

ATTACHMENT I
GOVERNANCE PLAN OF MEDGAR EVERS COLLEGE
OF
THE CITY UNIVERSITY OF NEW YORK

ARTICLE 1 - POWERS AND FUNCTIONS OF THE COLLEGE COUNCIL

Section 1. Powers of the College Council. The College Council shall be established and recognized as the sole governance body of Medgar Evers College and shall be responsible for the formulation of policy subject to and in accordance with the New York State Education Law and the Bylaws and policies of the Board of Trustees of The City University of New York, including the formulation of policy regarding:

- a. Curriculum, academic programs, academic requirements and standing, grading practices and standards, the awarding of credits, and recommendations concerning the awarding of degrees.
- b. Professional development of faculty and instructional staff.
- c. Long-range planning to achieve the overall goals of the College and to promote the best interests of its students and faculty consistent with the College's educational mission.
- d. Campus life and activities that support the educational program of the College.
- e. Practices and procedures for safeguarding academic freedom and other rights critical to the academic excellence of the College.
- f. Implementation of recommendations from the Standing Committees and temporary committees of the College Council.
- g. Other policy matters which may come to the attention of, or be assigned to the College Council.

Section 2. Additional Powers of the College Council. The College Council shall also have responsibility:

- a. To propose amendments to and revisions of this Governance Plan and to make recommendations to other bodies with jurisdiction over The City University of New York.
- b. To advise the President in the determination of budgetary priorities.
- c. To advise the President and the Provost concerning policies and procedures pertaining to faculty personnel matters.

ARTICLE 2 - MEMBERSHIP OF THE COLLEGE COUNCIL

Section 1. Members. The members of the College Council shall consist of:

- a. The President, the Provost and the Deans of each of the three Schools. The President shall be entitled to vote only to break a tie.
- b. Fifty faculty members as follows:
 - (i) The Chairperson of each Department. If a Chairperson declines to serve as a member, the Department shall elect another member in his/her place.
 - (ii) The remaining faculty members shall be elected at large by the faculty of each School in proportion to the average number of faculty in each School for the two years prior to the election.
- c. One adjunct faculty member elected by the adjunct faculty.
- d. One employee in a higher education officer title elected by the employees in that title.
- e. One employee in a college laboratory technician title elected by the employees in that title.
- f. One employee in a classified civil service title elected by the employees in that title.
- g. The President of the Student Government Association, the Presidents of each of the classes and six other students of whom two shall be elected at large by the students in each of the three Schools. No more than one student elected from a School shall be from the same Department.
- h. The President of the Community Council.
- i. The President of the Alumni Association.

Section 2. Term of Service. The elected members of the College Council shall serve for two years. No elected member of the College Council shall serve for more than two consecutive terms.¹

Section 3. Alternates. The faculty, voting by School, shall elect ten alternates at large in proportion to the number of faculty at each School. The students, voting by School, shall elect six alternates, two from each School. The faculty and student alternates shall be

¹ Service under the prior governance plan shall count in applying this term limit provision.

those persons receiving the most votes after the regular members, and they shall be ranked by School in the order of the number of votes they receive. To the extent there are absences among the faculty or student members of the College Council, the highest ranked alternates in attendance of that group and from that School may speak and vote in the place of the absent members; if the absent member is a Department Chairperson, the alternate should be from the same Department if one is present. If a faculty member of the College Council resigns or receives a letter of non-reappointment during his/her term, that member shall be replaced immediately by the highest ranked alternate from that School, who shall become a member of the College Council. If a student member of the College Council resigns, that member shall be replaced immediately by the highest ranked alternate from that School, who shall become a regular member of the College Council.

ARTICLE 3 – ELECTIONS

Section 1. Call for Elections to the College Council. The Chairperson of the College Council or his/her designee shall call, in writing, for all elections to the College Council and to its standing committees (other than student Members) by April 15th of each year.² Additionally, the Chairperson or designee shall inform all constituencies of their election responsibilities and shall certify the results of elections.

Section 2. Time for Elections. Elections of members of the College Council and its standing committees (other than student members) shall be held by the end of the first full week in May.³ Election of student members shall be held by September 30th of each year.

Section 3. Method of Voting. Each constituency eligible to elect Members of the College Council shall do so by signed, secret ballot at a meeting called for that purpose. The Chairperson of the College Council may also make provisions for voting by absentee ballot or electronically.

Section 4. Election Results. Election results shall be certified by the Chairperson of the College Council no later than five work days following the date of the election.

Section 5. Student Representatives. The Student Government Association shall be responsible for conducting the election of student Members of the College Council and its standing committees, with the assistance of the Vice President for Student Affairs and Services or a designee.

ARTICLE 4 - OFFICERS OF THE COLLEGE COUNCIL

Section 1. Chairperson. The President of the College shall be the Chairperson of the College Council and shall preside at its meetings.

² Except that in the 2013-14 academic year, the call for elections shall occur by September 6, 2013.

³ Except that in the 2013-14 academic year, such elections shall be held by September 20, 2013.

Section 2. Vice Chairperson. The Vice Chairperson of the College Council shall be a faculty Member elected by the faculty Members of the College Council. The Vice Chairperson shall preside at meetings of the College Council in the absence of the Chairperson.

Section 3. Secretary. The Secretary of the College Council shall be elected by its Members. The Secretary shall send notices of meetings and shall keep and disseminate accurate minutes of the meetings of the College Council.

Section 4. Parliamentarian. The Parliamentarian shall be appointed by the Chairperson with the approval of the Executive Board. The Parliamentarian shall be versed in parliamentary the rules and procedures as set forth in Robert's Rules of Order Newly Revised and shall advise the Chairperson on questions of procedure at meetings of the College Council. The Parliamentarian may vote only if he/she is a Member of the College Council.

Section 5. Election of Officers and Term of Office. The election of officers shall be held at the first meeting of the College Council in the fall semester. The term of office for the elected officers of the College Council shall be two years except that officers shall remain in office until their respective successors are duly elected.

ARTICLE 5 – MEETINGS OF THE COLLEGE COUNCIL

Section 1. Rules of Order. Meetings of the College Council shall be conducted in accordance with the Open Meetings Law of New York State and, to the extent consistent with said law, with the current edition of Robert's Rules of Order Newly Revised.

Section 2. Number of Meetings and Methods of Calling Meetings. The College Council shall convene for at least two (2) regular meetings each semester. Special or emergency meetings of the College Council may be convened by any of the following methods:

- a. By call of the Chairperson of the College Council.
- b. By a vote of the Executive Board.
- c. By a written petition of at least one-third of the Members of the College Council

Section 3. Participation in Meetings. The meetings of the College Council are open to the public. However, only Members (or alternates acting for absent Members) may speak on issues before the College Council.

Section 4. Agenda Items: The agenda shall be prepared by the Executive Board. Any Member of the College Council may propose agenda items to the Executive Board. No item may be added to the agenda approved by the Executive Board except by or with the permission of the Chairperson of the College Council.

ARTICLE 6 - THE EXECUTIVE BOARD OF THE COLLEGE COUNCIL

Section 1. Members. The Executive Board of the College Council shall have the following Members:

- a. The President, who shall serve as Chairperson of the Executive Board. The President shall preside at all meetings of the Executive Board.
- b. The duly elected Vice Chairperson of the College Council.
- c. The duly elected Secretary of the College Council, who shall serve as the Secretary of the Executive Board.
- d. The Provost and two Deans designated by the President.
- e. Four faculty Members elected by and from the faculty Members of the College Council at its first meeting of the academic year.
- f. The President of the Student Government Association.

Section 2. Duties and Responsibilities. The Executive Board shall have the following duties and responsibilities:

- a. To schedule and prepare the agenda of all College Council meetings. All notices of such meetings shall contain the agenda as adopted by the Executive Board.
- b. To conduct business between regular meetings of the College Council, including all actions that the College Council is authorized to take. The College Council reserves the right to review all actions taken by the Executive Board to determine whether or not they should become permanent policy, except time-sensitive actions taken because they were required by law or by the University's policies or because of the need to deal with exigent circumstances requiring immediate action.
- c. To publish and distribute meeting notices and agenda at least one calendar week preceding the scheduled meeting of the College Council. Such notices shall be posted in visible locations throughout the College and distributed to the entire College community, with individual notice given to all Members of the College Council.
- d. To maintain all records of the College Council, one copy of which shall be housed on reserve in the Library and available for examination.
- e. To fulfill other responsibilities as assigned by the College Council.

Section 3. Notice of Meeting. The Members of the Executive Board shall be given written notice and an agenda at least three business days in advance of the date of an Executive Board meeting.

Section 4. Term of Office. The term of office of elected Members of the Executive Board shall be two years.

ARTICLE 7 – COMMITTEES OF THE COLLEGE COUNCIL

Section 1. Election of Faculty Members of Standing Committees.

- a. The faculty Members of the College Council shall elect four faculty Members to each Standing Committee. Such Members shall serve for two years and may not serve for more than two consecutive terms. No more than one of these Members may be from the same Department, and no more than two may be from the same School. No Member of the College Council may serve on more than one Standing Committee. At the first meeting of the College Council in the fall semester, the Council shall accept nominations for and shall elect faculty Members to each Standing Committee where there are vacancies due to the resignation or expiration of the term of any existing Member.
- b. The faculty at each School shall elect one Member to each standing committee (except the Committee on Governance). Such Members shall serve for two years and may not serve more than two consecutive terms. No person may stand for election to both a Standing Committee and the College Council or serve on more than one Standing Committee. At the same time it elects members to the College Council, the faculty at each School shall elect faculty members to each Standing Committee where there are vacancies due to the resignation or expiration of the term of any existing Member.
- c. If a faculty Member of a standing committee resigns or is non-reappointed, the College Council shall elect a replacement from the same School.

Section 2. Election of Committee Chairpersons. At the first meeting of each Standing Committee, the members shall elect the Chairperson.

Section 3. Standing Committees. The Standing Committees of the College Council shall be:

a. Curriculum Committee

(1) Functions. The Curriculum Committee shall recommend college-wide policy in matters pertaining to academic programs, including new or amended programs, courses and curricula. It shall also review the implementation of policies, programs, courses and curricula.

(2) Membership. The Curriculum Committee shall consist of the Provost, the Chief

Student Affairs Officer, seven faculty members elected as provided in Section 1 above and one student elected by and from the student members of the College Council.

b. Committee on Student Life

- (1) Functions. The Committee on Student Life shall recommend policies and practices regarding the improvement and expansion of student services. It shall survey the faculty and students, on at least an annual basis, to determine views on these aspects of student affairs.
- (2) Membership. The Committee on Student Life shall consist of the Chief Student Affairs Officer, seven faculty members elected as provided in Section 1 above, three students elected by and from the student members of the College Council, three students elected by the Student Government Association who are not members of the College Council, the Athletic Director and the Director of Student Life.

c. Administrative Advisory Committee

- (1) Functions. The Administrative Advisory Committee shall recommend policy and practices on issues related to administrative support activities of the College (*e.g.*, office services and equipment, security, and space allocation).
- (2) Membership. The Administrative Advisory Committee shall consist of the Vice President for Administration and Finance, the College Director of Facilities, seven faculty members elected as provided in Section 1 above, one person elected by and from the Members of the College Council who are in higher education officer, college laboratory technician and classified civil service titles, the Director of Security and two students elected by and from the student members of the College Council.

d. Committee on Governance

- (1) Functions. The Committee on Governance shall review, on a continuing basis, the structure and process of governance at the College and shall recommend amendments to the Governance Plan.
- (2) Membership. The Committee on Governance shall consist of the President or his/her designee, four faculty members selected by the President, four faculty members elected by and from the faculty Members of the College Council, the President of the Student Government Association and one student elected by and from the student members of the College Council, the Members of the College Council who are in higher education officer, college laboratory technician and classified civil service titles, and the Presidents of the Community Council and the Alumni Association .

Section 4. Special Committees. The College Council may establish special committees and provide for their functions, memberships and method of election. No special committee shall continue for more than two years unless renewed by the College Council.

ARTICLE 8 - DEPARTMENTS

Section 1. Establishment and Authority of Departments. The currently recognized Departments of the College are hereby continued. The establishment, abolition or recombining of Departments may occur upon the recommendation of the College Council or President subject to approval by the Board of Trustees. Departments shall have authority over their academic affairs and personnel consistent with New York State Education Law, the Bylaws and policies of the Board of Trustees and this Governance Plan.

Section 2. Rules of Order. The business of the Departments shall be conducted according to the current edition of Robert's Rules of Order Newly Revised. Voting shall be conducted by secret ballot if requested by any member.

Section 3. Election of Chairpersons. The faculty in each Department, except the Library and SEEK/ Special Programs, shall elect a Chairperson by secret ballot from among the tenured faculty; provided, however, that where there are fewer than three tenured faculty in a Department, and where the Department has been in existence for less than seven years, the President may, after consultation with the Department faculty, recommend the appointment of a Chairperson to the Board of Trustees from among the untenured faculty members of the Department.

Section 4. *Ex Officio* Chairpersons. The Chief Librarian and the Director of SEEK/Special Programs shall serve, by Presidential appointment, as Chairpersons of their respective Departments.

Section 5. Supervision of Election of Chairpersons. The elections of Chairpersons shall be supervised by the Provost and shall be subject to the approval of the President and the Board of Trustees. Elections shall be held during the first full week of May in the year in which the chairperson's term expires. The new Chairperson shall take office as of July 1 of the year in which the election is held.

Section 6. Deputy Chairpersons. A Deputy Chairperson may be appointed annually by the chairperson. The Deputy Chairperson shall assist the chairperson in administering the Department. A Deputy Chairperson shall, in the absence of the Chairperson, serve as acting chairperson for a period not to exceed one month. If the Chairperson of a Department is absent for more than a month, or is absent beyond the end of a semester, the members of the Department shall hold an election for a new Chairperson to serve out the term of the absent Chairperson.

Section 7. Personnel and Budget Committee. In accordance with the Bylaws of the Board of Trustees, the faculty in each Department shall establish and elect members to a Personnel and

Budget Committee to advise the Chairperson on all questions related to the Department's personnel matters and budget including appointments, reappointments, promotions, and tenure; provided, however, that in a Department with fewer than four tenured faculty members, the President, after consultation with the Department faculty, shall appoint an ad hoc committee to make recommendations on appointments or reappointments with tenure or on promotions to associate or full professor in lieu of the Personnel and Budget Committee.

Section 7.1 Members: The Personnel and Budget Committee of each Department shall consist of the following members:

- a. The Chairperson of the Department, who shall serve as the chairperson of the Personnel and Budget Committee. The Chairperson's membership on this committee shall terminate when he/she is longer Chairperson of the Department.
- b. Members constituting 20% of the number of faculty in the Department but not less than four members and not more than eight members. The members shall be elected by the faculty in the Department and shall serve staggered three year terms. In Departments of fewer than five faculty, all of the members of the Department shall be members of the Personnel and Budget Committee. At least four members of a Personnel and Budget committee shall be tenured, except that in a Department with more than four faculty members but fewer than four tenured faculty members, all tenured faculty shall be members of the Personnel and Budget Committee; any remaining positions shall be filled by election from the ranks of untenured faculty. Faculty Members shall serve for staggered three-year terms.
- c. One student elected annually by each department from among the students majoring in the department.

Section 7.2. Time of Elections. Elections shall be held annually during the first week in May.⁴

Section 7.3. Replacements. If a Member of the Personnel and Budget Committee resigns or is not reappointed, the Department Chairperson shall call a special meeting of all eligible voting members to elect a replacement to serve out that Member's term.

ARTICLE 9 – SCHOOLS

Section 1. Establishment of Schools. The currently recognized Schools and Departments assigned to each school are hereby continued. The creation or abolition of Schools and the assignment of new or different Departments to each School may be recommended by the College Council or the President subject to approval by the Board of Trustees.

Section 2. Deans. The administration of each School shall be the responsibility of a Dean with faculty title in a Department of that school, appointed by the President. Each Dean shall have the responsibilities assigned to him/her by the President, which shall include supervisory

⁴ Except that in the 2013-14 academic year, elections shall be held by September 20, 2013.

responsibility over the Department Chairpersons within his/her School, and shall be under the supervision of the Provost

ARTICLE 10 - COLLEGE-WIDE PERSONNEL AND BUDGET COMMITTEE

Section 1. Function. The College-Wide Personnel and Budget Committee shall advise the President on all matters related to the academic personnel and budget and shall review all recommendations of each Department's Personnel and Budget Committees regarding appointments, reappointments, promotions, and appointment with tenure or certificate of continuous employment and make appropriate recommendations to the President.

Section 2. Chairperson. The President of the College, or in his absence, the Provost, shall be the Chairperson of the College-Wide Personnel and Budget Committee and shall preside at its meetings.

Section 3. Membership. The other members of the College-wide Personnel and Budget Committee shall be the Provost, the Deans of the Schools, the Chairperson of each Department and one student elected by the Student Government Association.

ARTICLE 11 – FACULTY-STUDENT DISCIPLINARY COMMITTEE

Section 1. Establishment. There shall be a Faculty-Student Disciplinary Committee to conduct hearings in student disciplinary cases. Disciplinary action against students shall be initiated and processed in accordance with Article 15 of the By-laws of the Board of Trustees.

Section 2. Membership. The President, in consultation with the Executive Board of the College Council, shall select three members of the instructional staff to receive training and to serve in rotation as chairpersons of the Faculty-Student Disciplinary Committee. In addition, six faculty and six students shall be elected annually to serve on the Faculty-Student Disciplinary Committee. The faculty members shall be elected by the faculty members of the College Council at its first meeting of the academic year. The student members shall be elected by the Student Senate at its first meeting of the academic year. In any given proceeding, two faculty members and two students shall be selected by lot from among the six elected members.

Section 3. Quorum. A quorum in a disciplinary proceeding shall consist of the chairperson and at least one faculty member and one student member.

Section 4. Term of Office. Members of the Faculty-Student Disciplinary Committee shall serve for one year. Chairpersons shall serve for three years.

ARTICLE 12 – AMENDMENTS

Section 1. Proposed Amendments to the Governance Plan. Amendments to the Governance Plan may be proposed by a two-thirds vote of the College Council membership.

Section 2. Notice to Membership. The College Council shall be notified at least five working days in advance of the date of the meeting at which changes in the Governance Plan are to be considered. Before action may be taken, the Secretary shall read the proposed changes at no fewer than two successive meetings of the College Council.

Section 3. Ratification. Amendments to the Governance Plan proposed by the College Council shall be ratified by a referendum in which all instructional staff (including faculty and persons in a college laboratory technician or higher education officer title) and students may vote. Amendments shall be deemed ratified, and shall be forwarded to the Board of Trustees for approval, if approved by a majority of the voting faculty and a majority of either (i) the voting non-faculty instructional staff or (ii) the voting students. Notice of the proposed amendments shall be widely disseminated within the College Community at least two weeks before the ratification vote. Such vote shall be by secret ballot over a time period of not less than one week.

ARTICLE 13 – DEFINITIONS

“Community Council” refers to the body comprised of representatives selected by the President from the Central Brooklyn area who serve in an advisory capacity to the president on matters pertaining to the College’s engagement with the community.

“Department” refers to the academic units recommended by the College Council or President and approved by the Board of Trustees. The current departments are Accounting; Biology; Business Administration; Computer Information Systems; Education; Economics and Finance; English; Foreign Languages; Mathematics; Mass Communications, Creative and Performing Arts and Speech; Nursing; Philosophy and Religion; Physical, Environmental and Computer Sciences; Psychology; Public Administration; Social and Behavioral Sciences; Library; and SEEK/Special Programs.

“Faculty” refers to persons employed in the titles of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer and Distinguished Lecturer.

“Members” of all bodies and committees shall be voting members unless otherwise stated.

“School” refers to the units recommended by the College Council or President and approved by the Board of Trustees that aggregate a number of departments. The current Schools are the School of Business (comprised of the Departments of Accounting; Business Administration; Computer Information Systems; Economics and Finance; and Public Administration), the School of Liberal Arts and Education (comprised of the Departments of English; Foreign Languages; Mass Communications, Creative and Performing Arts and Speech; Philosophy and Religion; Psychology; and Social and Behavioral Sciences) and the School of Science, Health and Technology (comprised of the Departments of Biology; Mathematics; Nursing; and Physical, Environmental and Computer Sciences).

“Student Government Association” refers to the recognized student governance body.

ARTICLE 14 - TABLE OF DATES

By April 15	Election to College Council is called by the President in writing.
May 1 to 7	Election of faculty and staff members of the College Council for the following year.
	Election of Department Chairpersons.
	Election of members of Department Personnel and Budget Committees.
May 7 to 15	Election results submitted in writing to the President.
July 1 to June 30	Term of office for all members of the College Council, Department Chairpersons and members of Department Personnel and Budget Committees.
September	Election of representatives to the College Council by the adjunct faculty.
	Election of representatives to the College Council by the Student Government Association.
	Election of officers and members of Standing Committees by the College Council and where so provided by the Student Government Association.
	Election of faculty members of the Executive Board by the faculty members of the College Council.
	Election of faculty members of the Faculty-Student Disciplinary Committee by the Executive Board.
	Election of student member of the College-Wide Personnel and Budget Committee and the student members of the Faculty-Student Disciplinary Committee by the Student Government Association.
December	Election, called by the Department Chairperson, of replacements of members of the College Council and members of the Department Personnel and Budget Committees who were not reappointed.

