GOVERNANCE OF THE CUNY SCHOOL OF PROFESSIONAL STUDIES

The Governance of the CUNY School of Professional Studies is the concern of all its constituencies. Students, faculty, non-teaching instructional staff, and administrators contribute to its growth and well-being. This document provides the organization of the governance structure of the CUNY School of Professional Studies, recognizing that shared governance is a CUNY School of Professional Studies commitment that honors the strengths, interests, and responsibilities of all constituencies.

1. ADMINISTRATIVE OFFICERS
   1.1. Dean of the School
       The Dean of the CUNY School of Professional Studies (hereafter referred to as the Dean of the School) is the chief academic and administrative officer of the CUNY School of Professional Studies (hereafter referred to as the School). The Dean of the School has general responsibility to develop, implement, and administer academic and other programs of the School in accordance with the policies of the Board of Trustees of The City University of New York (hereafter referred to as the CUNY Board of Trustees and CUNY, respectively). The Dean of the School has responsibility and authority for the School comparable to those set forth for Presidents in Section 11.4 of the Bylaws of the CUNY Board of Trustees.

   1.2. Associate and Assistant Deans
       Associate and Assistant Deans are appointed by the Dean of the School in accordance with the established policies of the CUNY Board of Trustees. Associate and Assistant Deans have such duties and responsibilities as may be assigned to them by the Dean of the School.

2. ACADEMIC DIRECTORS
   After consulting with the Governing Council (in the case of a new program) or with program faculty (in the case of an existing program), the Dean of the School recommends to the CUNY Board of Trustees the appointment and reappointment of faculty who serve as Academic Directors. Academic Directors have responsibility for the supervision and administration of Academic Programs and faculty, and such other duties and responsibilities as may be assigned to them by the Dean of the School. At such times as the interests of the School may require, the Dean of the School, after conferring with the faculty in an Academic Program, may remove an Academic Director and appoint a new one, consistent with a President’s authority to remove and replace a department chairperson under section 9.1.c of the Bylaws of the CUNY Board of Trustees.

3. FACULTY
   The faculty of the School shall consist of all full- and part-time persons holding professorial, instructor, distinguished lecturer, lecturer, clinical professor, or teaching adjunct titles. Faculty holding these titles may be appointed to serve as Consortial Faculty or Academic Community Leaders at the School. Each faculty member, based on his or her disciplinary and pedagogical interests, is a member of an Academic Program. Academic Programs that lead to either a Bachelor of Arts degree or a Master of Arts
degree are part of the Division of the Arts. Academic Programs that lead to either a Bachelor of Science degree or a Master of Science degree are part of the Division of the Sciences.

4. NON-TEACHING INSTRUCTIONAL STAFF

Higher Education Officer series personnel, Registrars, and College Lab Technicians (CLTs) are considered to be Non-Teaching Instructional Staff of the School and are generally appointed through the CUNY search process. In addition to their functional responsibilities, these individuals may also be appointed by the Dean of the School to serve on the Council and other committees, or may be elected to such governance bodies, as set forth herein.

5. GOVERNING BODY

5.1. The Council of the CUNY School of Professional Studies

The governing body of the School shall be the Council of the CUNY School of Professional Studies (hereafter referred to as the Council), subject to the authority of the Policies and Bylaws of the CUNY Board of Trustees. The Council shall be the primary policy-making body of the School. It has authority to establish School policy on all matters relating to the operation and welfare of the School except for those specifically reserved by the New York State Education Law, the Bylaws of the CUNY Board of Trustees, or University policies and procedures to the Dean of the School, to other officials of the School or of CUNY, or to the CUNY Board of Trustees.

The Council shall, in consultation with the administration and other groups in the School, recommend policy to the CUNY Board of Trustees on all School matters except for those reserved as set forth above. The Council shall be specifically responsible for the formulation of academic policy and for consultative and advisory functions related to the programs, standards, and goals of the School. The Council shall be a representative body comprised of members of the faculty (including academic directors), non-teaching instructional staff, administration, and students. The Dean of the School shall serve as the Council Chair and preside at all meetings. The Senior Associate Dean for Academic Affairs shall serve as the Council Vice Chair. In the absence of the Dean of the School, the Vice Chair of the Council shall serve as the Acting Chair.

5.2. The Council shall have the following duties and powers:

5.2.a. Formulate educational policy for all academic programs at the School, and set standards for admission and retention of students, curriculum, and credit and degree requirements.

5.2.b. Review, evaluate, recommend, and approve programs and curricula leading to certificates and degrees as well as approve other programs of the School and the curricula of these programs.
5.2.c. Recommend to the CUNY Board of Trustees the granting of honorary and academic degrees to qualified candidates. This function shall be exercised exclusively by the faculty members of the Council.

5.2.d. Consider any other academic matters of the School and make recommendations to the CUNY Board of Trustees.

5.2.e. Receive, consider, approve, and forward, as appropriate, reports and recommendations of any of Council’s standing committees.

5.2.f. Review and act on revisions to the Governance document of the School and to the Bylaws of the Council.

5.2.g. Create any ad hoc and special committees as it deems necessary.

5.2.h. Recommend any other actions that the Council may deem appropriate.

5.3. The Council shall be constituted as follows:

The total number of members of the Council shall be established by the Bylaws of the Council, subject to the representational percentages set forth in this section. Elected members of the Council shall have staggered three-year terms beginning on the first day of the fall term. Student members serve a term of one year beginning on the first day of the fall term. Members who cease to have an association with the School prior to the end of their terms shall be replaced for the balance of their terms by an appropriate interim member appointed by the Dean of the School upon recommendation of the Council. No member shall simultaneously hold more than one membership on the Council. Membership in the Council shall be allocated as follows:

5.3.a. Faculty

The faculty shall consist of all titles set forth in section 3 above. Regardless of the total number of Council members established by the Bylaws of the Council, the faculty is allotted 51% representation on the Council, rounded to the nearest whole number. All faculty serving as Academic Directors of program areas or their designees who have been approved by the Dean are included in the Council Membership, as is the Academic Director of General Education or her or his designee who has been approved by the Dean, and all are included in the 51% calculation.

5.3.b. Academic Programs shall be grouped into the Division of the Arts or the Division of the Sciences (see section 3 above). At-large full-time, Consortial, and Academic Community Leader faculty members from each academic division shall be elected to membership on the Governing Council through a popular vote of all full-time, Consortial, and Academic Community Leader faculty from the respective academic division at an election held during the month of May. Two
at-large adjunct faculty members, one from each academic division, shall be elected to membership on the Council through a popular vote from all adjunct faculty of the respective academic division at an election held during the month of May and are included in the 51% representation of faculty on the Council.

5.3.c. Administration and Non-Teaching Instructional Staff
Regardless of the total number of Council members established by the Bylaws of the Council, administrators and non-teaching instructional staff are allotted 39% representation, rounded to the nearest whole number.

5.3.c.i. Non-Teaching Instructional Staff (Higher Education Officer Series, Registrars, and College Lab Technicians (CLTs))
Regardless of the total number of Council members established by the Bylaws of the Council, higher education officer series personnel, registrars, and CLTs are allotted 24% representation on the Council, rounded to the nearest whole number. For these purposes, “higher education officers” and “registrars” include all assistant to higher education officers, higher education assistants, higher education associates, higher education officers, assistant registrars, associate registrars, registrars, senior registrars, and Institute Heads holding higher education officer rank, with a regular appointment at the School. For these purposes, “CLTs” includes all College Laboratory Technicians, Senior College Laboratory Technicians, and Chief College Laboratory Technicians, with a regular appointment at the School. Higher education officers, registrars, and CLT members shall be chosen through a popular vote of the higher education officer series personnel, registrars, CLTs and Institute Heads with regular appointments in the higher education officer series titles at an election held during the month of May, to attain the 24% representation.

5.3.c.ii. Administration/Senior Staff
Regardless of the total number of Council members established by the Bylaws of the Council, members of the administration and senior staff appointed by the Dean are allotted 15% representation on the Council, rounded to the nearest whole number.

5.3.d. Students
Regardless of the total number of Council members established by the Bylaws of the Council, the students are allotted 10% representation on the Council, rounded to the nearest whole number. Student members and alternates shall be elected by the student body in accordance with applicable School procedures and calendar for Student elections in general.

5.3.e. Recall of a Council Member
All voting Council members are subject to recall. A council member shall be subject to recall for neglect of duties, including but not limited to non-
attendance without cause, as outlined in the *Bylaws* of the Council.

5.3. f. Alternates
Alternates shall be elected to fill a temporary absence or vacancy. Alternates shall attend all meetings of the Council, but they shall only be counted toward quorum and vote when seated. Two alternates for each academic division shall be elected by and from the faculty from within the respective academic divisions; two alternates for Higher Education Officer series personnel, Registrars, and CLTs shall be elected by and from Higher Education Officer series personnel, Registrars, and CLTs; two alternates for students shall be elected by and from students; an alternate member of the Administration or senior staff may be appointed by the Dean of the School if necessary. Elections shall be held during the month of May. Student alternates shall be elected in accordance with applicable School procedures and calendar for student elections.

5.4. Meetings
The Council shall meet at least twice each semester. A majority of the voting members of the Council must be present to constitute a quorum and for passage of a measure within the Council’s authority. All members of the Council shall have one vote, except for votes on the awarding of degrees, for which only faculty members may vote. Council meetings are open to the public in accordance with state law. A special meeting of the Council may be scheduled upon the request of the Dean of the School or by the petition of at least two-thirds of the Council members. Such meeting shall be scheduled by the Council Chair within ten (10) business days after receiving the Dean of the School’s request or the Council members’ petition. All Council meetings shall be conducted in conformance with Robert’s Rules of Order, latest edition, except as otherwise required by law or by the *Bylaws* of the CUNY Board of Trustees.

5.5. Agenda, Attendance, and Minutes
The Dean of the School shall appoint a Secretary of the Council from among members of the Council. An Academic Director, elected by and from the Academic Directors, together with the Council Chair and the Council Secretary shall be responsible for preparing the agenda for Council meetings. Any member of the Council or its Standing Committees may propose items for the College Council agenda. Proposals shall be delivered in writing to the Secretary no fewer than ten (10) working days prior to 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) working days in advance of each meeting. The Secretary shall take minutes and attendance during Council meetings, maintain records of the proceedings, and attend to all correspondence including dissemination of the minutes. Minutes of all Council meetings shall be made available to members of the College community. In accordance with applicable law, the Secretary shall record the final vote of each member of the Council when votes are taken, a record of which shall be made available upon request.
5.6. Council Committees
The Council shall establish Standing Committees and such other committees as it deems necessary to the discharge of its responsibilities as set forth in section 5.2 herein. In the case of both standing committees and ad hoc committees, the Council may draw upon faculty, higher education officer series personnel, registrars, CLTs, students, administration from the School community at large, and faculty across CUNY with relevant program expertise. The Dean of the School may also establish ad hoc committees for program development and such other purposes as may be identified for the benefit and advancement of the School. Committee membership and scope shall be specified in the Bylaws of the Council.

6. PERSONNEL COMMITTEES OF THE CUNY SCHOOL OF PROFESSIONAL STUDIES

6.1. School-Wide Personnel Committee
The purpose of the School-Wide Personnel Committee is to make recommendations to the Dean concerning faculty personnel matters, considering the totality of School-wide interests and the uniformity of evaluative performance criteria, and to advise the Dean of the School accordingly.

The School-Wide Personnel Committee shall consist of the Dean of the School as the non-voting Chair, the Senior Associate Dean of Academic Affairs (who serves as voting Chair in the Dean of the School’s absence), the Associate Dean of Strategy and Innovation (non-voting), all elected Division Personnel Committee Chairs, faculty serving as Academic Directors of all Academic Programs, and the Academic Director of General Education or designee. The Director of the Office of Faculty and Staff Resources shall serve as a non-voting member and shall be responsible for taking and keeping the minutes of School-Wide Personnel Committee meetings.

The procedures and assessment criteria for making academic personnel recommendations to the Dean of the School are governed by the Bylaws and Policies of the CUNY Board of Trustees, including the Statement of the Board of Higher Education on Academic Personnel Practice in The City University of New York and the Max-Kahn Memorandum, and the School’s guidelines for reappointment, and for tenure and promotion, which guidelines may not be inconsistent with the aforesaid authorities.

The function of the School-Wide Personnel Committee shall be to advise the Dean of the School with respect to recommendations for:

6.1.a. Regular teaching instructional staff appointments and reappointments;
6.1.b. Conferring of tenure and certificates of continuous employment;
6.1.c. Promotions in teaching instructional staff rank;
6.1.d. Professional development for teaching instructional staff, including the granting of fellowship and other leaves;
6.1.e. Special salary increments for teaching instructional staff;
6.1.f. Teaching instructional staff personnel policies and procedures; and
6.1.g. Designation of Professor Emeritus status.

The Dean of the School shall consider such recommendations in making his or her recommendations on such matters to the CUNY Board of Trustees.

The School-Wide Personnel Committee shall receive and consider applications from members of the teaching instructional staff or their supervising Academic Directors, as appropriate, with respect to matters of status and compensation, and shall present both positive and negative recommendations to the Dean of the School. Further appeals shall not be inconsistent with CUNY procedures.

The School-Wide Personnel Committee shall establish its own procedures not inconsistent with this governance document.

6.2 Division Personnel Committees

Each academic division shall have a Division Personnel Committee, which shall consist of the faculty members who also hold the title of Academic Director within each Academic Program in the respective Academic Divisions, including the Academic Director of General Education; all faculty members holding full-time, Consortial, and/or Academic Community Leader appointments from each Academic Program within the respective Academic Division who are tenured either at the CUNY School of Professional Studies or at another college within CUNY. At least four of the faculty members of the Division Personnel Committee must be tenured, except where an Academic Division has fewer than four tenured faculty members, in which case the minimum number of tenured faculty on a Division Personnel Committee shall be equal to the number of tenured faculty members within the particular academic division. The Division Personnel Committee shall elect a Chair to serve for a three-year term.

The function of Division Personnel Committees shall be as follows:

6.2a To make recommendations to the School-Wide Personnel Committee with respect to the appointment, reappointment (including reappointment with tenure) and promotion of all teaching instructional staff
6.2b To coordinate and assign semester Peer Teaching Observations for full and part-time teaching faculty
6.2c To make recommendations to the School-Wide Personnel Committee with respect to professional development for teaching instructional staff, including the granting of fellowship and other leaves

Division Personnel Committees shall establish procedures not inconsistent with this governance plan.
7. BYLAWS AND AMENDMENTS

7.1 Bylaws
The Council shall adopt bylaws not inconsistent with this governance plan and not inconsistent with the Bylaws of the CUNY Board of Trustees to define and regulate the details of its organization and procedures, including its Standing Committees.

7.2 Amendments
This governance plan may be amended by a two-thirds affirmative vote of the members of the CUNY School of Professional Studies Council, which amendments shall then be subject to the approval of the CUNY Board of Trustees.
BYLAWS OF THE COUNCIL OF THE CUNY SCHOOL OF PROFESSIONAL STUDIES

1. **Standing Committees**
   There shall be four Standing Committees of the Council of the CUNY School of Professional Studies (hereafter referred to as the Council and the School, respectively). The Council may establish such other committees as it deems necessary to discharge its responsibilities as set forth in the School’s Governance Plan. Some Standing Committee Chairs shall serve ex officio; others shall be elected by the voting members of the Standing Committee. Standing Committees shall meet at least once per semester during the times set out herein.

   During each week of the academic year, a block of time shall be set aside during which no classes or ad hoc meetings are to be scheduled. Called “Meeting Hours,” this period shall be reserved for official School assemblies, for meetings of the Standing Committees of the Council, for other regularly scheduled academic or administrative meetings, and for meetings of student organizations. Meeting Hours will be scheduled on an annual basis. In addition, Standing Committees may be called to meet on an emergency basis.

   The positive votes of a majority of the Standing Committee members eligible to vote, with the exception of faculty members on approved leaves of absence, unless such faculty members on approved leave notify the Standing Committee Chair of their intention to participate as voting members and attend relevant meetings of the Standing Committee, shall be required for passage of a measure within the Standing Committee’s authority. Standing Committee members may participate in Standing Committee meetings and cast their votes remotely via web-conferencing or telephone. Each Standing Committee shall take attendance and keep minutes of its meetings and shall promptly send copies of its minutes to the Council Secretary.

   Chairs of Standing Committees may solicit volunteers to serve on their respective committees, without vote, as necessary and appropriate.

   Any Committee of the Council may create a subcommittee for a duration of up to one year, with the option to renew for additional terms of up to one year each, with specific charges. A Committee must report the establishment of a subcommittee to the Council upon formation. Subcommittees may have no more than seven members and a member of the parent committee must serve as its Chair. Membership on a subcommittee may include members of the School community or the CUNY community.

1.1. **Curriculum Committee**
   The Curriculum Committee reviews and makes recommendations regarding all matters pertaining to curriculum including but not limited to: new degree program and certificate proposals, program changes, new course proposals, curriculum policy changes, course changes, new minors, and changes to minors and removals of programs and courses. Recommendations of the Curriculum Committee are subject to approval by the Council.
The Curriculum Committee shall have one voting faculty member from each Academic Program, identified by each appropriate Academic Director in consultation with the faculty in the respective program area approved by the Council, serving staggered three-year terms. One student, identified by the Student Association and approved by the Council, shall serve a one-year term. The Senior Associate Dean of Academic Affairs or designee shall serve ex-officio and shall also be a voting member of the Curriculum Committee. The School Registrar and a designated curriculum administrator shall serve as non-voting advisors to the Curriculum Committee.

The Chair of the Curriculum Committee must be a full-time faculty member and shall be elected by and from the voting members of the Curriculum Committee for a three-year term.

If considering a new program for which no internal expertise exists, the Curriculum Committee may consult with non-voting special advisors from across CUNY and externally, as needed.

1.2. Academic Standing Committee

The Academic Standing Committee reviews and makes decisions and recommendations regarding academic standing issues and policies, respectively. Student academic standing issues, including third level grade appeals, academic petitions, waivers, and academic integrity cases in which academic dishonesty is denied or in which the sanction is contested, are directly addressed by the Academic Standing Committee, and the Committee’s decision is final. Academic policy recommendations including but not limited to changes to the grading scale, probation and dismissal policies, admission criteria, readmission criteria, and advanced standing policies, are subject to approval by the Council.

The Academic Standing Committee shall have five voting faculty members with no more than one member from any Academic Program, identified by each appropriate Academic Director in consultation with the faculty in the respective program area and approved by the Council, serving staggered three-year terms. The Academic Standing Committee shall have four additional continuing voting members drawn from the administration: the Senior Associate Dean of Academic Affairs or designee, the Associate Dean of Enrollment Management and Student Services or designee, the Director of Student Services or designee, and the Director of Advisement or designee. The Academic Standing Committee shall have three continuing non-voting members: the Registrar or designee, the Bursar or designee, and a representative from the Office of Financial Aid, all appointed by the Dean of the School.

The Chair of the Academic Standing Committee shall be elected by and from the voting members of the Academic Standing Committee for a three-year term.
1.3. Budget Committee

The Budget Committee reviews the School’s financial plans to ensure alignment among planning, budget, and assessment. It reviews and analyzes the School’s annual budget, makes reports to the Council regarding the School’s budgetary matters, and makes recommendations to the Dean based on strategic planning for the School.

The Budget Committee shall have three faculty members with no more than one member from any Academic Program, identified by each appropriate Academic Director in consultation with the faculty in the respective program area and approved by the Council, serving staggered three-year terms. The Budget Committee shall have one Higher Education Officer series personnel, Registrar, or CLT member elected by a majority of the Higher Education Officer series personnel, Registrar, and CLT members of the Council, serving a three-year term. The Budget Committee shall have the Senior Associate Dean of Strategy and Innovation and the Associate Dean of Administration and Finance or designee as continuing members. All members shall have the authority to vote.

The Chair of the Budget Committee shall be elected by and from the members of the Budget Committee for a three-year term.

1.4. Membership Committee

No later than September 1, 2019, the Council shall have 49 members, distributed as 51% Faculty, 39% Administration/Non-Teaching Instructional Staff, and 10% Students. By June 1st of each year, the Membership Committee shall recommend to the Council adjustments in the number of Council members so as to maintain the representation of the Council constituency within this distribution. The Membership Committee shall also conduct any recall process within the Council and recommend appropriate interim members of the Council to the Dean of the School for appointment to the Council in accordance with section 5.3 of the Governance Plan.

The Membership Committee shall have three members: one faculty, one student, and one administrator/non-teaching instructional staff member. Members shall be elected by a majority vote of the Council, and serve staggered three-year terms. Vacancies on the Council shall be filled for the duration of a vacating member’s term by a majority vote of the Council held at its next meeting following the vacancy, or sooner, as needed.

2. Recall of a Council Member

For good cause shown, upon the positive vote of two-thirds of the voting members of the Council, a member who has been negligent in the performance of his or her duties, including but not limited to absence from two meetings per academic year without cause, shall be recalled, after which he or she shall have no further right to participate in Council or Standing Committee affairs for the balance of his or her appointed term.
3. Amendments to the Bylaws

These Bylaws may be amended by a two-thirds affirmative vote of the members of the School of Professional Studies Council.