

Bylaws for the Department of Philosophy
Baruch College of the City University of New York

1. Definitions of Faculty Rank and Faculty Status

All persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff in the department, except college laboratory technicians, shall have *faculty rank*. Persons employed in the titles of instructor or lecturer (full-time) who have been reappointed on an annual salary basis for a third or later year of continuous full-time service, shall have *faculty status*. All persons having faculty status shall have voting rights except as stated below provided that they have not received notice of non-reappointment, or submitted a resignation. A person with faculty status or rank who is retiring shall retain his/her voting rights during his/her last year of service.

2. 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 1985 on a two-thirds vote of the members of the department with faculty rank or faculty status.

3. 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 full-time 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 and in response to student recommendations and requests.

4. The Chairperson of the Department

The executive officer of the department shall be the department chairperson who shall be a professor, associate professor 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 or status. 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 at the expiration of the respective terms of office to take office as of July first of the year in which they are elected and at the three-year intervals thereafter. Vacancies shall be filled by election for the unexpired term.

Whenever a vacancy occurs in the Office of Department Chairman, and it has been determined by Department vote that the Chairman shall be sought from outside the Philosophy Department, a Search Committee shall be appointed by the President. A majority of this Search Committee's members shall be from the Philosophy Department, chosen with the advice of the College Faculty Senate's 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 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 department chairperson or at such other time as the educational interests 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 committee on faculty personnel and budget.

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 that are related. In doing so, the chairperson shall:

- (a) Be responsible for departmental records.
- (b) Assign courses to, and arrange programs of, instructional staff members of the department.
- (c) 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.

- (d) Represent the department before the faculty council or faculty senate, the faculty, and the board.
- (e) Preside at meetings of the department.
- (f) Be responsible for the work of the department's Executive Committee, the Tenure Committee, and the department's Promotion Committee, which committees the department chairperson chairs.
- (g) 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 memorandum thereof.
- (h) Make a full report to the president and to the college committee on faculty personnel and budget of the action taken by the department committee on tenure when recommending an appointee for tenure 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.
- (i) The chairperson shall recommend to the school committee on faculty personnel and budget all appointments, reappointments, and reappointments with tenure to a department, except as noted elsewhere, after consultation with the president in accordance with the vote of the majority of the members of the department's committee on appointments, or departmental committee on personnel and budget, save that a minority of any committee on appointments or departmental committee on personnel and budget shall have power to submit a minority recommendation to the college committee on faculty personnel and budget.
- (j) 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 need 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.

(k) Generally supervise and administer the department.

5. Departmental Executive Committee

The department shall have an Executive Committee consisting of five department members of faculty rank, except for persons on long term or travia leave, including the Department Chair, who will serve as 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. The committee shall meet at least twice yearly.

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 School Personnel and Budget Committee.

No one who is a member of the department 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 Committees
- (2) Weissman School Personnel and Budget Committee
- (3) Baruch College Personnel and Budget Committee
- (4) Academic Review Committees of the School or College

6. Promotion Committees

Promotion Committees shall be constituted in the following manners. In the case of candidates seeking promotion to full professor, those of that rank in the Philosophy 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.

Promotions of tenured instructors or lecturers to the rank of assistant professor shall be recommended to the college committee on faculty personnel and budget by the chairperson of the department only after an

affirmative vote of a majority of all members of the department who have professorial rank. Promotions to the rank of associate professor shall be recommended only after an affirmative vote of a majority of all associate professors and professors in the department. Persons on long term or travia leave shall not serve on promotion committees.

7. Tenure Committee

The Tenure Committee shall consist of all tenured professorial members of the department, except persons on long term or travia leave. This committee shall consider and make recommendations for appointments and reappointments with tenure to the appropriate School Personnel and Budget Committee.

8. Budget Committee

The budget committee shall consist of all department members of faculty rank or faculty status.

9. Tie votes in matters concerning appointments, promotions, and tenure, and the election of the Department Chair. A tie vote in such cases shall be considered as a failure of the motion to prevail. Tie votes in the election of the Department Chairperson or for representation on department committees on personnel or budget matters or for elections to faculty senate shall be resolved by action of the President.

10. Governance of Curricula and Programs

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. 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 a written governance plan for such a program shall be approved by each participating department.

11. Other Committees

The department may establish other committees as it determines are 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 how the committee will be constituted and 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.

12. 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 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 need 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.

Department personnel committees 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.

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

13. The Department and shall at least meet once each semester, including one meeting in May. Elections for chair shall proceed at the appropriate May meeting.

Adopted Unanimously, 16 December 2008