

**BY-LAWS
DEPARTMENT OF LAW
ZICKLIN SCHOOL OF BUSINESS
BARUCH COLLEGE (CUNY)**

Article I—Department of Law Faculty

Section 1—Composition and Voting Membership

- (a) The Department of Law faculty, including both full-time and adjunct faculty members, shall hereinafter be referred to as the “Law Faculty.”
- (b) Except as otherwise provide in the Governance Charter of Baruch College (“Baruch Charter”) or in the Bylaws of the CUNY Board of Trustees (“CUNY By-Laws”), the voting membership of the Law Faculty shall consist of all full-time faculty members within the Department of Law.

Section 2—Presiding Officer

The Presiding Officer of the Law Faculty shall be the Chair of the Department of Law, or, in the Chair’s absence, a member of the Law Faculty designated by the Chair.

Section 3—Secretary of the Faculty

The Secretary of the Law Faculty shall be designated by the Chair-Elect each May and shall serve for one year or until a successor is selected.

Section 4—Meetings of the Law Faculty

- (a) The Law Faculty shall meet at least once during each semester of each academic year.
- (b) Closed meetings of the voting members of the Law Faculty may be called by the Chair, or shall be called by the Chair upon written request of at least three voting members of the Law Faculty.

Section 5—Quorum

A majority of the voting members of the Law Faculty shall constitute a quorum.

Section 6—Notice of Faculty Meetings and Agenda

- (a) Notice of each faculty meeting shall be sent to those faculty members eligible to attend the meeting at least one week prior to the meeting.
- (b) A proposed agenda shall be sent to faculty members eligible to attend a meeting at least three school days prior to each meeting.

Section 7—General Provisions

- (a) The Law Faculty shall advise and consult with the Chair on all matters of interest to the Department. All such matters may be properly brought before the Law Faculty by the Chair or any member of the Law Faculty.
- (b) The Law Faculty shall receive reports from all committees and shall be kept informed of committee deliberations and decisions. The Law Faculty shall also receive Department reports concerning any Affirmative Action Programs.
- (c) The voting membership of the Faculty may adopt resolutions and communicate such action through the Chair to appropriate Departmental, School, College and University authorities.

Article II—Committees

Section 1—General Provisions

- (a) Unless otherwise provided for herein or in the Baruch Charter or CUNY By-Laws, members of all committees shall be elected by the voting membership of the Law Faculty.
- (b) All elections will be held by secret ballot following open nominations.
- (c) Unless otherwise provided for herein, in the Baruch Charter, or in the CUNY By-Laws, members of each committee shall be elected each May and shall serve for one year or until their successors are elected.
- (d) Each committee shall report on its activities to the Law Faculty.
- (e) The Chair, or the Chair's designee, shall be, ex-officio, a member of each committee.

Section 2—Attendance at Committee Meetings

- (a) Any member of the Law Faculty may attend any Committee meeting, with the exception of the Promotions Committee, Tenure Committee and the Department of Law Executive Committee.
- (b) Unless invited for the purpose of committee business, only members of the Executive Committee may attend Executive Committee meetings.

Section 3—Executive Committee

- (a) Composition: The Executive Committee shall consist of four department members of faculty rank in addition to the Department Chair, who shall serve as the Committee Chair.

- (b) Term: The term of the Executive Committee shall be three years.
- (c) Election: Members of the Executive Committee shall be elected, by secret ballot, immediately following the election of the Department Chair. Cumulative voting is prohibited.
- (d) Vacancies: In the event that any member of the Executive Committee is absent from duty because of illness or disability and the Chair and a majority of the Executive Committee determine that the member will be absent due to such illness or disability for more than one semester, the Chair and a majority of the Executive Committee shall declare a vacancy to exist. If a vacancy exists on the Executive Committee, an election will be held by secret ballot as soon as is practicable to fill the vacancy. Any faculty member elected to finish the term of a disabled Executive Committee member will serve the remaining term of the disabled committee member, after which she may stand for election to continue her service.
- (e) Personnel Actions: The Executive Committee shall consider all matters related to appointments to the instructional staff without tenure and reappointments thereto, without tenure, including reappointments with a Certificate of Continuous Employment.
- (f) Leaves of Absence: The Executive Committee shall consider and make recommendations for leaves of absence, and shall transmit its recommendations on these matters through the Chair to the School Personnel and Budget Committee and any other appropriate School, College or University authorities.
- (g) Adjunct Re-Appointments: The Executive Committee shall periodically approve the reappointment of adjunct faculty members or shall delegate this task to the Chair.

Section 4—Curriculum Committee

- (a) The Executive Committee of the Department of Law shall serve as the Curriculum Committee for the Department of Law, and shall consider all matters pertaining to curriculum, course design and content, and program design and content.
- (b) New department courses or programs may not be offered unless first approved by the Curriculum Committee.
- (c) No course involving a substantial online component or any alternative to traditional face-to-face classroom time shall be offered without the prior approval of the Curriculum Committee. Once approved, such courses must undergo regular, periodic review by the Curriculum Committee to ensure their pedagogical soundness and quality.

Section 3—Tenure Committee

The Tenure Committee of the Department of Law shall be constituted as provided in Article VIII, Section C of the Governance Charter of Baruch College. The Tenure Committee shall consider and make recommendations for appointments and reappointments with tenure through the Chair to the School Personnel and Budget Committee.

Section 4—Promotions Committee

The Promotions Committee of the Department of Law shall be constituted as provided in Article VIII, Section B of the Governance Charter of Baruch College. The Promotions Committee shall consider and transmit its recommendations on these matters through the Chair to the School Personnel and Budget Committee.

Section 5—Special Committees

The Department Chair or the Law Faculty may establish special committees whose members and duties shall be determined by the Chair or the Law Faculty.

Article III—Departmental Executive

Section 1—Duties of the Department Chairperson

- (a) As per Article IX, Section 9.1 (b) of the CUNY By-Laws, the Executive Officer of the Department shall be the Department Chair.
- (a) The duties of the Department Chair shall be those specified in Article IX, Section 9.3 of the CUNY By-Laws.
- (b) In addition to those duties specified in the CUNY By-Laws, the Department Chair is responsible for providing educational leadership to the department. This includes efficiently and effectively managing course offerings, program priorities, and faculty workloads, as well as articulating an educational vision for the department and communicating that vision to members of the faculty.
- (c) The Chair of the Department may appoint deputies to assist in the administration of Department matters.

Section 2—Terms/Elections

- (a) The provisions in this section are derived from Article IX, Section 9.1 of the CUNY By-Laws, and thus are not subject to amendment by the Department of Law.
- (b) The Department Chair shall be elected for a term of three years by a majority vote of all members of the instructional staff of the department who have faculty rank.

- (c) Election for the Department Chair will be by secret ballot.
- (d) Proxy or mail voting is not permitted in the election for Department Chair.
- (e) The election of the Department Chair shall take place at an appropriate May Departmental meeting.

Article IV—Law Faculty Coordinators and Liaisons

Section 1—General Provisions

- (a) Unless otherwise provided for herein or in the Baruch Charter or the CUNY By-Laws, faculty coordinators and liaisons shall be appointed by the Chair of the Department of Law.
- (b) Adjunct members of the Law Faculty are eligible, though may not be required, to serve as coordinators or liaisons.
- (c) The basic responsibilities and duties of each coordinator or liaison are described below. Additional duties may be established by the Chair, Executive Committee or the Law Faculty, as required.

Section 2—Specific Coordinators and Liaisons

- (a) Library & Information Technology Liaison: This faculty member will act as the primary liaison between the Department of Law and the Library, as well as all Zicklin and Baruch Information Technology offices and personnel.
- (b) Research and Scholarship Coordinator: This faculty member will organize the faculty scholarship lunch series. Furthermore, the Research and Scholarship Coordinator is responsible for keeping the departmental research and publication policy updated with input from the voting members of the law faculty.
- (c) Awards and Prizes Coordinator: This faculty member will publicize and promote any student awards and prizes offered by the Department of Law. In addition, the Awards and Prizes Coordinator will review all applications and make final determinations as to who shall receive any awards and prizes and shall inform the Law Faculty of these decisions.
- (d) Articulation and Transfer Credit Coordinator: This faculty member will evaluate and process all student articulation and transfer credit requests.
- (e) Pre-Law Liaison: This faculty member will act as the primary contact between the Department of Law and the Max Berger Pre-Law Programs and the Max Berger Pre-Law Fellowship at Baruch College.

- (f) Minors and Concentrations Coordinator: This faculty member will act as the primary faculty, administrative and student contact for matters related to Department of Law minors, concentrations, or similar programs.

Article VIII—Ratification and Amendments

Section 1—Effective Date of By-Laws

As per the Article VIII of the Governance Charter of Baruch College, these By-Laws shall become effective when approved by two-thirds of department members with faculty rank or status.

Section 2—Amendments

- (a) As per the Article VIII of the Governance Charter of Baruch College, these By-Laws may be amended by a two-thirds vote of the department members with faculty rank or status.
- (b) The text of any proposed amendment shall be included in the agenda of the meeting at which the proposed amendment is to be considered.

Article IX—Interpretation and Compliance with Legal Mandates

Any provision of these Bylaws is limited to the extent that it is inconsistent with any state or federal law, the Baruch Charter, CUNY By-Laws or any other valid and binding School, College or University policy. Any such conflicting provision of these Bylaws shall remain otherwise effective.

Approved by the Department of Law Faculty on May 9, 2013.