

*Zicklin School of Business
Bernard M. Baruch College
The City University of New York*

DEPARTMENT OF STATISTICS AND COMPUTER INFORMATION SYSTEMS

BYLAWS

**ARTICLE I – THE STATISTICS AND COMPUTER INFORMATION SYSTEMS
FACULTY COUNCIL**

Section I – Membership

The Faculty Council of the Department of Statistics and Computer Information Systems of the Bernard M. Baruch College, Zicklin School of Business, shall consist of all full-time members of the Department of Statistics and Computer Information Systems and two representatives of the adjunct staff. The adjunct members of the Statistics and Computer Information Systems Department Faculty Council shall be elected for a one year term in a manner to be prescribed by the adjunct faculty, no later than the third week of classes in the Fall semester. There shall be two student members who are currently registered at the College. The student members shall be selected from among any departmental majors at the undergraduate or graduate level. All full and part-time members of the Department shall be entitled to attend all Department meetings; all full-time members with faculty rank or faculty status, excluding those with visiting or substitute status, shall be entitled to participate and vote at these meetings, with exceptions as provided in these by laws.

Section 2 – Presiding Officer

The presiding officer of the Faculty Council shall be the Chairperson of the Statistics and Computer Information Systems Department or, when absent, a member of the Department Executive Committee designated by the Chairperson.

Section 3 – Secretary of the Department Faculty Council

There shall be a Secretary of the Department Faculty Council who shall be elected by the members of the Department to serve for one year, or until a successor is elected. In addition to the usual duties of the office, the Secretary shall, in consultation with the Chairperson, prepare an agenda for each meeting of the council.

Section 4 – Meetings of the Department Faculty Council

The Faculty Council shall meet at least once each semester by the fourth week of the semester. Special meetings of the Department may be called by the Chairperson or on request of 10% of the members of the Council.

Section 5 – Quorum

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

Section 6 – Notice of Meetings and Agenda

Notice of each regular meeting shall be sent to all members of the Faculty Council and all full- and part-time members of the teaching staff at least one calendar week prior to the designated date. A proposed agenda, including all motions and supporting material to be considered at the meeting, shall be sent to members of the Faculty Council at least four school days (excluding Saturday and Sunday) in advance of the meeting. No action may be taken on a curricular motion which is not distributed in a timely manner as specified here, along with any and all supporting material. The Faculty Council can waive this requirement by a three-quarters vote of the voting members present.

Section 7 – Order of Business

Unless altered by vote of the Faculty Council, the order of business shall be:

1. Approval of Agenda
2. Approval of Minutes of the previous meeting
3. Report from the Chair
4. Elections (if any)
5. Committee Reports
6. Special Orders
7. Old Business
8. New Business

Section 8 – General Provisions

The Faculty Council shall function as the overall representative body of the Statistics and Computer Information Systems Department. It shall advise and consult with the Chairperson on all matters of Department-wide import. All matters may be properly brought before the Council by the Chairperson or any members of the Council. The Faculty Council shall have authority to elect all members of all standing committees other than those specifically prescribed by the Baruch College Governance Charter or the Bylaws of the Board of Higher Education. It shall have authority, subject to existing law, to receive reports from all committees and to be kept informed either orally at a Department meeting or by written report, of all deliberations and decisions of such committees. The Faculty Council shall also be the body to receive Departmental reports regarding Affirmative Action programs. In addition, it shall have authority to adopt resolutions and to communicate such action to appropriate Departmental, School and College authorities.

ARTICLE II - COMMITTEES

Section 1 – General Provisions

Unless otherwise provided in the Baruch College Governance Charter or the Bylaws of the Board of Higher Education, members of all committees shall be elected by the Statistics and Computer Information Systems Department Faculty Council following open nominations. Except as noted below, each Committee shall keep minutes of its proceedings and, prior to the first meeting of the Faculty Council in the Fall semester, shall file an annual report of its activities with the Secretary of the Faculty Council. Any student representative on a committee shall be selected as provided herein and in accordance with the spirit and provisions of the Baruch College Governance Charter. Where the number of committee members is specified, the quota must be met in order for the committee to exist.

The actions of the appropriate committees 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 available only to the committees and individuals responsible for the review and recommendation of appointments, promotion, and tenure.

Section 2 – Executive Committee

The Executive Committee shall consider all matters related to appointments to the full time and part time instructional staff, and reappointments thereto without tenure, including reappointments with Certificate of Continuous Employment. It shall also consider and make recommendations for Fellowship and other leaves of absence. It shall transmit its recommendations on these matters to the School Personnel and Budget Committee. In the case of an initial appointment with tenure it shall transmit its recommendations to the Department Tenure Committee.

The Executive Committee shall consist of seven Department members of faculty rank, including the Department Chairperson. Where possible, a majority of the committee shall be tenured persons. The Department Chairperson shall serve as committee Chairperson.

Section 3 – Tenure Committee

The Tenure Committee shall consider reappointments with tenure and transmit its affirmative recommendations to the School Personnel and Budget Committee. In all cases of initial appointments with tenure, this committee shall consult and advise with the Chairperson and the Department Executive Committee prior to the submission of such recommendations to the School Personnel and Budget Committee. This Committee shall consist of all tenured members of the Department and is chaired by the Department Chairperson if the Chairperson is tenured; otherwise, the Committee elects its own chairperson.

Section 4 – Committee on Promotions

The Committee on Promotions considers promotions from Assistant Professor to Associate Professor. The committee comprises all Associate and Full Professors in the Department, excluding those on substitute or visiting lines, and is chaired by the Department Chairperson if the Chairperson is either an Associate or Full Professor; otherwise, the Committee elects its own chairperson. This committee requires a minimum of two who qualify in the rank specified. In the absence of the required number qualifying by rank, procedures for evaluating recommendations for promotion shall be in accordance with the bylaws of the Board of Higher Education. This committee shall transmit its affirmative recommendations for promotion to the School Personnel and Budget Committee.

Candidates for promotion to full Professor shall apply directly to the School Personnel and Budget Committee. Full Professors in the Department shall be given timely written notice of such candidates by the Chair, and of the availability of these candidates' files for review so that they may offer written advice on the candidates to the School Personnel and Budget Committee.

Section 5 – Graduate Curriculum Committee

This duly elected curriculum committee shall consider all matters affecting graduate curriculum design, content, requirements, details and other matters of articulation. It shall initiate proposals for changes in the Statistics and Computer Information Systems Department Curriculum and is also charged with the formulation and approval, where appropriate, of plans for the development of new graduate course, changes in content and material of existing graduate courses, new graduate programs, and interdisciplinary studies. This committee shall seek counsel from graduate students in the Department. It shall have the right to request and review reports from the course subject committees on their course content and materials. This committee shall make recommendations to the Statistics and Computer Information Systems Department Faculty Council, which will transmit recommendations to the Zicklin School Graduate Curriculum Committee. It shall consist of seven members of the department representing the various Department disciplines and shall include the Department representative and alternate to the Zicklin School Graduate Curriculum Committee.

Section 6 – Undergraduate Curriculum Committee

This duly elected curriculum committee shall consider all matters affecting undergraduate curriculum design, content, requirements, details and other matters of articulation. It shall initiate proposals for changes in the Statistics and Computer Information Systems Department undergraduate curriculum and is charged with the formulation and approval, where appropriate, of plans for the development of new undergraduate courses, changes in content and material of existing undergraduate courses, and interdisciplinary studies. This committee shall seek counsel from undergraduate students in the Department. It shall have the right to request and review reports from the course subject committees on their course content and materials. This committee shall make recommendations to the Statistics and Computer Information Systems Department Faculty Council, which will transmit recommendations to the Zicklin School Undergraduate Curriculum Committee. It shall consist of seven members of the department representing the various Department disciplines and shall include the Department representative and alternate to the Zicklin School Undergraduate Curriculum Committee.

Section 7 – Subject Area Coordination

For a course with several sections taught by three or more instructors, and for each specific subject area that encompasses more than one course, the Department Chair will appoint a Course Coordinator. For each course under the purview of a Course Coordinator, he or she will be responsible for creating a standard syllabus, approving the assigned textbook, monitoring the instructors, ...

Each semester – or at minimum, once during the academic year – the Course Coordinator shall convene a committee, consisting of the various instructors teaching sections of the course or courses in the Coordinator's area, to conduct a review and evaluation of the course content, materials, and delivery. By no later than the end of each semester, the Course Coordinator for each such course shall forward a report of this review and evaluation and any proposals for change in the course contents or material to the appropriate curriculum committee of the Statistics and Computer Information Systems Department for their further review, prior to presentation of such report and proposed changes to the Department Faculty Council for information or approval. Copies of said reports should be kept on file for reference by subject instructors.

Section 8 – Committee on Library

This committee is charged with the responsibility to review and make recommendations regarding the Departmental requirements for Library resources within the Department, School, and College. It shall consist of three elected members of faculty rank or status. It shall make recommendations to appropriate College authorities in consultation with the Chairperson of the Department Faculty Council. This Committee will meet at least once a semester and present a report to the Department at least once a year.

Section 9 – Committee on Prizes, Scholarships and Awards

Where so authorized, this committee is charged with the duty of selecting students who are to receive prizes, scholarships and awards. Proposals for new prizes, scholarships and awards may be submitted to this committee by the faculty or by appropriate administrative authorities, with the request that the committee review such proposals and make recommendations to the School Dean and the appropriate School and College committees on such prizes, scholarships and awards. This committee shall consist of at least three elected members of the faculty.

Section 10 – Committee on Research and Professional Development

This committee is charged with the responsibility of assisting in the creation of an environment conducive to research, providing guidance to faculty members who desire to perform research, to make recommendations to appropriate authorities who provide research support and to be liaison with School and College-wide research committee and the College Grants Officer. In addition, this committee shall be charged with the responsibility of making recommendations and developing and coordinating programs for Departmental seminars, lectures and colloquia. It shall also be a liaison with the various appropriate professional organizations. This committee shall consist of at least three elected members of faculty rank.

Section 11 – Social Affairs Committee

This committee is charged with responsibility for conducting social affairs of the Department. It shall consist of at least three members of the faculty.

Section 12 – Special Committees

The Statistics and Computer Information Systems Department Faculty Council, in consultation with the Department Chairperson, may from time to time establish special committees. A special committee shall continue, unless otherwise specified, until its functions have been discharged. Eligibility for membership on such committees shall be determined by the Department Faculty Council.

ARTICLE III – DEPARTMENT ELECTIONSSection 1 – General Provisions

Proxy or mail elections are not permitted. Faculty on leave of absence are permitted to vote in all Department elections provided they are physically present at the meeting during which the election takes place. For all department elections, nominations are considered from the floor.

Section 2 – Elections for Department Chairperson

The Department Chairperson shall be elected by secret ballot for a term of three years by a majority vote of all the members of the Department of faculty rank. This election shall take place during the first full week in May and the person thus elected shall take office on the first day of July following the election. The chair will serve until the next scheduled election. In the event that the chair resigns or is unable to continue, a special election will be held to elect someone to complete that term. There are no term limits for the chairperson.

Section 3 – Department Executive Committee

In accordance with the provisions of the Baruch College Governance Charter, members of the Department Executive Committee shall be elected at the same time as the Chairperson of the Department, for a term of three years. Members of this committee shall be elected by secret ballot by a majority vote of all the members of the Department of faculty rank. In the case of more than six persons receiving a majority of the votes, the candidates with the highest six votes will be considered to be elected, providing that all six have a majority of the votes of those eligible to vote. In the case of fewer than six candidates receiving less than a majority of the votes, or in the case of a tie vote, a run-off election shall be held among those candidates until a person is elected by such a majority.

Persons thus elected shall take office on the first day of July following the election and continue in office until a successor is elected and takes office. Any vacancy on this committee shall be filled by an election scheduled to take place as soon as feasible after the vacancy occurs and shall be for the unexpired term.

Section 4 – Other Committee Elections

Unless otherwise provided in the Baruch College Governance Charter or the Bylaws of the Board of Higher Education or in these Bylaws, members of Department committees, with the exception of the Executive Committee, the Tenure Committee, and the Committee on Promotions, shall be elected at a Spring meeting of the Faculty Council of each academic year, shall assume their duties at the start of the following Fall semester and shall serve for one academic year, or until their successors have been elected.

ARTICLE IV - DEPARTMENT EXECUTIVE

Section 1 – Executive Officer of the Department

The Executive Officer of the department shall be the Department Chairperson. The duties of the Department Chairperson shall be those as specified in the Board of Higher Education Bylaws Article IX sec 9.3. In addition, the Chairperson shall prepare a calendar of Faculty Council meeting dates that will be distributed to members of the Faculty Council. The Department Chairperson will be an ex-officio member of all Department committees unless otherwise specified in these by laws.

ARTICLE V - PARLIAMENTARY RULES

The presiding officer of the Departmental Faculty Council and the various chairpersons of the Departmental committees shall rule on questions of order according to parliamentary rules and

usage, as set forth in Robert's Rules of Order Revised.

ARTICLE VI - ATTENDANCE AT MEETINGS

All Departmental Faculty Council meetings are open to any member of the full or part-time teaching staff. However, only those members so designated by these bylaws shall be entitled to vote at such meetings. With the exception of the Executive, Promotions and Tenure Committees, any member of the teaching staff may attend any and all meetings of the various committees prescribed herein except that only those members elected to serve on such committees may vote at such meetings.

ARTICLE VII - RATIFICATION AND AMENDMENTS

Section 1. These Bylaws shall become effective when approved by two thirds (2/3) vote of the members with faculty rank of the Council.

Section 2. Amendments to these Bylaws shall become valid when adopted by two thirds (2/3) vote of the members of the Statistics and Computer Information Systems Department Faculty Council. Text of proposed amendments shall be included in the agenda of the meeting at which the change is to be acted upon.

Revised March 2008.