

May 2026

CLAS FACULTY COUNCIL GUIDE

Overall Faculty Governance Structure

The CUNY Board of Trustees By-laws establish a faculty governance structure. On each campus, faculty governance bodies are responsible for such matters as the admission and retention of students, curricula, and the awarding of college credit.

CCNY's governance structure reflects the fact that CCNY is more complex than other CUNY campuses. In addition to a College of Liberal Arts and Sciences (CLAS), CCNY has Schools of Architecture, Education, and Engineering, and doctoral programs. Faculty responsibilities with respect to undergraduates and Masters students within each School or within CLAS are carried out by *Faculty Councils within that School or CLAS*. (1)

Matters that affect The College as a whole are taken up by the Faculty Senate. Generally speaking, the CLAS and each School has its own admission, degree, and curriculum policies, but there are some cases where these matters cut across these branches of The College and must be approved by the Faculty Senate.

The CLAS Faculty Council focuses on curricular matters, but it also has adopted resolutions on wider policy issues (ranging from freedom of speech to campus security), usually referring its resolutions to the Faculty Senate.

Meeting Dates

The College of Liberal Arts and Sciences (CLAS) Faculty Council meets for a full plenary session on the first Thursday of every month of the Academic Calendar.

Membership

The Council's voting members consist of the department chair and an elected department representative from each department within CLAS. Each division (Colin Powell School for Civic and Global Leadership, Humanities and the Arts, Science, and the Division of Interdisciplinary Studies at the Center for Worker Education) has one at-large voting member. Each School (Architecture, Education, Engineering) also may elect one voting member of Council. SEEK has two voting members, and two students from each division are eligible. Administration officials attend and participate in the Council plenary meetings *ex-officio* (without vote). The entire College community—all its students, staff, and faculty—is welcome at every plenary session.

(1) When a School's faculty is small, the entire faculty acts as its Council.

Divisional Councils

The Faculty Council delegates many activities to Divisional Councils. Each Divisional Council consists of the Department Chairs, Department Representatives (one from each Department), and the Division's At-large representative. Replacement representatives from each department may be delegated for each meeting.

Making Curricular Changes

A. Approval Routes

Most curricular changes begin at the Department level. The *entire* Department must always vote on and approve any change coming from it.

When the proposal is *limited to a requirement or course within a department*, it next goes to the Divisional Council. There, faculty members consider the proposal, suggest any revisions, before any additional discussion and the final vote. *If the change is with respect to the content of a department elective course or Masters course, Divisional Council approval is sufficient.*

All other changes within a department (including changes in required courses or sequences of courses or GPA requirements, course credits, or courses needed for the major) must go to the Divisional Council, the Executive Committee, and then the full Council for approval.

An interdisciplinary course that *cuts across divisions* must go to the Council Executive Committee before a vote by the full Council.

When a course serves the *General Education* requirements for CLAS, the proposal must first go to the General Education (Pathways) Committee, and then the CLAS Executive Committee, prior to a vote by the full Council.

Any new program or department (at the undergraduate level) must go to the Council Executive Committee and then the full Council for approval.

Occasionally, a course is created jointly with a department outside CLAS. This course will also need the approval of the Faculty Senate.

See page 4 for a chart outlining the approval routes.

Once a proposal has received the appropriate level approval from the CLAS Council, send a copy of the proposal to the Provost's office for transmittal to the Board of Trustees. The Provost's office will ask you to complete brief forms that facilitate the transmittal process.

B. Faculty Council Forms

The forms are listed as “Templates” at the end of this Guide.

Council Executive Committee, 2025-26.

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**Procedure for Making Changes in Curricula
in the
College of Liberal Arts and Science**

Approval Routes

Department change in content of elective or change in Masters course	Dept. → Divisional Council → Provost for transmittal to CUNY Board of Trustees
Department change: New course, change to required course, credits, or other change	Dept. → Div Council → Exec Cttee → Full Faculty Council → Provost
Changes across divisions; new programs, majors or departments, or other significant changes	Dept. → Div Council → Exec Cttee → Full Faculty Council → Provost
General Education changes	Dept. → Divisional Council → Gen Ed. Committee → Exec. Committee → Full Faculty Council → Provost