

Bert W. Wasserman
Department of Economics and Finance

**BERNARD M. BARUCH COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK**

DEPARTMENTAL BYLAWS

(Revised September 9, 2015)

The Bert W. Wasserman Department of Economics and Finance's Bylaws shall be consistent with the Bylaws and Regulations of the Board of Trustees, the General Faculty and with Baruch College's Governance Charter.

ARTICLE I - ORGANIZATION

1. Membership

The faculty of the Bert W. Wasserman Department of Economics and Finance shall include all members of faculty rank and faculty status in the department.

2. Department Chair

The Executive Officer of the Department shall be the Department Chair who shall be elected by secret ballot for a term of three years, by majority vote

The Department Chair shall not serve for more than two full consecutive three year terms. Chairs who are elected to serve out the unserved term of a previous chair will not have that partial period count towards their term limits. A chair is permitted to run for chair again after sitting out a full three year period.

The Chair shall be a tenured member of faculty rank of the Department.

A Chair who takes a leave of absence or is on sabbatical may not continue to serve as a Chair and shall resign.

In case of a resignation or vacancy, an election shall be held as soon as possible to fill the unexpired portion of the term. In the interest of the College, failure to hold an election in a timely manner may result in the President appointing a new chair.

The Chair shall be empowered to delegate to other members of the Department faculty some of the Chair's duties, e.g., appoint a vice chair, as deemed necessary for the proper functioning of the Department.

At least once each academic year, the Chair shall submit a written report to all Department members of faculty rank and status, detailing the department activities, actions, and decisions including a summary of expenses.

3. Executive Committee

A. Membership

The majority of the five elected faculty members shall be tenured, including the Department Chair. The Department Chair shall serve as Committee Chair.

The Department Chair and other members of the Committee shall be elected at the same time and for a term of three years. Department members of faculty rank and lecturers with CCE are the only members eligible to vote for Executive Committee members.

The members of the Executive Committee shall not serve for more than two full consecutive three year terms. This restriction shall not preclude the Department Chair from serving on the Executive Committee. Faculty who are elected to serve out the unserved term of a previous member of the Executive Committee will not have that partial period count towards their term limits. Faculty are eligible to run again after sitting out one three year period.

A member of the Executive Committee who takes a leave of absence or is on sabbatical may continue to serve as a member or may take a leave of absence from the committee. In the case of a leave of absence from the committee, an election shall be held to fill the committee seat for the duration of the leave.

A member of the Executive Committee who receives a notice of non-reappointment or resigns loses his/her voting membership on the Executive Committee and a new member shall be elected as soon as possible to fill the unexpired portion of the term.

B. Duties

The Committee shall consider and make recommendations for matters related to appointments without tenure to the instructional staff, and reappointments thereto, including reappointments with a Certificate of Continuous Employment. It shall also consider and make recommendations for leaves of absence. It shall transmit its recommendations on these matters to the Zicklin School Personnel and Budget Committee

The Committee may initiate and shall review recommendations for changes in departmental policies.

The Committee shall set budgetary priorities for the Department.

C. Quorum

A quorum shall consist of a simple majority.

D. Meetings

Not less than three meetings shall be held per semester and shall be scheduled in such a fashion that no member shall be constrained by regular duties to miss these meetings.

4. Curriculum Committee

The Department shall elect a Curriculum Committee, which shall exercise initiatives for the expression of faculty rights over programs and course offerings in the appropriate disciplines or cross disciplines of the Department.

5. Tenure Committee

There shall be a Tenure Committee consisting of all tenured professorial members of the Department with the Department Chair serving as Committee Chair. This committee shall consider and make recommendations for reappointments with tenure to the Zicklin School Personnel and Budget Committee.

6. Promotion Committee

The Promotion Committee shall be constituted in the manner prescribed in the Bylaws of the Board of Trustees and the Baruch College Governance Charter. In the case of candidates seeking promotion to full professor, those of that rank in the Department shall be given timely written notice by the Chair of such candidacies and of the availability of the files for their review so that they may offer written advice on the candidates to the School Committee on Personnel and Budget.

7. Special Departmental Committees

The Chair of the Department in conjunction with the Executive Committee shall be empowered to set up any committee that they deem necessary for the proper functioning of the Department.

ARTICLE II - OPERATIONS

1. Meetings

There shall be at least one departmental meeting per semester.

Additional meetings shall be called at the discretion of the Chair, at the request of any two members of the Executive Committee, or at the request of 20% of the voting membership of the Department.

Written notification of departmental meetings shall be sent to all members of the Department no less than one week in advance of the meeting date. A statement of the agenda of the meeting shall accompany such notification.

2. Rules of Order

The presiding officer at all meetings of the Department shall be the Chair. In the absence of the Chair, a presiding officer shall be elected by the Executive Committee of the department.

A quorum shall consist of a simple majority of the members of the department.

Except where it conflicts with these bylaws, the most recent edition of Roberts Rules of Order shall be followed at all meetings.

ARTICLE III – ELECTIONS

1. Eligibility to vote

All the members of the instructional staff of the department who have faculty rank and lecturers who have CCE as of the date of the election are eligible to vote in elections of the Department Chair and the Executive Committee.

Faculty members who are on leave of absence or on sabbatical are eligible to vote. However, he or she may cast a ballot only if physically present. Proxy or mail voting is not permitted.

Faculty members who have received a notice of non-reappointment or have submitted a resignation are not eligible to vote.

2. General provisions

Departmental elections take place in the first full week of May and the newly elected department Chair and Executive Committee members take office on July 1. Voting is conducted by a secret ballot.

Proxy or mail voting is not permitted. Only faculty members physically present at the meeting can cast a vote.

Department Chair and members of Executive Committee are considered elected if they receive the majority of all eligible votes, i.e., a simple majority.

A secret ballot vote must be held even if there is only one candidate for the Chair or if the number of candidates for the Executive Committee does not exceed the number of vacant seats.

Before the voting begins, a vote counting committee consisting of at least three faculty members shall be chosen by consensus.

3. Election of the Chair

If the Chair is not elected after three rounds of voting, the election meeting shall be adjourned and resumed exactly one week later, at the same time.

Election of the Department Chair shall be subject to the subsequent approval of the president and the board.

If the Chair is not elected by May 31, no further elections shall be held and the election of the department chair shall be resolved by action of the President of the College.

4. Election of the Executive Committee

Election for the representation on the Executive Committee shall be held at the same time that the department chairperson is elected.

Voting for representation on the Executive Committee shall be conducted by a single secret ballot for all vacant seats. If after a round of voting one or more candidates are elected, the next round of voting for the remaining vacant seats continues with the same list of candidates. If after a round of voting no candidate receives the majority, the candidate with the fewest votes is dropped from the ballot and voting continues with a shorter list. If several candidates are tied for the fewest number of votes, all of them are dropped from the ballot. If the number of candidates on the ballot falls below the number of vacant seats, additional candidates shall be proposed.

If the election of all members of the Executive Committee is not concluded after six rounds of voting, the election meeting shall be adjourned and resumed exactly one week later, at the same time.

If the full Executive Committee is not elected after twelve rounds of voting, the remaining vacant seats on the Executive Committee are filled by action of the President of Baruch College.

In the absence of a new Executive Committee with at least three members, including the new Department Chair, the previous Executive Committee, excluding the previous Department Chair, continues to perform its duties on an interim basis.

All election results shall be presented to the Provost and Senior Vice President for Academic Affairs in writing.

5. Complaints

Any complaints as to eligibility of the conduct of the elections should be registered with the Provost and Senior Vice President for Academic Affairs within two weeks.

ARTICLE IV - PROCEDURES FOR AMENDING AND IMPLEMENTING THE BYLAWS

The Bylaws of the CUNY Board of Trustees and the Governance Charter of Baruch College shall supersede any departmental bylaws where inconsistencies exist.

Amendments to these bylaws can be initiated by the Chair, the Executive Committee of the Department, or by a written petition signed by 25% of the members with faculty rank or status of the Department.

All proposed amendments to these bylaws shall be submitted in written form to all voting members of the Department at least five working days in advance of the meeting at which the proposal is to be considered.

An amendment to the bylaws shall become effective when it is ratified by a two-thirds vote of the members with faculty rank or status of the Department.