graduate program. Such bylaws shall then be submitted to the Executive Committee of the College Council for review and approval. Program bylaws may provide for co-directors after assessing factors such as program size and the interdisciplinary nature of the curriculum.

**h. Committee on Student Evaluation of the Faculty:**

The Committee on Student Evaluation of the Faculty shall consist of the following members: four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter of Governance, and two (2) students. The committee shall elect a chairperson from among its faculty members. Members shall serve for a term of two

(2) years.

**i. Provost Advisory Council:**

The Provost Advisory Council shall consist of the following members: Provost and Senior Vice President for Academic Affairs, chairperson; Director of Operations Office of the Provost; President and Vice President of the Faculty Senate; and, department chairpersons.

**j. Council of Undergraduate Program**

Coordinators:

The Council of Undergraduate Program Coordinators shall consist of the following members: Dean of Undergraduate Studies, chairperson; and coordinators of undergraduate majors.

**k. Committee on Honors, Prizes, and Awards**

There shall be a Committee on Honors, Prizes, and Awards. The committee shall consist of the following members: Vice President for Student Development, chairperson; the Dean of Students; the Director of Student Activities; three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter of Governance; and three (3) students who have a minimum cumulative grade point average of 3.0. Student representatives shall not be seniors.

**3. Special Committees**

**a. Committee on Faculty Elections**

There shall be a Committee on Faculty Elections which shall conduct faculty elections. The

committee shall be comprised of five (5) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

## **II. AMENDMENTS**

The Bylaws may be amended by a two-thirds vote of members of the College Council present and voting at a regular meeting of the College Council, as long as there is at least an absolute majority of affirmative votes. Any amendment to the Bylaws shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the College Council.