

Governance Committee Report

April 3rd, 2024

1. Fill Student Committee Vacancies
 - a. All Nominees Proposed by Students
 - b. All Nominees Approved by the Governance Committee
 - c. Any Additional Nominations?
 - d. If no, Move To A Vote

2. Election Updates
 - a. Committee Nominations In
 - b. Slate in Preparation
 - c. Election to Take Place at May Meeting

3. Informational Items
 - a. DRAFT Proposed Changes to CUNY Manual of General Policy
 - b. See Attached Documents
 - i. Duties of Chairperson
 - ii. Inclusion of Role of Dean
 - iii. Inclusion of Role of Provost
 - iv. Differentiation of Provost and President
 - c. Not Coming from Lehman
 - d. CUNY Governance Leaders and UFS Working on A Response
 - e. Proposals Must Be Approved by BoT

4. Next Governance Meeting: Scheduled if Needed

Student Nominees to Fill Senate Committee Vacancies

A. Committee on Governance

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B. Committee on Undergraduate Admissions, Evaluation and Academic Standards

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C. Committee on Undergraduate Curriculum

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D. Committee on Graduate Studies

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E. Committee on Academic Freedom

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F. Committee on Library, Technology and Telecommunications

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G. Committee on Campus Life and Facilities

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H. Committee on Budget & Long Range Planning

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Sergio Hernandez: sergio.hernandez1@lc.cuny.edu

I. Assessment Committee

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Kimarea K Brown: kimarea.brown@lc.cuny.edu

J. Equity, Inclusion, Accessibility, and Anti-Racism Committee

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Caron Hinton: caron.hinton@lc.cuny.edu

Christina T Wright: CHRISTINA.WRIGHT@lc.cuny.edu

Recommendation Draft

The Duties of the Department Chairperson

CUNY Bylaws

ARTICLE IX ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS, SECTION 9.3 DUTIES OF DEPARTMENT CHAIRPERSON

SECTION 9.3. DUTIES OF DEPARTMENT CHAIRPERSON.

a. The department chairperson shall be the executive officer of ~~his/her~~their department and shall carry out the department's policies, as well as those of the faculty, the college, and the board which are related to it. ~~He/she~~They shall foster faculty excellence in teaching, research, and service and ensure the mentorship and inclusion of faculty in the work of the academic department. They shall report to the school's academic dean or the provost when a dean has not been designated. They shall:

1. Be responsible for departmental records, including faculty files if in possession of the department, and all departmental curricula, including any new curricula or changes to existing curricula, and any program-specific, departmental or professional accreditation documents.
2. Work with the school's dean, or where no dean is present, the provost, to develop a schedule each semester that is based on student need and demand and college or system guidelines.
3. Assign courses scheduled each semester to ~~and arrange programs of~~ instructional staff members of the department based on student need and demand, college or system guidelines, disciplinary expertise, faculty equity, and regular course rotation according to degree maps.
- ~~34. Initiate policy and action concerning~~ Coordinate the recruitment of faculty ~~and other for the department in compliance with University and college hiring practices. al affairs subject to the powers delegated by these bylaws to the staff of the department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions and appointments~~
5. Ensure appropriate membership and procedures for all departmental committees in the matter of promotions and appointments.
64. Represent the department before the college's administration, faculty council or faculty senate, the faculty, and the board.
75. Preside at meetings of the ~~department~~department.

~~86.~~ Be responsible for the work of the department's committee on appointments or the department's committee on personnel and budget which ~~he/she~~ they chairs.

~~97.~~ Where practiced, ~~Pr~~epare the tentative departmental budget request, subject to the approval by the department's committee on ~~appointments or the department's committee on~~ personnel and budget and submit it

~~8.~~ ~~Transmit the tentative departmental budget~~ with their ~~his/her~~ own recommendations to the president, ~~or the dean,~~ or provost as ~~the president may designate~~ assigned.

~~10.9.~~ ~~Arrange for careful observation and guidance of the department's instructional staff members~~ Schedule members of a panel of faculty observers to conduct teaching observations of adjunct and all full-time faculty and hold and memorialize the post observation conference or schedule it with a member of the department's Personnel and Budget Committee.

~~11.~~ Hold or schedule with a member of the Personnel and Budget Committee an annual evaluation conference with every member of the department other than full professors after observation and prepare a memorandum thereof providing substantive feedback.

~~120.~~ Make a full report to the president, provost, or dean and to the college committee on faculty personnel and budget of the action taken by the department committee on personnel and budget or department committee on appointments when recommending an appointee for tenure on the following, as well as any other criteria set forth in University policies:

- a. Teaching qualifications and classroom work
- b. Relationship of the appointee with his/her students and colleagues
- c. Appointee's professional and creative work

d. Service

~~11. Hold an annual evaluation conference with every member of the department after observation and prepare a memorandum thereof~~

~~132.~~ Generally supervise and administer the department, including coordinating faculty office hours, faculty academic advisement for students, and the supervision of staff.

14. Report annually to the dean, or where there is no dean, the provost, on the chair's work and the work of the department.

b. Each library, where size makes it practicable, shall constitute an instructional department of the college. The chairperson thereof shall be designated by the president. Such chairperson, in addition to the duties of department chairperson as enumerated in paragraph "a" of this section, shall be charged with the administration of the library facilities of ~~his/her~~ their 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."

c. Where student personnel services are constituted as an instructional department of the college, the dean of students shall be the department chairperson.

d. Where the size of a college makes it effectively function as a single instructional department (e.g. the College of Law), the chief academic officer will be responsible for the functions of a department chairperson.

Recommendation Draft

Inclusion of the Role of the Senior and Comprehensive Colleges' Academic (School) Dean in the CUNY Bylaws and the University's Manual of General Policy

1. Establish CUNY BYLAW 11.6 to recognize the role of the academic school Dean as follows:

The Dean of a school within a college shall:

- a. Be granted the responsibility and authority, subject to the President, and reporting to the Provost, to function as the school's chief academic officer
- b. Oversee the school's academic departments and personnel, the recruitment and evaluation of faculty, and the delivery of curriculum through student-centered scheduling
- c. Approve the course schedule for all departments within their school, and
- d. Oversee the fiscal and administrative affairs of their school.

2. Amend the CUNY Manual of General Policy 2.08, 3.2 as follows to recognize the academic school Dean as the academic leader of their school.

The President may appoint for each college school, where schools exist within the college, ~~should appoint~~ an Academic Dean ~~or Dean of Faculty~~ who shall be granted the responsibility and authority, subject to the President, and reporting to the Provost, to function as the ~~college's or~~ school's chief academic officer charged with the oversight of the school's academic departments and personnel, the recruitment and evaluation of faculty, the delivery of curriculum through student-centered scheduling, approval of the course schedule for all departments within their school, and the fiscal and administrative affairs of their school.

Further, as a collaborator with the school's faculty, the Dean ensures overall excellence, and develops a shared vision for the school that is consistent with that of the college. The Dean also ensures the policies of the college and University are carried out and sets priorities for the school in concert with the Provost and in alignment with the college's and University's strategic plans. (BTM,1971,02-09,001,___)

Recommendation Draft

Inclusion of the Role of the Provost in the University's Bylaws and Update of the Role of the President to Recognize the Provost's Role in the Manual of General Policy

1. Include the Provost in the list of instructional staff in Article VI, Sec 6.1. of the CUNY Bylaws
2. Amend Section 8.7.a of the CUNY Bylaws as follows:

There shall be in each college a committee on faculty personnel and budget or equivalent committee. The chairperson of this committee shall be the president ~~or their designee~~. The members of the committee ~~may will~~ include the department chairs, ~~the Provost~~/Vice President of Academic Affairs and one or more deans designated by the President; and....

3. Amend The Manual of General Policy 5.01.2 Academic Personnel Practice (BTM,1975,09-22,005,__) as follows.

Presidential Responsibilities As the executive agent of the college and the Board of Trustees, and as the principal ~~academic-executive officer~~, the President plays a pivotal role in all faculty personnel matters at the college level. (BTM,1975,09-22,005,__)

The President, as the person ultimately responsible to the Board of Trustees, is accountable for seeing that the mission of the college fits into the broader mission of the University. Within the college itself, the President, in ~~his or her~~ their capacity as principal ~~academic executive~~ officer, is similarly responsible for bringing to bear on all faculty personnel matters a broader institutional concern. The President must thus be the guarantor of the integrity of all faculty personnel processes. The President must be accountable for the ~~overall quality and~~ appropriateness of the faculty at his or her institution and must be the educational leader of the college ~~and must also be the educational leader of the faculty~~. (BTM,1975,09-22,005,__); and

4. Include the responsibilities of the Provost in CUNY Bylaw 11.5

Provost Responsibilities

The Provost reports directly to the President. As the Chief Academic Officer, the Provost is responsible, subject to the President, for the creation and implementation of the academic priorities of the college and the quality and ongoing assessments of its educational programs. The Provost, as the Chief Academic Officer, is also responsible, subject to the President, for the allocation of academic resources, ~~final approval of course schedules for the college each semester~~, faculty personnel matters, and the recruitment, retention, and mentoring of faculty.

5. Renumber CUNY Bylaw 11.5 Equivalencies as CUNY Bylaw 11.7. (because of the proposed insertion of the academic school Dean's role.

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Recommendation Draft

Differentiation of the President's Role from the Provost's

Manual of General Policy

Policy 5.01 Academic Personnel Practice

2 Presidential Responsibilities

Manual Of General Policy Article V Faculty, Staff And Administration Policy 5.01 Academic Personnel Practice (cuny.edu)

As the executive agent of the college and the Board of Trustees, and as the ~~Principal Academic Officer~~ **chief executive officer**, the President plays a pivotal role in all faculty personnel matters at the college level. (BTM,1975,09-22,005,___)

The President, as the person ultimately responsible to the Board of Trustees, is accountable for seeing that the mission of the college fits into the broader mission of the University. Within the college itself, the President, in their capacity as ~~principal academic officer~~ **chief executive officer**, is similarly responsible for bringing to bear on all faculty personnel matters a broader institutional concern. (BTM,1975,09-22,005,___)

Policy 2.08 Governance of the University

3.1 The President

Manual Of General Policy Article II Board Of Trustees Policy 2.08 Governance Of The University (cuny.edu)

a) The final responsibility for development of the faculty must lie with the chief executive officer ~~academic officer~~, the President. To this end, the President has the responsibility for passing on all faculty personnel actions and, in the case of the granting of tenure, the President should rely on the judgment of experts in the various disciplines **and the recommendation of the chief academic officer** to aid them in making a final decision. In cases of controversial, early, or other special tenure decisions, consultation with faculty members or other qualified persons within or outside the University may be appropriate. Such consultation should be undertaken together with, or in agreement with, an appropriate elected faculty body—departmental, divisional, or college-wide—within the college or University. (BTM,1971,02- 09,001,___)