

BYLAWS
DEPARTMENT OF HISTORY
WEISSMAN SCHOOL OF ARTS AND SCIENCES
BERNARD M. BARUCH COLLEGE/CUNY
(Approved at the department meeting of 5/7/09)

Article I: Definitions of Faculty Rank and Faculty Status

All persons who are employed fulltime on an annual salary basis in titles on the permanent instructional staff in the department, except college laboratory technicians, shall have *faculty rank*. All persons having faculty rank shall have the right to vote in the department unless they have received notice of non-reappointment or submitted a resignation. Persons on a Fellowship Leave or Leave of Absence Without Pay shall retain their voting rights. Persons with faculty rank who are retiring shall retain their voting rights during their last year of service, but not when on Travia Leave. Persons employed in the titles of instructor or lecturer (fulltime) who have been reappointed on an annual salary basis for a third or later year of continuous fulltime service, shall have *faculty status*. All persons having faculty status shall have voting rights, provided that they have not received notice of non-reappointment or submitted a resignation. A person with faculty status who is retiring shall retain his/her voting rights during his/her last year of service.

Article II: Department Bylaws

The bylaws of the department under which it will operate must be ratified by a two-thirds vote of the members of the department with faculty rank or faculty status. They shall be consistent with the City University of New York Bylaws and Regulations of the Board of Trustees and of the General Faculty and with the Governance Charter of the College and the Bylaws of the Weissman School. Changes, alterations, amendments or replacement of the bylaws of the department also require a two-thirds vote of the members of the department with faculty rank or faculty status. Adoption of the bylaws described herein will supersede the bylaws of the department adopted in 1986 on a two-thirds vote of the members of the department with faculty rank or faculty status.

Article III: Educational Policies of the Department

Educational policies of the department shall be set by the vote of department members who hold faculty rank or faculty status at a meeting of the department faculty. The department may enfranchise other members who have been appointed on an annual salary basis for a first or second year of fulltime service, except for the election of department chairpersons, and departmental committees on appointments and promotions. The department shall consult with students and solicit the participation of interested majors, minors, and graduate students as the department deems appropriate.

Article IV: The Chairperson of the Department

The executive officer of the department shall be the department chairperson who shall be a full, associate, or assistant professor elected by secret ballot for a term of three years, except as provided below, by a majority vote of all the members of the instructional staff of the department who have faculty rank. Proxy or mail voting shall not be permitted. The department chairperson must be tenured or have been approved by the board for tenure at the time of election. Such elections shall be subject to the subsequent approval of the president and the board. The successors of department chairpersons shall be elected during the first full week in May and take office as of July first of the year in which they are elected. Vacancies shall be filled by election for an unexpired term.

Whenever a vacancy occurs in the office of department chairman, and it has been determined that the chairman shall be sought from outside the Department of History, a search committee shall be appointed by the president. A majority of this search committee's members shall be from the Department of History, and the others chosen with the advice of the Faculty Senate Executive Committee. Recommendations for an appointment to a professorial title may be made by the president pursuant to his/her responsibilities. The president may recommend that such an appointee be designated as department chairperson. Such recommendation by the president for appointment and designation as department chairperson may be made either at the time of election of the

department chairperson or at such other time as the educational interest of the college may require. Before recommending such appointment or designation, the president shall confer with the members of the department and with the college committees on faculty personnel and budget.

A person may serve two consecutive terms as chairperson. However, a person may seek a third term if a two-thirds vote of the Executive Committee approves.

As the executive officer of the department, the chairperson shall carry out the department's policies, as well as those of the college faculty and the university board. In doing so, the chairperson shall:

1. Generally supervise and administer the department.
2. Be responsible for departmental records.
3. Assign courses to, and arrange programs of, instructional staff members of the department.
4. Initiate policy and action concerning the recruitment of faculty and other departmental affairs subject to the powers delegated by the bylaws of the Board of Trustees of the City University of New York 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. Represent the department before the faculty senate, the college faculty, and the board.
6. Preside at meetings of the department.
7. Be responsible for the work of the department's Executive Committee, the Tenure Committee, and the department's Promotion Committee.
8. Arrange for careful observation and guidance of the department's instructional staff members, including an annual evaluation conference with members of the department and prepare a subsequent memorandum.
9. Make a full report to the president and to the college committees on faculty personnel and budget of the action taken by the department committee on tenure. Recommending an appointee for tenure shall be based on the following:
 - (i.) Teaching qualifications and classroom work;

- (ii.) Relationship of the appointee with his/her students and colleagues;
 - (iii.) Appointee's professional and creative work.
10. The chairperson shall recommend to the college committees on faculty personnel and budget all appointments, reappointments, and reappointments with tenure, except as noted elsewhere. A minority of any committee on appointments shall have power to submit a minority recommendation to the college committees on faculty personnel and budget.
11. It shall be the duty and responsibility of the department chairperson to communicate to candidates for instructional staff appointments, reappointments, reappointments with tenure, and promotion the action of the relevant committee, but no reason shall be assigned for a negative recommendation. The affirmative recommendations of the committee shall be submitted by the department chairperson to appropriate college committees on personnel and budget in accordance with procedures set forth in the bylaws of the board.

Article V: Departmental Executive Committee

The department shall have an executive committee consisting of five department members of faculty rank, including the department chair, who will serve as the executive committee chair. The department chair and other members of the committee shall be elected at the same time and for terms of three years. Two members may be untenured, but a majority of the committee shall consist of tenured persons in the department.

The Executive 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 appropriate college committees on personnel and budget.

No one who is a member of the department's executive committee may serve simultaneously on more than two of the following committees, except in the case of

being the chair of the Weissman School Personnel and Budget Committee, who must serve on the first three committees on this list:

- (1) Departmental executive committee.
- (2) Weissman School Personnel and Budget Committee.
- (3) Baruch College Personnel and Budget Committee.
- (4) Academic review committees of the school or college.

Article VI: Promotion Committees

Promotion committees shall be constituted in the following manner:

- (1) In the case of candidates seeking promotion to full professor, those of that rank in the Department of History 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 Weissman School Personnel and Budget Committee.
- (2) Promotions of tenured assistant professors to the rank of associate professor shall be recommended to the college committees on personnel and budget by the chairperson of the department only after an affirmative vote of a majority of all associate professors and professors in the department.
- (3) The chair of the promotion committee shall be the most senior member of the department, i.e. the one who has held the rank of professor the longest.

Article VII: Tenure Committee

The Tenure Committee shall consist of all tenured professors in the department. This committee shall consider and make recommendations for appointments and reappointments with tenure to the Weissman School Personnel and Budget Committee. The chair of this committee shall be the most senior member of the department, i.e. the one who has held the rank of professor the longest.

Article VIII: Tie Votes in Matters Concerning Appointment, Promotions, and Tenure, and the Election of the Department Chair

A tie vote in such cases shall be considered a failure of the motion to prevail. Tie votes in the election of the department chairperson shall be resolved by action of the president.

Article IX: Governance of Curricula and Programs

The department shall elect a curriculum committee, which shall exercise faculty rights over programs and course offerings in the appropriate disciplines or cross disciplines of the department. The department chair shall seek advice and recommendations from the students in the department regarding curriculum matters. All curriculum proposals shall have appended to the proposals a statement indicating the extent of student consultation.

Programs within a department are subject to its governance system. Programs developed as collaborative efforts between or among departments shall be governed as agreed upon by the departments concerned. The maximum life of an interdepartmental program shall be three years before written a governance plan for such a program shall be approved by each participating department.

Article X: Other Committees

The department may establish other committees as needed by circumstances. The basis for the establishment of such a committee and the nature of such a committee must be recorded adequately in the minutes of the department meeting at which it was established. Included in this record shall be both a description of the scope and limits of what the committee is authorized to do. Any member of the department with faculty rank or faculty status or any other member of the department that has been enfranchised may place on the agenda for a department meeting questions or issues concerning the functioning or authority of a department committee.

Article XI: Procedures for all Committees of the Department

Each department committee shall keep minutes of its proceedings conforming insofar as is practicable to *Robert's Rules of Order, Revised*. It is the responsibility of the

department chairperson, except as specified below, to circulate the minutes of each departmental committee to all members of the department.

The actions of the appropriate committee concerned with instructional staff appointments, reappointments, reappointments with tenure, and promotion shall be by secret ballot, and the result of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be filed in the candidate's administration file, available only to the committees and individuals responsible for the review and recommendation of the appointments, promotion, and tenure. It shall be the duty and responsibility of the department chairperson to communicate to the candidate the action of the committee, but no reason shall be assigned for a negative recommendation. The affirmative recommendations of the committee shall be submitted by the department chairperson to the president and appropriate college committee on personnel and budget in accordance with procedures set forth in the bylaws of the board.

When hiring a new member of the faculty, the department shall go through three stages. First, the chairperson shall appoint a faculty member to chair a search committee, which shall be accountable to the chairperson for their recruitment efforts, and they shall maintain written records of the recruitment process sufficient to permit review of the process by appropriate university officers. Second, all history faculty, working as a committee of the whole, shall review the finalists for the position and shall vote on and rank the candidates. Third, the committee of the whole shall recommend its choice and its ranking of the other finalists to the department's executive committee, which has the final vote on appointments.

A minority of any departmental committee on matters of personnel shall have the power to submit a minority recommendation to the college committee on faculty personnel and budget.

Article XII: Department Meetings

Department bylaws include a minimum requirement for regular department meetings. It is recommended that the department hold at least one meeting a semester.

- (1) Notice of each regular meeting and special meeting shall be sent to all members of the faculty at least one week prior thereto, unless there is a need

for an emergency meeting. A proposed agenda shall be sent to all members of the faculty at least three days prior to each meeting.

(2) The order of business at regular meetings of the department shall be as follows:

- a. Approval of the agenda.
- b. Approval of the minutes.
- c. Report of chairperson.
- d. Reports of standing committees.
- e. Reports of special committees.
- f. Unfinished business
- g. New business
- h. Adjournment

Article XIII: Quorum

A quorum for meetings should be set at a simple majority of the department or committee members.

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Boo Choi

From: Kenya Lee
Sent: Wednesday, May 27, 2009 7:01 PM
To: Angelina Delgado; Boo Choi; David Birdsell; David Shanton; Frank Fletcher; 'Irwin Engelman'; Mary Gorman; Stan Altman
Subject: Meeting with VPAF Candidates, Campus Visits
Importance: High

Good Afternoon,

As members of the Search Committee for the position of Vice President for Administration and Finance you are moving quickly to identify candidates to bring in for the full day campus visits, as early as next week.

Part of the campus visit will begin with a meeting with the Search Committee. As such please have your respective assistant communicate to me your availability to have lunch with the candidates from 10am - 11am on any/all of the following dates:

Monday June 1st
Tuesday June 2nd
Wednesday June 3rd
Thursday, June 4th
Friday, June 5th
Monday, June 8th

This is a preliminary survey of availability.

Kenya Lee
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5/28/2009