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# GOVERNANCE PLAN

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**William J. Fritz, President**



# **COLLEGE OF STATEN ISLAND GOVERNANCE PLAN**

## **PREAMBLE**

The College of Staten Island is a unit of The City University of New York under the jurisdiction of the Board of Trustees, its policies and bylaws, the collective bargaining agreements, and legal statutes. The College is an educational community that offers a full range of bachelor's degree programs, master's degrees in a number of liberal arts and professional disciplines, and, in selected fields, associate degrees that articulate with upper-division curricula. In addition, the College participates in the consortial doctoral programs offered by the CUNY Graduate Center.

Participation in the College community means that everyone has important, legitimate, and respected roles and responsibilities in sustaining and furthering the goals of the College. This governance plan intends to preserve opportunity for voice and vote to the constituencies of the College: to further the ideals of collegiate governance, which define institutions of higher learning. As a public, urban college, the College of Staten Island of The City University of New York believes that the intellectual, personal, ethical, professional, and civic development of students remains at the heart of its mission. Equally, the College must support the intellectual and scholarly development of faculty in order to advance the course of knowledge. As the only public institution of higher learning on Staten Island, it must serve the wider community by providing continuing education, community programs, cultural and artistic events, and athletic opportunities.

# **GOVERNANCE OF THE COLLEGE COMMUNITY**

## **ARTICLE I. LEGISLATIVE BODIES**

### **THE COLLEGE COUNCIL AND THE FACULTY SENATE**

#### **Section 1. The College Council: Establishment and Purpose**

The College Council shall be responsible for the general interests of the College community; for the preservation of academic freedom; for committees that it supervises; for the convocation of the whole community in town meetings; for debate and recommendations on College organization, institutional planning, and budget; and to receive and respond to information regarding larger educational and political issues affecting the College and University.

The operation of the Council shall be governed by the latest edition of ROBERT'S RULES OF ORDER, except where it conflicts with express provisions of the Governance Plan.

A quorum shall consist of more than half of the voting membership.

Seats for which vacancies exist shall not count for the purpose of computing a quorum.

#### **Section 1a. Membership**

- (1) Members of the Faculty Senate (see Section 2a).
- (2) The seven-member Steering Committee of the Higher Education Officer's series (See Section 3).
- (3) The President of the Student Senate (or designee) and seven student representatives, elected by the student body. Student representatives shall serve for one-year terms.

Members of the College Administration: the President, Chief Academic Officer, Deans of Science and Technology and of Humanities and Social Sciences, and five additional administrators selected by the President.

#### **Section 1b. Eligibility Requirements and Election Proceedings**

- (a) All full-time members of the instructional staff except those serving in visiting or substitute titles and those on retirement leave are eligible to serve and to vote in the election.
- (b) A member of the instructional staff who has received a notice of non-reappointment or submitted a resignation shall not be eligible to participate in the election procedure.

- (c) Student representatives must have a minimum grade point average of 2.0 at the time of their election and during their terms of office.
- (d) Elections shall occur in May of each year for vacancies anticipated in the following academic year except that elections for student representatives shall occur when Student Government elections are held.
- (e) Vacancies created by leaves, retirements, resignations, terminations, or failure to maintain eligibility requirements shall be filled by special election and/or designation, in accordance with the procedure used to fill the position formerly occupied by the Council member.
- (f) Elections shall be supervised by the Committee on Organization of the College Council (see below).
- (g) Council members may be recalled by a vote of two-thirds of the constituency they represent. A vacancy created by such recall shall be filled in accordance with the provisions of paragraph (d) of this section.
- (h) Elected delegates to the Faculty Senate and the Steering Committee of the Higher Education Officers shall include alternates to serve in the absence of the official representative. Alternates for the departmental chair and departmental representatives shall be elected in each department. Alternates are to be informed in a timely manner to attend and vote in the Council and Senate in the event of an absence of a representative and are urged to attend all other meetings without vote and without counting as part of the whole number for the purpose of determining whether a quorum is present or a majority have approved an action.

### **Section 1c. Organization and Meetings of the College Council**

- (a) The College Council shall meet at least once a month during the academic year and/or more often as its business requires.
- (b) A special meeting may be called either upon petition to the Executive Committee by at least 20% of the membership of the body, or by the President. A petition shall state the purpose of the meeting.
- (c) The College Council shall devise and adopt its own bylaws, consistent with the provisions of the Governance Plan, the bylaws of the Board of Trustees, and the policies of the Board.
- (d) Upon approval of the Governance Plan by the Board of Trustees, the Executive Committee of the current College Council shall serve as an organization committee, and shall move with deliberate speed to develop procedures to assume responsibility for the development of procedures to implement the provisions of this document.

- (e) There shall be an Executive Committee the members of which shall be elected by the members of the College Council for a two-year term. The election process shall occur at the organizational meeting of the Council held in September.

Composition: Chairperson  
Vice Chairperson  
Secretary  
Two members serving at large  
Chairperson of the Faculty Senate, ex-officio

Terms: Terms shall be staggered on the adoption of this charter with the length of term for the at large representative initially set at one year.

Duties: (1) To carry out the business of the College Council between meetings.  
(2) To implement resolutions, policy statements, and recommendations of the College Council.  
(3) To prepare an agenda for the approval of the College Council and to provide minutes of meetings.  
(4) To consult with the President on a monthly basis with regard to general College business, selection of search committees for members of the Executive Pay Plan.  
(5) To consult with the Chief Academic Officer regarding matters of general academic interest.

Officers:

(a) The Chairperson shall preside over the College Council and the Executive Committee and represent the Council to all groups in and outside the College.

(b) The Vice Chairperson shall preside over the College Council in the absence of the Chairperson, and in the event that the Chairperson cannot continue in office, shall assume the position of Chair. The Vice Chairperson shall ensure that the standing committees meet regularly and perform their duties.

(c) The Secretary shall take the minutes of the College Council and Executive Committee meetings; to conduct Executive Committee correspondence at the direction of the Committee and to preside over the College Council in the absence of the Chairperson and Vice Chairperson.

(f) Committees of the College Council

(1) Committee on Organization

- Purpose: To oversee the operation of the Charter and bylaws of the governance of the College.  
To solicit nominations for elected positions.  
To conduct elections for Council and Committee positions.  
To recommend the membership composition of Council Committees.  
To solicit nominations for Committees enumerated in Article V.
- Membership: Five members to be elected by the College Council. Chair to be elected by the Committee.

(2) Bylaw Committee

- Purpose: To conduct periodic reviews of the Governance Plan of the College and to recommend revisions and bylaw changes; to develop procedures for the transformation of existing departments and creation of new departments in conjunction with the Institutional Planning Committee.
- Membership: Four members to be elected at large; Chairs of the College Council, Faculty Senate, a Co-Chair of the Higher Education Officer Steering Committee (to be selected by the Committee);  
Two members appointed by the President  
One student selected by the Student Senate and approved by the President.

(3) Administrative Review and Evaluation Committee

- Purpose: To conduct ongoing evaluation of administrative posts and their incumbents and report findings to the Executive Committee and appropriate supervisors.
- Membership: Five members elected at large.  
Chair to be elected by the Committee.

(4) Institutional Planning Committee

Purpose: To review and assess the mission and goals of the College and recommend changes in academic offerings and educational programs.

Membership: Six members to be elected at large by the faculty with three from each division and no more than one from each department. Five members appointed by the President.

Chair: The President

(5) Budget Committee

Purpose: To work with the Administration on the formulation of the budget request; to advise on priorities for expenditure and to propose reallocation as necessary; to report to the College Council about budget and fiscal issues affecting the College and the University.

Membership: Five members to be appointed by the Executive Committee; Chair appointed by the Executive Committee.

## **Section 2. The Faculty Senate: Establishment and Purpose**

The Faculty Senate shall be responsible for the principal academic policy decisions of the College including admissions criteria, academic programs, degree requirements, and graduation requirements. The faculty consists of all full-time members of the instructional staff serving in the titles of professor, associate professor, assistant professor, instructor, and lecturer. Recommendations from the Faculty Senate regarding educational matters shall be forwarded to the College Council for information and to the Administration for action and/or implementation.

A quorum shall consist of more than half of the voting membership. Seats for which vacancies exist shall not count for the purpose of computing a quorum.

### **a. Membership**

- (1) Chairs of academic departments, and one representative elected by each department, to serve for three-year terms.
- (2) Five full-time faculty members from each division holding appointments in academic departments excluding those in titles in the Executive Compensation Plan elected at large to serve for three staggered year terms.

The two divisions are:

Division of Humanities and Social Sciences: Business; Education; English/Speech/World Literature; History; Media Culture; Modern Languages; Performing & Creative Arts; Political Science, Economics, and Philosophy; Psychology;

Sociology, Anthropology, and Social Work; Student Services.

Division of Science and Technology: Biology; Chemistry; Computer Science; Engineering Science and Physics; Library; Mathematics; Nursing.

When new departments are established they shall be assigned to a division or if abolished, removed therefrom.

- (3) Two employees serving full-time in titles in the College Laboratory Technician series elected by all full-time employees serving in titles in the College Laboratory Technician series to serve for three-year terms.
- (4) Two adjunct faculty members elected by the adjunct faculty for one-year terms. All adjunct members of the instructional staff are eligible to serve as representatives of the adjunct staff provided they remain active members of the staff, and do not hold full-time titles at the College.
- (5) The President, the Chief Academic Officer, and the two divisional Deans.

#### **b. Eligibility and Timing of Elections**

- (1) Elections for departmental representatives shall coincide with elections for Chairpersons.
- (2) At large elections shall occur in May of the preceding academic year.
- (3) Faculty on visiting or substitute lines and faculty on retirement leave are ineligible to vote or hold office.
- (4) A member of the faculty who has received a notice of non-reappointment or submitted a resignation shall not be eligible to participate in the election procedure.

#### **c. Organization and Meetings of the Faculty Senate**

- (1) The College Faculty Senate shall devise and adopt its own Bylaws, consistent with the provisions of the Governance Plan, the bylaws of the Board of Trustees, and the policies of the Board.
- (2) Upon approval of the Governance Plan by the Board of Trustees, the current Executive Committee of the general faculty shall serve as an organization committee, and shall move with deliberate speed to develop procedures to assume responsibility for the development of procedures to implement the provisions of this document.
- (3) There shall be an Executive Committee elected for two-year terms at the organizational meeting of the Senate in September of the academic year. The Executive Committee shall consist of:
  - (a) A Chairperson, a Vice Chairperson, a Secretary, and one at large member.
  - (b) The Chairperson will preside over the meetings of the Senate and represent the faculty to groups within and without the College as needed.

- (c) The Executive Committee shall prepare the agenda for the Senate, shall consult with the Chief Academic Officer and other academic officials, shall review curriculum proposals, and shall provide minutes of decisions taken by the Senate.
- (4) Meetings of the Faculty Senate shall occur monthly during the academic year or more often as its business requires. Meeting dates and times will be coordinated with College Council meetings where possible. A special meeting may be called either upon petition to the Executive Committee by at least 20% of the membership of the body, or by the President. A petition shall state the purpose of the meeting.

**d. Committees of the Faculty Senate**

(1) Admissions Committee

Purpose: The Admissions Committee shall consider all matters affecting the admission of students to the College.

Membership: 1. Six faculty to be elected at large, with at least two from each division for a three-year term.  
 2. Chair to be elected from members of the Committee.  
 3. Three Staff members (without vote)  
     The Director of Admissions  
     The Director of Testing  
     The Director of Advisement

(2) Curriculum Committees

The College Curriculum Committees shall review, evaluate, and recommend all departmental and interdepartmental undergraduate programs including majors, minors, premajors, and concentrations, and the courses within such programs. All departmental programs shall originate in the appropriate department. Interdisciplinary courses shall be considered by all involved departments and appropriate subcommittees.

Decisions reached by the Curriculum Committees are forwarded to the Executive Committee of the Faculty Senate for presentation to and action by the Faculty Senate.

(A) General Education Committee

Purpose: The General Education Committee shall recommend, evaluate, and review all College-wide curricula requirements including the courses that satisfy such requirements.

Membership: (1) The Chair shall be the Chief Academic Officer or a designee selected from faculty appointed to academic departments.  
 (2) One faculty member elected in each academic department for a three-year term.

- (3) Divisional Deans.
- (4) One undergraduate student elected by the College Council for a one-year term.

(B) Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall recommend, evaluate, and review all departmental and interdepartmental undergraduate programs including majors, minors, premajors, and concentrations, and the courses within such programs. All departmental programs shall originate in the appropriate department.

- Membership:
- (1) Divisional Deans who shall serve as Co-Chairs.
  - (2) One faculty member elected in each academic department for a three-year term.
  - (3) Two representatives elected by the coordinators of undergraduate interdisciplinary programs.
  - (4) One undergraduate student member elected by the College Council for a one-year term.

(C) Graduate Studies Committee

The Graduate Studies Committee shall review, evaluate, and recommend all graduate programs and courses. Departmental programs shall originate in the appropriate department or departments. In addition, the Committee shall consider all matters affecting the academic standing of graduate students at the College.

- Membership:
- (1) Membership shall be composed of coordinators of graduate programs; one faculty ex-officio from the Library.
  - (2) Chair: The Chief Academic Officer or faculty designee.
  - (3) Divisional Deans.
  - (4) One graduate student elected by the College Council for a one-year term.

(3) Course and Standing Committee

The Course and Standing Committee shall consider all matters affecting the academic standing of undergraduate students at the College.

- Membership:
- The Committee shall consist of the Chief Academic Officer or a designee who is a member of the faculty serving as Chairperson (ex officio) without vote. One member shall be a member of the staff of the Registrar's Office (ex officio). One member shall be elected from each academic department for a term of three years.

(4) Library Committee

Purpose: The Library Committee shall consider policy and serve as advisory to the Chief Librarian

Membership: 1. Chair and Convener: The Chief Librarian  
2. One faculty member selected in each department for a three-year term

(5) Research Committee

Purpose: To assess and review the research policies of the College, to recommend directions for research development, and to advise the administration about ways to encourage and expand research opportunities.

Membership: Six faculty to be elected at large with three from each division for three-year terms. Chair to be elected by membership.

**Section 3: Election of Representatives to the University Faculty Senate**

Membership: Full-time faculty elected to the University Faculty Senate shall serve in staggered three-year terms. Alternates shall be chosen from the recipients of the next highest vote after the election of delegates. The individual elected to represent the College Laboratory Technician series, adjuncts and substitute faculty shall serve a one-year term. An alternate shall be chosen from the recipient of the next highest vote following the election of a delegate.

**Section 4. The Higher Education Officer Steering Committee**

The Higher Education Officer (HEO) series Steering Committee shall call and conduct meetings, coordinate HEO series activities, establish ad hoc committees, receive and distribute to all employees in the HEO series (HEOs) reports of its committees, serve as a vehicle for bringing HEO concerns to the President, College Council, and other appropriate College constituencies.

Membership: The Higher Education Officer (HEO) series Steering Committee shall be composed of seven elected members from the HEO series staff. Members of the Committee shall serve for three-year terms to be staggered in accordance with procedures to be developed by the organizational committee described in Section 1c (f)(1). Two Co-Chairs shall be elected by the Committee each academic year.

## **Section 5. Meeting of the College Community**

A special meeting of the College community may be called either upon petition to the Executive Committee by at least 10% of the instructional staff, or by the President. A petition shall state the purpose of the meeting.

# **ARTICLE II. PERSONNEL AND BUDGET COMMITTEE AND THE APPEALS COMMITTEE**

## **A. College Personnel and Budget Committee**

### **Section 1. Composition**

There shall be a College-wide Personnel and Budget Committee composed of the elected Chairpersons of the academic departments, the Chair of the Library Department, and the Chairperson of the Department of Student Services as voting members. The non-voting members shall be the President, the Chief Academic Officer, and other full academic Deans. The President or, in the absence of the President, the Chief Academic Officer shall serve as Chairperson of the Committee.

### **Section 2. Functions, Responsibilities, Procedures**

The Committee shall receive recommendations for appointment, reappointment, reappointment with tenure, certificate of continuous employment, and promotion for members of the instructional staff in the titles of professor, associate professor, assistant professor, instructor, lecturer, and titles in the College Laboratory Technician series, and shall recommend action thereon to the President. It shall also hear appeals from negative departmental recommendations. The Committee may also recommend to the President special salary increments. The President shall consider these decisions in making recommendations on such matters to the Board.

A three-member subcommittee, elected annually and including at least one member from each academic division, shall form the Budget Subcommittee of the College Personnel and Budget Committee, charged with participating in the formulation and allocation of the College budget and with proposing recommendations to the College Personnel and Budget Committee. The Budget Subcommittee shall review the annual College budget request prepared by the President for the central administration and make suggestions and recommendations in the appropriate time period.

A six-member subcommittee on the allocation of faculty lines shall be elected annually. It shall be composed of three faculty elected from among the Chairpersons (excluding the Chairperson of the Department of Student Services), the two divisional Deans, and the Chief Academic Officer.

Minutes of the proceedings of the Committee shall be kept. Proceedings of the Committee shall be governed by the latest edition of ROBERT'S RULES OF ORDER, except where it conflicts with express provisions of the Governance Plan. All actions of the Committee will be voted by secret ballot and the results recorded in the minutes.

Records of all proceedings regarding a candidate will be available only to the committees and individuals responsible for review and recommendations for appointments, reappointments, reappointments with tenure, certificates of continuous employment, and promotions.

Actions of the committee shall be communicated to candidates by the President or the Chief Academic Officer in accordance with procedures defined by the Board of Trustees. No reason shall be assigned for a negative recommendation. Affirmative recommendations shall be submitted to the President, as outlined in procedures defined by the Board of Trustees.

In any vote involving a recommendation for appointment, reappointment, reappointment with tenure, a certificate of continuous employment, and promotion, a majority of the whole number of voting members must be present and a majority of the whole number of voting members, in a secret ballot, must vote affirmatively to pass a positive recommendation.

The Personnel and Budget Committee may adopt internal procedures to aid in its deliberations consonant with bylaws and policies of the Board of Trustees. Such procedures could include using subcommittees of the whole reflecting disciplinary clusters in divisions to make recommendations regarding reappointment, tenure, and promotion to the Committee of the whole.

## **B. The Appeals Committee**

### **Section 1. Composition**

The Appeals Committee shall be composed of six faculty to be elected by the faculty at large from the tenured associate and full professoriate in the College, and the Chief Academic Officer serving as Chairperson with full voting rights. Divisional Deans shall

serve as members of the Committee without vote. No voting member of the College Personnel and Budget Committee shall be a voting member of the Appeals Committee. Faculty serving in visiting or substitute titles, on retirement leave, or who have received notice of non-reappointment or submitted their resignation are not eligible to serve on or to vote for faculty members of the Appeals Committee.

Two faculty shall be elected from each division with no more than one faculty member from each department. The term of office shall be three years, each term staggered at the outset by numbers of votes received. The individuals from each division receiving the next highest number of votes after the six faculty who are elected shall serve as alternates.

The Chief Academic Officer shall convene the Committee as needed.

## **Section 2. Function**

The Appeals Committee shall receive appeals from decisions of the College Personnel and Budget Committee rejecting positive departmental recommendations regarding reappointment, reappointment with tenure, certificates of continuous employment, and promotion. The Committee shall make its recommendations to the President.

## **Section 3. Procedures**

The Appeals Committee shall keep minutes of its proceedings. Procedure shall conform to the latest edition of ROBERT'S RULES OF ORDER, except where it conflicts with express provisions of the Governance Plan. Ballot results, obtained by secret ballot, will become part of the minutes and records of proceedings with respect to a candidate shall be available only to committees and individuals responsible for review and recommendations on reappointments, promotion, and tenure. The President or the Chief Academic Officer shall communicate to the candidate the action of the Committee, in accordance with procedures outlined by the Board of Trustees. No reason shall be assigned for a negative recommendation. Affirmative recommendations shall be forwarded to the President in accordance with procedures defined by the Board of Trustees.

In all votes a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in a secret ballot, must vote affirmatively to pass a positive recommendation.

## **ARTICLE III. ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS**

### **Section 1. Department Organization**

- (a) Each department, subject to the provisions of the Board bylaws and the College Governance Plan, shall have control of the educational policies of the department through the vote of all its faculty members. If the department so desires, it may, by a majority vote of the faculty, as defined in Article I, Section 2, of the department present and voting, a quorum being present, enfranchise persons in visiting and substitute professorial titles and other members who have been appointed on an annual salary basis to vote on departmental matters other than the election of the Appointments Committee and the election of the Chairperson. A faculty member who is retiring shall retain his or her voting rights during his or her last year of service before the commencement of retirement leave. A faculty member who has received notice of non-reappointment or submitted a resignation may not vote. Each department shall cooperate with related departments and with College agencies in general in the development and achievement of College-wide objectives.
- (b) The executive officer of the department shall be the department Chairperson, who shall be a professor, associate professor, or assistant professor elected by secret ballot for a term of three years. In determining those eligible to vote in departmental elections, no administrator serving in a title on the University's executive staff shall participate in such proceedings, nor be counted among those eligible to vote during the period of service in such title. Proxy or mail voting shall not be permitted. The candidate for department Chairperson must be tenured or have been approved by the Board for tenure at the time of election, except in departments less than seven years old. Such elections shall be subject to the subsequent approval of the President and the Board. The present system of staggered departmental elections shall be continued. Each department Chairperson shall be elected during the first full week in May at the expiration of the current term of office at a meeting at which a majority of the whole number of members of the department eligible to vote pursuant to Sections I (a) and (b) of this article are present, and a majority of the whole number of members eligible to vote, vote affirmatively. Chairpersons shall take office as of July 1 of the year in which they are elected and at three-year intervals thereafter. Vacancies shall be filled by election for the unexpired term.
- (c) In any case where the President does not approve the election of a department Chairperson, or at such other time as the interests of the College may require the removal of a Chairperson and the appointment of a new one, the President shall confer with the department and thereafter shall report to the Board of Trustees any subsequent action by the department with respect thereto, together with his/her own recommendation for a Chairperson. In those cases where the department disagrees with the President's recommendation, it may submit its own report to the Board.
- (d) The library shall constitute an academic department of the College. For purposes of

divisional representation, the library will be a part of the Division of Science and Technology. The Chairperson thereof shall be designated by the President. Such Chairperson, in addition to the duties of department Chairperson as enumerated in Section 3 of this article, shall be charged with the administration of the library facilities of the College and shall perform such other duties as the President may assign. Such Chairperson is hereby authorized to use the additional title of Chief Librarian.

- (e) The student services area shall constitute an academic department of the College. For the purposes of divisional representation, the Department of Student Services will be part of the Division of Humanities and Social Sciences. The Chairperson thereof shall be the Chief Student Affairs Officer and shall be designated by the President. Such Chairperson, in addition to the duties of department Chairperson as enumerated in Section 3 of this article, shall be charged with the administration of the student services of the College and shall perform such other duties as the President may assign.

The Department of Student Services includes the SEEK Program (Search for Education, Elevation, and Knowledge). The SEEK Director shall be appointed by the President of the College.

- (f) There shall be in each department an Appointments Committee consisting of the department Chairperson and of four other faculty members. Four of the faculty members of the Committee must be tenured except if the department has fewer than four such members. Faculty serving in visiting or substitute titles and those faculty on retirement leave, who have submitted a resignation or received notice of non-reappointment are not eligible to serve. The department Chairperson shall be the Chairperson of the Committee.

The four faculty members shall be elected by a majority vote of the faculty in the department. Election shall be held at the same time that the Department Chairperson is elected. A vacancy in the office of the Chairperson prior to the expiration of the term of office when such vacancy necessitates an election for a new Chairperson shall not affect the term of the Committee.

In departments with fewer than four tenured faculty members, the President, after consultation with the departmental faculty, shall appoint an ad hoc committee to make recommendations on appointments with tenure in lieu of an Appointments Committee.

- (g) Each department may name such other committees as it chooses and shall have the fullest measure of autonomy consistent with the maintenance of general educational policy.

## **Section 2. Departmental Appointments Committee**

The Appointments Committee shall be responsible for making recommendations for its faculty members and for titles in the College Laboratory Technician series concerning appointments, reappointments, tenure, and budget. It shall also serve as a departmental Executive Committee. The department Chairperson shall serve as Chairperson of the departmental Appointments Committee.

The Committee shall keep minutes of its proceedings. The proceedings shall conform to the latest edition of ROBERT'S RULES OF ORDER. The actions of the Committee shall be by secret ballot and the results of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be available only to the committees and individuals responsible for the review and recommendation of appointments, reappointments, promotions, and tenure. It shall be the duty and responsibility of the Chairperson to communicate to the candidate the action of the Committee in accordance with the procedures of the Board, but no reason shall be assigned for a negative recommendation. The affirmative recommendations of the Committee shall be submitted by the department Chairperson to the President and College Personnel and Budget Committee in accordance with the procedures set forth in the bylaws of the University.

## **Section 3. Duties of Department Chairperson**

The department Chairperson shall be the executive officer of the department and shall carry out the department's policies as well as those of the faculty and the Board of Trustees that are related to it. The Chairperson shall provide leadership in the areas of teaching effectiveness, curriculum, and program development, and in the fostering of collegial and professional relationships among the staff.

More specifically, the Chairperson shall: (1) be responsible for departmental records; (2) assign courses to and arrange programs of instructional staff members of the department; (3) be responsible for the recruitment of faculty subject to the approval of the department Appointments Committee; (4) represent the department before the College Council and the Faculty Senate, the College Personnel and Budget Committee, the faculty, and the Board of Trustees; (5) preside at meetings of the department; (6) be responsible for the work of the department's Appointments Committee; (7) prepare the tentative departmental budget, subject to the approval by the department's Executive Committee; (8) transmit the tentative Departmental budget to the President with his/her own recommendation; (9) arrange for careful observation and guidance of the department's instructional staff members, in accordance with the provisions of the collective bargaining agreement; (10) make a full report to the President and to the College Personnel and Budget Committee of the action taken by the department Appointments Committee when recommending an appointee for tenure on the following: (a) teaching effectiveness, (b) professional and creative work, (c) service to the department, college, profession, and community; (11) hold evaluation conferences in accordance with the provisions of the collective bargaining agreement; and (12) generally supervise and administer the department.

#### **Section 4. Appointments**

- (a) Recommendations for appointment of faculty to a department shall be initiated by the department. The President may also initiate a recommendation for appointment in accordance with responsibilities as listed in Section 11.4 of the bylaws of the University. The President may recommend that such appointee be designated as department Chairperson. Such recommendation by the President for appointment and designation as department Chairperson may be made either at the time of election of department Chairperson or at such other time as the educational interests of the College may require. Before recommending such appointment or designation, the President shall confer with the members of the department and with the College Personnel and Budget Committee.
- (b) All appointments and reappointments of faculty and reappointments with tenure to a department shall be recommended to the College Personnel and Budget Committee by the Chairperson of the department after consultation with the President in accordance with the vote of the majority of the members of the department's Appointments Committee. A minority of any Appointments Committee shall have power to submit a minority recommendation to the College Personnel and Budget Committee.
- (c) All appointments and reappointments of faculty, individuals in titles in the College Laboratory Technician series, and reappointments with tenure to a department, shall be recommended to the President by the College Personnel and Budget Committee in accordance with the vote of the majority of the members of the Committee. A minority of the Committee shall have power to submit a minority recommendation to the President.

Appeals from negative recommendations of the College Personnel and Budget Committee may be initiated pursuant to the provisions of Article II, Section B.

#### **Section 5. Promotions**

Promotions to the rank of assistant professor, associate professor, and full professor shall be recommended to the College Personnel and Budget Committee by the Chairperson of the department only after an affirmative vote of a majority of all faculty members of the department, as defined in Article I, Section 2, holding rank higher than the rank of the candidate under consideration. Faculty serving in visiting or substitute titles, and faculty notified of non-reappointment, who have submitted resignations, or on retirement leave are not eligible to serve on a promotions committee.

In departments containing fewer than three full professors, promotion to the rank of full professor shall be recommended by all full professors and associate professors in the department.

A minority of any departmental promotion committee shall have the power to submit a minority recommendation to the College Committee on Personnel and Budget. A

candidate for promotion who fails to receive an affirmative recommendation from the departmental committee shall have the right to appeal to the College Personnel and Budget Committee.

## **Section 6. Voting Procedures**

- (a) No administrator in a title on the University's executive staff shall be eligible to vote for, serve, or be counted in determining a quorum or toward any required majority involving any departmental committee, including the Appointments Committee, the office of the Chairperson, or departmental recommendation on promotion.
- (b) A vote of a simple majority, a quorum being present, is necessary to enfranchise visiting and substitute faculty to vote on departmental matters, pursuant to Article III, Section I (a).
- (c) Election of Chairpersons and department Appointments Committee: In an election for department Chairperson and the members of the department Appointments Committee, a majority of the whole number of members of the department eligible to vote pursuant to Section I (a) and (b) of this article must be present at the time of the vote, and a majority of the whole number of members eligible to vote must vote affirmatively.
- (d) Affirmative votes on appointments, reappointments, reappointments with tenure, and certificates of continuous employment: In any vote involving a recommendation for appointment, reappointment, reappointment with tenure, and a certificate of continuous employment, a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in secret ballot, must vote affirmatively to pass a positive recommendation.
- (e) Affirmative votes on promotion: In a vote involving a departmental recommendation for promotion, a majority of faculty eligible to vote pursuant to Section 5 of this article must be present and voting, provided, however, that eligible faculty on fellowship leave or leave for special purpose who are not present at the time of the vote, shall not be counted to establish a quorum or the whole number of voting members. An affirmative recommendation shall be by a majority vote.

In a vote involving a promotion recommendation by the College Personnel and Budget Committee and the College Appeals Committee, a majority of the whole number of voting members must be present, and a majority of the whole number of voting members, in secret ballot, must vote affirmatively to pass a positive recommendation.

- (f) Meetings of the entire department and department committees: The conduct of the proceedings, including the determination of a quorum and of a majority affirmative vote, shall conform to the latest edition of ROBERT'S RULES OF ORDER.
- (g) Tie votes: A tie vote in a case affecting an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to prevail. Tie votes or a

failure to achieve a majority in the election of a department Chairperson or for representation on Appointments Committees or on the Faculty Senate shall be resolved by action of the President.

### **Section 7. Procedures for Department Committees**

Each department committee shall keep minutes of its proceedings. The proceedings shall conform to the latest edition of ROBERT'S RULES OF ORDER. It is the responsibility of the Department Chairperson, except as specified above, to circulate the minutes of each departmental committee to all members of the department.

## **ARTICLE IV. CONSTITUTION OF THE STUDENT GOVERNMENT**

### **Section 1. Guiding Principle**

The College of Staten Island of The City University of New York hereby establishes the Student Government of the College in accordance with Article XV and Article XVI of the Bylaws of the Board of Trustees, which enumerates the principles and procedures governing the rights, conduct, and organizations of students. As formulators of this constitution, we impose our intention upon all officers charged with its enforcement: That they shall govern impartially and grant funds and services equitably to all qualified students under the aegis of the College.

### **Section 2. Mission Statement**

- a) To represent the needs and aspirations of all students at the College of Staten Island of the City University of New York to the faculty and administration of the college and university
- b) To protect the rights and welfare of students at the College of Staten Island
- c) To secure meaningful participation in academic policy and curriculum formation
- d) To engage in all other activities necessary to represent the students of the College of Staten Island

### **Section 3. Eligibility for Franchise and for Office**

All students who pay their student activity fee shall be eligible to vote. All voters in good academic standing and with at least a 2.25 grade-point average shall be eligible for nomination and for office. A 3.0 grade-point average is required for the Graduate Seat. For the positions of President and Vice President a 2.5 grade-point average shall be required. If at any time the grade-point average of a student elected to the Student Government falls below 2.25 or 3.0 for Graduate seat, said student will be automatically dropped from the Student Government. If the grade-point average of the President or Vice President falls below 2.5 said student will no longer be eligible to hold the position of President or Vice President and a new election from among the Student Government members will be held to fill the vacancy. In order to serve each semester a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester, but in no event less than 3 credits.

## **Section 4. Student Government**

### **a) Membership**

The Student Government shall be composed of 25 representatives as follows:

Four Freshman seats  
Seven Sophomore seats  
Six Junior seats  
Five Senior seats  
One Graduate seat  
One President  
One Vice President

### **b) Elections**

An annual election shall be held during the month of April. At the annual election students shall be elected to serve on the Student Government into the specific seats as listed in Section (4) Membership.

At the annual election, student representatives shall also be elected to serve on the following bodies: College Council, Faculty-Student Disciplinary Committee, Auxiliary Services Corporation and the CSI Association, Inc.

Subsequent vacancies shall be filled by the Student Government at the second meeting in October by a majority vote of the senators currently serving on the Student Government after a minimum of two week's appropriate notice, unless more than 1/5th (20%) of the seats are vacant and contested. In that case a special election (voted by the student body) will be held by the last week in October to fill the vacancies. In the spring semester, subsequent vacancies will be filled by the Student Government at the last meeting in February, by a majority vote of the senators currently serving on the Student Government after a minimum of two weeks appropriate notice.

### **c) Terms of Office**

Senators elected in the annual election shall hold office beginning June 1 and ending May 31 of the following year.

Senators elected by special election shall hold office for the remainder of the academic year. The term of office for all Senators shall automatically expire upon no longer meeting eligibility requirements, graduation, withdrawal, or dismissal from the college. Students may not serve in Student Government for more than a total of five years. Students shall be permitted to serve in the same office in Student Government for a maximum of two years.

Senators are expected to attend all regular and special meetings.

Any senator with a total of four unexcused absences during the fall semester which will include the first two meetings in June or three unexcused absences during the spring semester shall be automatically removed from office. An excused absence includes attending a meeting of a college committee or organization that s/he has

been assigned or elected to in his/her capacity as a Student Government senator. Other excused absences are at the discretion of the President.

#### **d) Meetings**

- 1) Regular Meetings. The Student Government shall hold regular meetings during the first two weeks in June, the first week of the fall semester and at least every second week thereafter, and during the first week of the spring semester and at least every second week thereafter, except upon waiver by two-thirds of the Student Government.
- 2) Special Meetings. Special meetings may be called by the president of the Student Government, or by a petition signed by one-third of the Student Government, or by a petition signed by 500 members of the student body. Special meetings are defined as ones at which one item of business is discussed. Notification of such meetings must be made in writing to all senators at least three business days prior to such a meeting.
- 3) Student Government Open Forum. A Student Government Open Forum shall be held a minimum of one time per semester. The President of the Student Government shall be responsible for convening these meetings.
- 4) Quorum. One-half plus one of the total senators shall constitute a quorum.
- 5) Parliamentary Rules. Procedures shall accord with the latest edition of ROBERT'S RULES OF ORDER, except when inconsistent with this Constitution, Article XV of the Bylaws of the Board of Trustees and the laws of the City, State and Nation.

#### **e) Duties and Responsibilities**

The Student Government shall:

- 1) Elect the chairpersons of its commissions;
- 2) Approve the composition of commission memberships; (number of senators and students at large)
- 3) Consider disciplinary action against any officer, senator, commission member, or any other person responsible to and under the jurisdiction of the Student Government, on receipt of formal written charges by the Student Government. The Student Government must act on the charges within ten days of receipt. The latest edition of ROBERT'S RULES OF ORDER shall prevail at hearings or trials.
- 4) Advise and inform the student body, the faculty, and the administration on pertinent matters; and advocate for the student body;
- 5) Investigate and act on any matter affecting the general welfare of the student body;
- 6) Direct the president of the Student Government as to the implementation of any measure enacted by the Student Government;

- 7) Refer any pertinent matter to a referendum of the student body;
- 8) Call meetings of the student body, pursuant to Section 4(d) of this constitution;
- 9) Remove from office any senator who has a total of four unexcused absences during the fall semester which will include the first two meetings in June or three unexcused absences during the spring semester including special meetings;
- 10) Determine the disposition of the earmarked student activity fee where Student Government is designated as the allocating body pursuant to Article XV and Article XVI of the Bylaws of the Board of Trustees, which provide for a public hearing;
- 11) Charter or otherwise authorize teams (excluding intercollegiate), publications, organizations, associations, clubs or chapters, and refuse, suspend, or revoke any charter or authorization for cause after a hearing;
- 12) Delegate responsibility for the implementation of its specific functions hereunder to any officer or committee it may appoint. Develop committees according to the needs of the student body such as, but not limited to, International Affairs Committee, Community Service Committee and have the following standing committees: Staffing and Publications.
- 13) Interpret this constitution by majority vote of its total currently serving membership.

## **Section 5. President of the Senate**

### **a) Election and Term of Office**

The President and Vice President must have a minimum GPA of 2.5. The president and vice-president are elected by the student body in the general election. Upon resignation, dismissal, or incapacitation of the president, the current vice president shall serve as president and an in-house election shall take place to elect a new vice-president from amongst the members of the Senate, with the new president and vice president serving until the end of the elected term of office of the outgoing president.

### **b) Duties and Responsibilities**

The President of the Student Government, or the Vice President of the Student Government should the President be unable to fill his/her duties shall:

- 1) Preside over meetings of the Student Government;
- 2) Give a timely report of all activities undertaken on behalf of the Student Government;
- 3) Prepare the agenda for meetings of the Student Government;
- 4) Implement measures enacted by the Student Government and submit periodic progress reports;

- 5) Preside over meetings of the student body;
- 6) Represent the student body at official functions;
- 7) Represent the student body in the College Council either directly or through a designee;
- 8) Prepare a transition document at the end of their term of office, which will provide an overview of the Student Government's accomplishments, ongoing initiatives and future goals.

## **Section 6. Commissioners**

The Student Government shall elect one of its number as commissioner of each of eight standing commissions charged with drafting legislation for consideration by the Student Government and recommending methods of implementing such legislation. No senator shall hold more than one commissioner position on the Student Government except in the case of a sudden vacancy whereby a commissioner could hold a temporary commissioner position on another commission until such time as the vacancy can be permanently filled. Each Commissioner shall appoint additional members, which shall be reported to the Student Government prior to members taking their seat on the commission. The Commissions are as follows: Commission on Finances, Commission on Clubs, Commission on Campus Center and Student Facilities, Commission on Student Services, Commission on Academic and Curricular Affairs, Commission on Elections, Commission on Part-time, Evening and Weekend Students, Commission on Disabled Students & Veteran's Affairs.

### **a) Election and Term of Office**

Only Senators shall be eligible to serve as Commissioners. The election process for commissioners shall begin at the second meeting of the Student Government. Commissioners will be elected by majority vote of the Senators present and shall serve for a term of one year (June 1 - May 31).

### **b) Duties and Responsibilities**

The Commissioners shall:

- 1) Submit to the Student Government the commission bylaws, membership and operating procedures by the second meeting of the fall semester and the meeting schedule for fall and spring by the second meeting of each semester.
- 2) Report a minimum of once per month to the Student Government on the operation, finances and activities of the commission;
- 3) Maintain the commission's funds in conformity with the accounting procedure of The College of Staten Island Association, Inc.;
- 4) Report to the Student Government commission membership, which comprise no more than two senators, in addition to the Commissioner, including the appointment of a deputy commissioner who must be a Student Government senator, who will assume the duties of the commissioner should the commissioner be unavailable to fulfill said duties;

- 5) Prepare a transition document at the end of their term of office, which will provide an overview of the commission's accomplishments, ongoing initiatives and future goals.
- 6) The Club Commissioner cannot be an officer of any chartered club; the Election Commissioner cannot serve on the Student Election Review Committee.

### **Section 7. Duties & Responsibilities of Student Government Members:**

- (a) Each semester Student Government senators shall establish office hours. Members shall furnish their availability for office hours to the Student Government Coordinator in writing by the second meeting of each semester.
- (b) Each senator must serve on a minimum of one committee or commission, but no more than three commissions.

### **Section 8. Meetings of the Student Body**

The Student Government may call discretionary meetings of the student body to inform the students of actions taken by the Student Government, to discuss other pertinent matters, and to solicit student opinion. Motions passed at such meetings shall be considered resolutions advising the Student Government, without binding effect.

## **ARTICLE V. AMENDMENTS**

### **Section 1. Amendments to Articles I through III**

A proposal to alter any provision of Articles I through III may be initiated by the President or by a two-thirds vote of the College Council. Such proposals shall then be submitted to a referendum of the instructional staff. The proposed amendment is to be deemed adopted if approved by a majority of those voting (provided that at least 30% vote), by the President, and by the Board of Trustees.

### **Section 2. Amendments to Article IV**

Amendments to Article IV (Constitution of the Student Government) may be proposed by:  
a) a majority of the Senators present at a meeting of the Student Government, or b) a petition containing the signatures of 10% of the student body. An amendment shall be adopted when approved by majority vote of the student body in referendum, provided that at least 10% of the student body vote, by the President and by the Board of Trustees.

**ARTICLE VI. COMMITTEES OF THE COLLEGE ESTABLISHED  
PURSUANT TO BOARD OF TRUSTEES  
BYLAWS OR UNIVERSITY POLICY**

1. College Association
2. Faculty-Student Disciplinary Committee
3. Auxiliary Enterprises Board
4. Sexual Harassment Panel
5. Affirmative Action
6. Pluralism and Diversity
7. Americans with Disabilities Act

Adopted by the Board of Trustees on October 26, 1981, Cal. No. 6.B. Amended by the Board of Trustees on January 26, 1987, Cal. No. 9.C; June 29, 1987, Cal. No. 6.D.; February 26, 1990, Cal. No. 5.A.; May 28, 2002, Cal. No. 7.B.; June 24, 2002, Cal. No. 8.C.; November 27, 2006, Cal.No. 6.E.; and November 23, 2009, Cal. No. 6.A.

