

BYLAWS
DEPARTMENT OF JOURNALISM AND THE WRITING PROFESSIONS
WEISSMAN SCHOOL OF ARTS AND SCIENCES
BERNARD M. BARUCH COLLEGE
CITY UNIVERSITY OF NEW YORK
(Approved by the Faculty on Oct. 15, 2015)
(Revised and approved by 7 faculty members (2 on fellowship leave were consulted but did not vote))

Article I – Department of Journalism and the Writing Professions

Section 1 – Voting Membership

The Department of Journalism and the Writing Professions faculty shall hereinafter be referred to as the “Faculty.”. Except as otherwise provided for herein or in the Governance Charter of Baruch College or in the Bylaws of the Board of Trustees, the voting membership of the Faculty shall consist of all full-time faculty members of the Department of Journalism and the Writing Professions.

Section 2 – Presiding Officer

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

Section 3 – Secretary of the Faculty

The Secretary of the Faculty shall be elected by the voting membership of the Faculty each May and shall serve for one year or until said Secretary’s successor is elected. In addition to the usual duties of the office, the Secretary shall, in consultation with the Chair, prepare an agenda for each meeting of the Faculty and record and distribute to the Faculty minutes of Departmental meetings.

Section 4 – Meetings of the Faculty

The Faculty shall meet at least twice during each semester of each academic year. Special meetings of the 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 Faculty.

Section 5 – Quorum

A simple majority of all of the voting members of the Faculty, excluding those on leave of absence, shall constitute a quorum. Faculty members on leave of absence who attend meetings in person shall be counted for quorum purposes and are entitled to vote at such meetings. Votes may be cast only by Faculty members present in person at a meeting. Voting by proxy is not permitted.

Section 6 – Notice of Meetings and Agenda

- (a) 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.
- (b) A proposed agenda shall be sent to all members of the Faculty at least three days prior to each meeting.

Section 7 – General Provisions

- (a) The Faculty shall function as the representative body of the voting membership of the Department. It shall advise and consult with the Chair on all matters of interest to the Department. All matters may be properly brought before the Faculty by the Chair or any member of the Faculty.
- (b) The voting membership of the Faculty shall elect all members of all standing committees except as otherwise prescribed herein and/or by the Governance Charter of Baruch College and/or the Bylaws of the Board of Trustees.
- (c) The Faculty shall receive reports from all committees and shall be kept informed of all of their deliberations and decisions.
- (d) The voting membership of the Faculty may adopt resolutions and communicate such action through the Chair to appropriate Departmental, School and College authorities.

Article II – Committees

Section 1 – General Provisions

- (a) Unless otherwise provided for herein or in the Governance Charter of Baruch College or the Bylaws of the Board of Trustees, members of all committees shall be elected by the voting membership of the Faculty following open nominations and secret ballot.
- (b) Unless otherwise provided for herein or in the Governance Charter of Baruch College, or in the Bylaws of the Board of Trustees, members of each committee shall be elected each May and shall serve for one year or until their successors are elected.
- (c) Each committee shall keep minutes of its proceedings and prior to each May meeting shall file an annual report of its activities with the Secretary of the Faculty.
- (d) The Chair, or the Chair's designee, shall be, ex-officio, a member of each committee.
- (e) Any student representation on a committee shall be as provided herein and in accordance with the spirit and provisions of the Governance Charter of Baruch College.

Section 2 – Executive Committee

- (a) The Executive Committee shall consider all matters related to appointments of non-tenure track instructional staff and reappointments thereto, without tenure, including reappointments with a Certificate of Continuous Employment. The Committee shall also consider and make recommendations for leaves of absence. It shall transmit its recommendations on these matters through the Chair to the School Personnel and Budget Committee.
- (b) **The Committee shall consist of five or seven tenured or tenure-track voting members of the Faculty**, including the Department Chair, who shall serve as the Committee Chair. Members of this committee shall be elected for a term of three years, by tenured or tenure-track voting members of the Faculty, by secret ballot, at the same time as the election of the Department Chair.
- (c) In the event that any member of the Executive Committee is disabled and is absent from duty because of such illness or for other cause (e.g. jury duty) and the Chair and a majority of the Executive Committee determine that the member will be absent due to such illness for more than one semester, the Chair and a majority of the Executive Committee shall declare a vacancy to exist.

Section 3 – Tenure Voting Committee and Tenure Reading Committee

The Tenure Voting Committee and the Tenure Reading Committee of the Department shall be constituted as provided in the Governance Charter of Baruch College. Only voting members of the Department with tenure in Baruch College can serve. Committee members shall include all tenured members of the Department. The Committee shall handle matters related to appointments and reappointments with tenure assigned by the Chair.

Section 4 – Promotions Voting Committee and Promotions Reading Committee

The Promotions Voting Committee of the Department shall be constituted as provided in the Governance Charter of Baruch College. Only faculty members with the rank of full professor or associate professor in the Department can serve on the Promotions Reading Committee. Members of the Promotions Reading committee shall be elected by the tenured and tenure-track members of the Department. It shall handle matters related to promotions assigned by the Chair.

Section 5 – Curriculum Committee

- (a) The committee shall consist of at least three members of the Faculty.
- (b) The committee shall:
 - i. Meet at least twice each semester.

- ii. Consider all matters pertaining to curriculum design, content, requirements and other matters of articulation.
- iii. Initiate proposals for changes in the Department of Journalism and the Writing Professions curricula including the development of new courses, programs and inter-disciplinary studies.
- iv. Make recommendations concerning the foregoing to the Faculty as a whole and then to the Chair.
- v. Assist the Chair in seeking advice and recommendations, as needed, from students in the Department regarding curriculum matters. A student may be selected to serve as a non-voting member of the Curriculum Committee

Section 6 – Special Committees

- (a) The Department Chair or the Faculty may establish special committees whose members shall be determined by the Faculty.

Article III – Departmental Executive

Section 1 – Terms/Elections

The Executive Officer of the Department shall be the Department Chair. Only the full-time faculty member of the Faculty (who are a tenured or tenure-track member in Baruch College) can serve as the Department Chair. The Chair shall be elected for a term of three years by a majority vote of the tenured or tenure-track voting members of the Department, by secret ballot, at an appropriate May Departmental meeting, pursuant to the provisions of the Bylaws of the Board of Trustees, Article IX, Section 9.1(b). The Chair may serve for two consecutive terms upon a simple majority vote for each term and may serve for a third consecutive term only upon a two-thirds vote of the Faculty. No one may serve more than three consecutive terms.

Section 2 – Duties

- (a) The duties of the Department Chair shall be those specified in the Bylaws of the Board of Trustees, Article IX, Section 9.3.
- (b) The Chair of the Department may appoint deputies to assist in the administration of Departmental matters.
- (c) The Chair shall seek advice and recommendations from students in the Department regarding curriculum matters.

Article IV – Department Advisory Board

The Department shall have an Advisory Board comprised of persons eminent in the academic areas embraced within the work of the Department and the Faculty on matters affecting the welfare and programs of the Department and its relationship to the journalism community. When appropriate, the Chair together with the Executive Committee can appoint persons outside of Baruch as Visiting Scholar of the Department.

Article V – Parliamentary Rules

Section 1 – General Provisions

All meetings shall be conducted according to parliamentary rules and usage as set forth in “Robert’s Rules of Order Revised” and the Presiding Officer shall rule on all questions of order in accordance therewith.

Article VI – Attendance at Meetings

Section I – General Provisions

- (a) Any part-time faculty member of the Department may attend any Departmental Faculty Meeting.
- (b) The members who may vote at any Faculty meeting are those specifically designated by these Bylaws as the voting membership of the Faculty.
- (c) Any member of the Department may attend any meeting of any committee except the Executive, Promotions and Tenure Committees. Any member so attending who is not a member of said committee may not vote at any such meeting.

Article VIII – Ratification and Amendments

Section I – Effective Date of Bylaws

These Bylaws shall become effective when approved by two-thirds of the voting members of the Faculty.

Section 2 – Amendments

- (a) These Bylaws may be amended by a two-thirds vote of the voting members of the Faculty.
- (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 – Applicability

If any provision of these bylaws is found to be in conflict with the bylaws of the Board of Trustees and/or the Governance Charter of Baruch College, such provision shall be deemed to be inoperative.