



The City College
Of
The City University of New York

BYLAWS
of
The Department of Teaching & Learning
Approved on 12.13.2018

ARTICLE I – MEMBERSHIP and MEETINGS — RULES OF ORDER

SECTION 1. The members of the Department shall consist of:

- a. all members of faculty rank, tenured or on tenure-bearing lines;
- b. lecturers and instructors who have received notice of reappointments on an annual salary basis for a third or later year of continuous full-time service, with vote; and other lecturers and instructors, with voice but no vote;
- c. clinical faculty, with vote on all matters other than personnel;
- d. staff, with voice but no vote;
- e. contingent faculty (adjuncts), with voice but no vote;
- f. at least one student selected annually by the Department Executive Committee, with voice but no vote.

Note: Excluding votes on academic and curriculum matters, any of the above members with voice but no vote may be invited to vote by approval of a majority of the faculty.

SECTION 2. Regular meetings of the Department shall be held no less than twice a semester and the first meeting of each semester shall be held respectively no later than October 15 and March 1. The notice of the meeting shall be before 5 business days before the actual meeting and include the agenda.

SECTION 3. Special meetings shall be held on the call of the Dean of the School of Education, the Chair of the Department, the President or on the written request of at least five members of the faculty with vote. The purpose of such meetings shall be stated in the notice of the meeting.

SECTION 4. A quorum shall consist of a majority of the voting members of the faculty.

SECTION 5 The Chair of the Department shall preside at all meetings. In the absence of the Chair, a faculty member of the Department designated by the Chair shall preside. If the Secretary is absent, the presiding officer shall appoint a secretary pro tempore.

SECTION 6. The conduct of meetings shall follow Robert's Rules of Order. In particular, the presiding officer shall decide all questions of order according to parliamentary rules and usage, subject to an appeal to the assembly. Such appeal shall prevail if sustained by a majority of those present.

SECTION 7. The order of business at each stated meeting shall be as follows:

1. Record of attendance
2. Adoption of minutes of previous meeting
3. Adoption of the agenda

4. Remarks by the Chair of the Department
5. Report of the Executive Committee
6. Reports of committees
7. Elections
8. Old business
9. New business.

SECTION 8. Curriculum proposals shall be reviewed by the department before being transmitted to the School of Education curriculum committee.

SECTION 9. The minutes of each meeting shall be transmitted to the Dean of the School of Education, and to the members of the Department. Whenever practicable, committee reports shall be transmitted to the members prior to the meeting at which action is proposed, except curricular changes which shall be circulated to the voting faculty members, at least five business days in advance of the meeting at which they will be presented for action.

SECTION 10. The initial draft of a proposed resolution designed to express assessment of a policy, or designed for transmission to the Board of Trustees of the City University of New York or for publication shall be sent to each member, by the Secretary, at least five business days before the meeting at which it is presented for action.

SECTION 11. New business introduced either by a member or by a committee may be laid on the table by a one-third vote of the members present, unless notice of such business has been previously given to the Secretary for inclusion in the agenda.

ARTICLE II - OFFICERS AND COMMITTEES

SECTION 1. The Chair of the Department shall be elected for a term of three years. The Secretary shall be elected for a term of one year. The election shall be held during the first full week of May. The elected Chair and Secretary shall take office on July 1 of that year. The Chair shall recommend the hiring of all adjunct teaching faculty.

SECTION 2: The Executive Committee of the Department shall consist of the Chair of the Department as Committee Chair, and four members of full-time faculty, lecturer, or instructor rank, elected at the same time as the department Chair, for a term of three years. Consideration at election should be given, insofar as possible, to a broad representation of the faculty.

The Committee shall also include one undergraduate with at least junior status and one graduate student representative with voice, but no vote. For each representative there shall also be an alternate chosen in the same manner and at the same time as the official representative. The students shall be duly appointed or elected representatives of that undergraduate and that graduate organization or advisory committee officially recognized by the Department's Executive Committee. The appointments or elections shall take place no later than October 15. The terms shall be for the academic year.

The Committee shall initiate and receive suggestions for changes in policies of the Department, formulate plans for the development of the Department, and submit such plans and proposals to the Faculty for approval. The Committee shall propose changes to these bylaws and submit such proposals to the Department.

The Committee shall prepare a slate of nominations for offices and committees at least one week prior to the meeting at which elections are held.

The Committee shall make recommendations to the School's Personnel and Budget Committee regarding full-time appointments to a teaching rank or reappointment to a teaching rank. The Committee, at the request of the Chair, shall be responsible for overseeing of all full-time and contingent faculty in the Department. The Committee shall advise the Dean of the School concerning matters of policy and procedure related to personnel and budget as they affect the Department.

In emergency or contingency situations that mandate immediate deliberation and decision making, and if it is not feasible to call a special meeting of the Department, the Executive Committee shall serve in an advisory capacity, on behalf of the Department, to the President of the College and the Dean of the School. The Committee shall report its deliberations and actions to the Department. All crisis actions will be subject to review and ratification by the full Department.

SECTION 3. Ad-hoc committees may be constituted as occasion demands.

SECTION 4. In exceptional instances, persons who are permanent instruction staff or contingent faculty who are not members of the Department may be elected or appointed to ad-hoc committees.

ARTICLE III – AMENDMENTS TO THE BYLAWS

SECTION 1. Any article in these Bylaws may be proposed for adoption, amendment or repeal by a two-thirds vote of the members present, provided that the two-thirds shall be at least a majority of the members of the entire voting faculty, provided further that notice of the proposed change has been included in the notice of the meeting, and provided further that an announcement of intent for such changes has been made in a previous meeting.

SECTION 2. Any bylaw may be suspended at a meeting by a three-quarter vote of the voting members present, provided that the three-fourths is at least a majority of the voting members.