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**BERNARD M. BARUCH COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK**

General Faculty Bylaws

ARTICLE I - MEMBERSHIP

Section 1 - Membership

The General Faculty of the College shall include the President, other administrative officers holding faculty rank or faculty status, as well as those members of the departments in the School of Business, the School of Liberal Arts and Sciences, the School of Public Affairs, the Department of the Library and Department of Student Development and Counseling ("Independent Units") who hold faculty rank or faculty status.

There shall be twelve members who are students currently registered at the College; four each to be chosen annually by the Day Session Student Government, the Evening Session Student Assembly, and the Graduate Student Assembly.

All members shall be entitled to participate and vote at all meetings of the General Faculty.

Section 2 - Role and Function

The regular meeting agenda of the General Faculty shall include but not be limited to: 1) reports from the College Faculty Senate, the University Faculty Senate, and from administrative officers of the College; 2) the discussion of issues raised by these groups and by individuals; and, 3) the ratification of policies not in the explicit province of the Administration or other faculty bodies.

ARTICLE II - ORGANIZATION AND PROCEDURE

Section 1 - Presiding Officer

The presiding officer of the General Faculty shall be the President, the Vice President for Academic Affairs, the senior academic dean present, or the senior full professor present, in that order.

Section 2 - Secretary of the General Faculty

There shall be a Secretary of the General Faculty who shall be elected by the Faculty to serve for a term of three years. In addition to the usual duties of the office, the Secretary shall, in consultation with the President, prepare an agenda for each meeting of the General Faculty.

Section 3 - Quorum

A quorum shall consist of one-fourth of the members of the Faculty.

Section 4 - Parliamentary Rules

The presiding officer shall rule on questions of order according to parliamentary rules and usage, as set forth in Robert's Rules of Order, revised.

ARTICLE III - REGULAR MEETINGS

Section 1 - Regular Meetings

Regular meetings of the General Faculty shall be held no less than once in the fall semester and once in the spring semester. Notice of each regular meeting shall be sent to all members of the General Faculty at least two weeks prior to the designated date. An agenda shall be sent to members at least five working days in advance of the meeting.

Section 2 - Order of Business

The order of business at regular meetings shall be as follows: 1) record of attendance or roll call; 2) approval of minutes for the previous meeting; 3) adoption of the agenda; 4) reports from the President, College Faculty Senate, University Faculty Senate, administrative officers of the College, and student government organizations; 5) nominations and elections; 6) unfinished business; 7) reports of committees; 8) new business; and, 9) miscellaneous.

Section 3 - Suspension of Order of Business

The order of business at a regular meeting may be suspended by a majority vote of members present and voting, a quorum then being present.

Section 4 - New Business

At a regular meeting, consideration of new business not specified in the proposed agenda for such meeting shall be postponed to the following meeting upon the objection of one-fourth of the members present, a quorum then being in attendance.

Section 5 - Reports

Reports from the College Faculty Senate, University Faculty Senate, administrative officers of the College, student government organizations, and the committees shall be sent to the Secretary of the General Faculty at least one month prior to the meeting. The reports shall be sent to members of the General Faculty at least five working days prior to the meeting at which action with respect thereto is proposed, such proposed action having been specified in the agenda.

ARTICLE IV - SPECIAL MEETINGS

Section 1 - Special Meetings

A special meeting of the General Faculty shall be called by the President. In addition, a special meeting shall be called by the President upon receipt of a written request from thirty members of the General Faculty. Notice of each special meeting shall be sent to all members of the General Faculty at least five working days in advance thereof. The object of such meeting shall be stated in the notice, and no business other than that so stated shall be transacted at the said special meeting except by unanimous consent of the members present and voting, a quorum then being present.

ARTICLE V - THE BARUCH COLLEGE FACULTY SENATE

Section 1 - General Provisions

There shall be a Baruch College Faculty Senate to represent the General Faculty and formulate and recommend faculty policy to the administration and other appropriate bodies of the College. Recommendations of the Senate will be regularly reported to the General Faculty.

Section 2 - Organization and Procedure

The Senate shall be responsible for the formulation and recommendation of policy relating to the academic status, role, rights, freedoms and responsibilities of the instructional staff, College level educational and instructional matters, and research and scholarly activities of College-wide impact. The powers and duties of the Senate shall not extend to areas or interest which fall exclusively within the domains of the faculty as organized under Article I hereof, the President, the Professional Staff Congress, or authorized student government except that, in appropriate cases the Senate may consult and advise in such matters.

ARTICLE VI - COMMITTEES

Section 1 - Organization and Procedure of Committees

Every committee of the General Faculty shall be designated, in the motion creating it, as a Faculty Committee, Staff Committee or a Special Committee.

a) Faculty Committees

A Faculty Committee, once created, shall be continued until abolished by resolution of the Faculty or until automatically abolished as in subsection d) below. Membership in a Faculty Committee shall be limited to members of the General Faculty, other members of the instructional staff, and such student representatives as may be specified.

b) Staff Committees

A Staff Committee, once created, shall continue until it has been discharged by resolution of the General Faculty or until automatically abolished as in subsection d) below. Membership in a Staff Committee may include members of the faculty, other members of the instructional staff and non-instructional staff, and such student representatives as may be specified.

c) Special Committees

A Special Committee, once created shall continue until it has been discharged by resolution of the General Faculty or until automatically abolished as in subsection d) below. Eligibility for membership on such committees shall be the same as for Staff Committees.

d) Committee Duration

All committees shall expire automatically every five years, starting with the year 2000, unless extended through explicit action of the General Faculty.

Section 2 - General Provisions

Unless otherwise provided in the motion leading to the creation of a committee, members shall be elected by the General Faculty, following nomination by the Committee on Committees. A list of nominees for committee assignment shall be sent to members of the General Faculty at least five working days prior to the meeting at which election shall take place. The right to advance additional nominations from the floor shall be preserved.

Members of each Faculty or Staff Committee for the following two academic years shall be elected at the last regular meeting of every second academic year beginning with the spring 2002 meeting. Elected members shall assume their duties immediately, and shall serve until the last regular meeting two years hence and until their successors have been elected. Replacements for faculty who leave committees shall be elected to fill the remainder of the term of the departing member. The names of all elected committee members shall be submitted to the Secretary of the General Faculty. The convenor of each committee shall be the immediate past chairman of that committee. The alternate convenor shall be the senior faculty member in terms of service at the College who was a member of the immediate past committee. If both are unavailable, the Secretary of the Faculty shall appoint a convenor. Members of each Special Committee shall serve until the committee has been discharged by the General Faculty, or until Section 1 (d) above applies. Each Faculty and Staff Committee shall keep minutes of its proceedings and, prior to the last meeting of the General Faculty in the spring semester, shall file an annual report of its activities with the Secretary of the General Faculty. The President, or designee, shall be, *ex officio* with voice but without vote, a member of every committee. Any student representation on a committee shall be as provided in the resolution creating the committee.

Section 3 - Committee on Committees

There shall be a Committee on Committees consisting of six members of the General Faculty. Each member shall serve for three academic years, two to be elected each academic year at the last regular meeting of the General Faculty.

Section 4 - Committee Functions and Membership

A) Faculty Committees

1) Committee on Committees

This Committee is charged with nominating to the General Faculty, for election to the several committees of the Faculty or for the filling of vacancies from time to time, such faculty or staff members as are believed to be best suited to carry out the functions of the respective committees to which they are nominated. Nominations for membership on the Committee on Committees shall be specified by Article VI, Section 3, of the General Faculty Bylaws.

2) Faculty-Student Disciplinary Committee

As provided in the Board of Trustees Bylaws, Section 15.5:

a) Each Faculty-Student Disciplinary Committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to insure full student and faculty representation.

b) The President shall select in consultation with the head of the appropriate campus governance body (which at Baruch is the Chair of the Faculty Senate) three members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committees. If none of the chairs appointed from the campus can serve, the President, at his/her discretion, may request that a chair be selected by lottery from the entire group of chairs appointed by other colleges. The chair shall preside at all meetings of the Faculty-Student Disciplinary Committee meetings and decide and make all rulings for the Committee. He/she shall not be a voting member of the Committee but shall vote in the event of a tie.

c) The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body (which at Baruch College shall be the General Faculty) from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students at the College shall be eligible to vote. In the event that the student or faculty panel, or both, are not elected, or if more panel members are needed, the President shall have the duty to select the panel, or panels, which have not been elected. No individuals on the panel shall serve more than two consecutive years.

d) In the event that the chair cannot continue, the President shall appoint another chair. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the faculty or student panel by lottery.

e) Persons who are to be participants in the hearing as witnesses or have been involved in preferring charges or who may participate in appeals procedures or any person having a direct interest in the outcome of the hearing shall be disqualified from serving on the hearing panel.

3) Committee on Prizes, Scholarships, and Awards

Proposals for new prizes, scholarships and awards shall be submitted to this Committee, for their recommendations to the General Faculty. This Committee shall consist of five members of the Faculty, one of whom shall be a representative from the Department of Student Development and Counseling.

4) Committee on the Undergraduate Honors Program

Charged with the duty of administering the Undergraduate Honors Program, this committee shall, in consultation with the participating departments, set up College-wide standards under which especially capable students may pursue intensive work under the guidance of selected faculty advisors. It shall consist of four faculty members from the School of Business, four from the School of Liberal Arts and Sciences, and two from the School of Public Affairs, to be nominated annually by the Committee on Committees.

5) Committee on the Library

This Committee shall consist of six members of the General Faculty and six students who are currently registered at the College, two each to be chosen by the Day Session Student Assembly, the Evening Session Student Assembly, and the Graduate Student Assembly. The Chief Librarian of the College shall be an *ex officio* member.

6) Committee on Financial Aid

This Committee is charged with the responsibility to formulate policy relating to any form of financial assistance for students. It shall consist of: seven members of the faculty; the Vice President for Finance and Administration, or designee; and four students to be chosen in the following manner: a) one undergraduate day session student to be chosen by the Day Session Student Assembly; b) one undergraduate evening session student to be chosen by the Evening Session Student Assembly; c) one graduate student enrolled in a master's program to be chosen by the Graduate Student Assembly; and, d) one graduate student enrolled in the Doctoral Program in Business to be chosen from among the students enrolled in that program. The Director of Financial Aid, the Registrar, the Director of Foreign Student Affairs, and the Administrator of Graduate Assistantships shall be *ex officio* members of this Committee, with voice but without vote.

7) Committee on Collegiate Athletic Activities

This Committee has a responsibility to implement Board of Trustees Bylaws with reference to the collegiate athletic program and intramural activities. It shall have a responsibility for sponsoring all athletic and intercollegiate teams, intramural and supporting activities. This committee shall consist of eleven members to be selected in the following manner: a) the Chair of the Department of Physical and Health Education; b) the Director of Athletics; c) the President, or designee; d) three other members of the faculty chosen by the General Faculty; e) two students, one male and one female, chosen by the Student Athletic Association; f) one student member chosen by the Day Session Student Assembly; g) one member chosen by the Evening Session Student Assembly; and, h) one member chosen by the Alumni Association of the College.

8) Committee on Educational Technology

This Committee is charged with the responsibility to develop and recommend policy in the area of educational technology. It shall consist of six faculty members and the Director of the Baruch Computing and Technology Center or designee, and the Chief Librarian or designee.

B) Staff Committees

1) Committee on Ceremonial Occasions

This Committee is charged with the responsibility for the conduct of all official College ceremonies. It shall consist of five members of the General Faculty, the Chief Marshall of the College, who shall be its Chair, and the Vice President for Academic Affairs or designee.

2) Committee on Social Affairs

This Committee is charged with the responsibility for conducting the social affairs of the College. It shall consist of nine members of the General Faculty or other instructional or non-instructional College staff.

ARTICLE VII – JOINT COMMITTEES

Section 1 – General Provisions

With the approval of the President, and mutual agreement of the appropriate administrative officers, faculty, and student governments of the College, the General Faculty may, from time to time, authorize such joint College-wide committees as it may deem necessary. The Joint Committees will report regularly to the General Faculty.

Section 2 – Joint Committee on Curriculum and Articulation

This Committee shall consider curriculum and matters of articulation that are College-wide in nature. It shall make recommendations to the General Faculty and the faculties of the several Schools as may be appropriate.

The Committee shall consist of ten voting members: two faculty members from each School to be selected in accordance with the Bylaws of that School; and three undergraduate students, two to be selected from the Day Session Student Government, one to be selected from the Evening Student Session Assembly; and one graduate student to be selected by the Graduate Student Assembly. The Vice President for Academic Affairs or designee, the Registrar or designee, the Chief Librarian or designee, and the several Schools' full Deans or designees shall serve *ex officio* with voice but without vote.

Section 3 – Joint Committee on Undergraduate Academic Standing

This Committee is charged with the responsibility of recommending, to the appropriate faculty bodies, policies it believes applicable to more than one School in such matters as grades, scholastic standing, credit load, and student programs. It shall consist of twelve members selected in the following manner: a) the undergraduate Committee on Academic Standing, School of Business, shall elect two of its members of faculty rank to serve on the Joint Committee; b) the undergraduate Committee on Academic Standing, School of Liberal Arts and Sciences, shall elect two of its members of faculty rank to serve on the Joint Committee; c) the undergraduate Committee on Academic Standing, School of Public Affairs, shall elect one of its members of faculty rank to serve on the Joint Committee; d) the Chairs of the respective School committees and the Registrar or designee shall serve on the Joint Committee; and, e) additionally, there shall be three undergraduate student members of this committee who are registered at the College, one from each of the Schools – the latter are to be selected by the Student Senate. Not more than one faculty member from any one department shall be a member of this Committee.

Section 4 – Joint Committee on Student Evaluation of Courses and Teaching

This Committee shall have responsibility for developing, reviewing and assisting in the conduct of the College program of systematic student evaluation of courses and teaching in accordance with the policies and regulations of the Board of Trustees. This Committee shall consist of fourteen voting members: a) three faculty members selected by the Faculty Senate; b) four undergraduate students elected by the respective student governments; c) two graduate students elected by the Graduate Student Assembly; d) the Vice President for Academic Affairs or designee; e) the full Deans of the several Schools or designees; and f) the Vice President for Student Development/Dean of Students or designee.

The Committee shall elect its own chair from among its members. The Office of the Vice President for Academic Affairs shall coordinate the meetings. The Committee shall submit a written report to the General Faculty at least once a year.

The Committee shall evaluate the validity and reliability of the student evaluation document and its uses. It shall report its findings in detail to the General Faculty at least once every five years.

Section 5 – Joint Committee on Research

This Committee is charged with supporting Faculty research. It shall serve as advisory to the Grants Officer and other administrative officers of the College; it will articulate Faculty concerns regarding College-wide policy on research. It shall consist of members of Faculty rank or status selected by the Faculties of the College in the following manner: a) two members elected by the School faculty in those Schools with more than 150 full time-equivalent-faculty members; b) one member elected by the School Faculty in those Schools with fewer than 150 full-time-equivalent faculty members; c) two members at-large elected by the General Faculty; and, d) *ex officio*, the Grants Officer of the College.

ARTICLE VIII – THE COLLEGE FACULTY PERSONNEL AND BUDGET COMMITTEE

Section 1 – Composition

The College Personnel and Budget Committee shall consist of the President as the non-voting chair; the Vice President for Academic Affairs; the Vice President for Student Development/ Dean of Students; the full Deans of the several Schools; the Chairs of each of the School Personnel and Budget Committees; the Chair of the Personnel and Budget Committee for the Department of the Library and Department of Student Development and Counseling, who shall be of faculty rank and not a department chair; at least nine additional members of faculty rank who shall not be department Chairs and one matriculated student in good academic standing appointed by the Council of Student Governments.

The additional faculty members shall be elected by the faculties of the College in the following manner:

- 1) Each School shall elect one representative to the College Personnel and Budget Committee for every hundred faculty or part thereof, computed as one-half of the sum of full-time and full-time-equivalent faculty on October 15 of the fall preceding the election.
- 2) One member elected by the faculty of the Independent Units.
- 3) Should the number of faculty members elected by the above be below the nine members necessary to meet the minimum required number, additional members shall be nominated from the floor of, and elected by, the General Faculty. When several members are elected by the General Faculty they shall not all be from the same School.
- 4) All elections based on current full-time-equivalent calculations are to be conducted in the spring semester for terms of office in the following academic year.

5) A student member and an alternate shall be appointed by the Council of Student Governments at its last spring meeting or as vacancies occur. Both the student member and alternate must be matriculated students in good academic standing. The alternate will serve as a replacement when the appointed student member is unable to attend.

Section 2 – Functions

The functions of the College Personnel and Budget Committee shall be to advise the President with respect to recommendations for:

- 1) Instructional staff appointments and reappointments;
- 2) Conferring of instructional staff tenure and certificates of continuous employment;
- 3) Promotions in instructional staff rank;
- 4) The granting of fellowship and other leaves for the instructional staff;
- 5) Instructional personnel policies and procedures;
- 6) Proposals and policies having instructional budgetary implications.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1 – Amendments to the Bylaws

Any Bylaw may be adopted, amended, or repealed by two-thirds vote of members present and voting, a quorum then being in attendance, provided that notice of the proposed action shall have been given at the preceding meeting, and provided, further, that the text of the proposed action shall have been included in the agenda of the meeting at which the action is to be taken.