THE CITY COLLEGE

REVISED GOVERNANCE PLAN
(Amended effective July 1, 2013)

ARTICLE III

THE GRADUATE STUDENT COUNCIL

There shall be a Graduate Student Council representative of all candidates for advanced degrees in all the Schools and the Divisions at City College of New York.

1. Name
The name of this organization shall be the Graduate Student Council of The City College of New York.

2. Purpose
It will be the primary responsibility of this Organization to create a cohesive community between the graduate programs at the City College and to support the distinct professionally oriented interests of graduate students through the organization of community events and programs that address these interests.

This organization shall represent the interests of all graduate students of The City College of New York, and shall, where appropriate:

a. open reciprocal channels of communication where fruitful throughout the academic community;
b. secure meaningful participation in decision-making bodies within the academic community;
c. organize and hold colloquia centering around issues meaningful to its members, and engage in all other activities necessary to represent graduate students.

3. Membership
All graduate students registered at The City College of New York of The City University of New York (including Ph.D. candidates resident on this campus) shall be eligible for membership within the Graduate Student Council of The City College of New York.

4. Graduate Student Council – Structure
The Graduate Student Council shall be elected from among those students who are registered at the City College. The Graduate Student Council shall be elected from among those graduate students who are registered at The City College. Those representatives serving on the Graduate Council shall be called Councilors. The Vice President for Student Affairs or his or her designee will also be an ex officio member without vote of the Graduate Student Council.

Elections shall take place during the month of April each academic year. Tenure of office shall be one year, and vacancies occurring during the academic year shall be filled by appointment of the remaining Councilors from the School in which the vacancy occurs or from the current active members of the Graduate Student Council.
Each School and Division will be allotted three seats in the Council and shall elect its own representatives to the Graduate Student Council. However, if when the Council convenes its first meeting, there are not enough members to fill the seven officer positions, each School and Division is granted the opportunity to nominate additional members in order to fill the seven officer positions.

Based upon registration in the fall semester of the academic year, and including resident Ph.D. candidates, each academic year, no later that the second week of May, the Chairman of the Graduate Student Council shall appoint one member to convene the first meeting of the next academic year.

At this meeting the Graduate Student Council shall elect its own officers from among its own membership. The officers shall include: Chairperson, Vice Chairperson, Secretary, Treasurer, Executive Officer of Legislative Affairs, Executive Officer of Academic Affairs, and Executive Officer of Community Affairs and these will have the duties customarily exercised by these officers.

The Graduate Student Council shall establish such standing and ad hoc committees as it determines in its bylaws. In addition, in the spring semester of every year a committee on elections shall be formed, and it will be responsible for:

a. securing the names of the nominees from the School committees, and
b. carrying out the election of representatives to the Graduate Student Council as a whole.

The Graduate Student Council shall, in addition to the functions stipulated and implied above:

a. embody its own procedures in Bylaws, consistent with this governance document, which shall take effect when approved by two-thirds of those present and voting at a regular meeting;
b. establish a schedule of regular meetings which shall be published to all interested members of the College community;
c. select the graduate membership of the standing committee on discipline and all other campus bodies on which the graduate students are officially represented.

When a vacancy occurs in the Presidency of The College, the Graduate Student Council shall recommend the graduate student members of an ad hoc committee to advise with the Board of Trustees in filling the vacancy. When a vacancy occurs in a College-wide position, such as: The Vice Presidents; Provost; Deputy Provost; or Deans of the Schools and Divisions, and Chief Librarian; the Graduate Student Council shall recommend the graduate student members of an ad hoc committee to advise with the President in filling the vacancy.

In addition to the above, the Graduate Student Council may elect members from its organization to participate in standing faculty committees. These standing committees shall have such powers as are mutually agreed upon by concurrent actions of the respective bodies.
5. Graduate Student Council – Powers
The Graduate Student Council shall have powers and duties with reference to graduate students broadly comparable to those for undergraduates assigned to the Undergraduate Senate.

The Graduate Student Council shall, subject to such rules and guidelines as may be established by the Board of Trustees, and the President, and under the consultation of the Vice President for Student Affairs or his or her designee, have jurisdiction over extracurricular activities, including the setting of general policy governing student activities (e.g., chartering regulations, publicity regulations, etc.). The Graduate Student Council will be the authentic voice of the graduate students of The City College of New York of the City University of New York in all matters that may be appropriately brought before it.

6. Graduate Student Council – Impeachment
Any Graduate Student may request the impeachment of an officer of the Graduate Student Council. A two-thirds vote of the membership of the Council will be required to impeach an officer.
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Article V

The Review Committee

The Review Committee, which shall be the Personnel and Budget Committee of the College, shall consist of: the Provost/Academic Vice President as Chairman; the Deputy Provost; the Deans of the several Schools and the full Deans of the College of Liberal Arts and Science; the Vice Presidents; the Vice Provost; the Dean of the School of General Studies; the Chief Librarian. The Chairman of the Faculty Committee on Personnel Matters and the Chairman of the Executive Committee of the Faculty Senate shall be members *ex officio*, with vote. The Deputy Provost shall sit with voice and without vote, and in absence of the Academic Vice President, shall chair the meeting. The Chief Librarian shall not be present during personnel actions. The functions of the Committee shall be to advise the President with respect to:

a. recommendation for appointments and reappointments;
b. recommendation for the conferring of tenure;
c. recommendation for promotions in rank;
d. personnel recommendations, policies and procedures; and
e. proposals and policies having budgetary implications.

In voting on academic personnel matters, the voting members of the Review Committee shall consist of: the Academic Vice President, the Deans of the several Schools, the full Deans of the College of Liberal Arts and Science, the Dean on the Review Committee to whom the Library reports, the Chairman of the Faculty Committee on Personnel Matters, and the Chairman of the Executive Committee of the Faculty Senate.
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ARTICLE IX

Departmental Structure

Each Department and Program shall have a set of Bylaws, under which it will operate, which shall be ratified by a two-thirds vote of the members with Faculty rank of the Department. The Bylaws shall, minimally, include an Article on an executive committee in which, in each Department, the size shall be determined by the total number of Professors, Associate Professors, Lecturers, Instructors, and the full-time equivalent of part-time staff in comparable titles: five Faculty members for Departments with seventy-five or fewer; seven Faculty members for Departments with more than seventy-five but fewer than one-hundred; and nine Faculty members for Departments with one-hundred or more. The Chairman of the Department shall be a member of the Executive Committee, and he will also automatically serve as Chairman of the Executive Committee. He and the other members of the Executive Committee are to be elected at the same time, and for a term of three years. A majority of the Executive Committee shall consist of tenured persons in the Department. The Executive Committee shall serve as the Appointments Committee, the Personnel and Budget Committee (except as set forth below with respect to Faculty Tenure and CCE Procedures), and the Committee on Educational Policy of the Department.

The Executive Committee shall consider all matters related to appointments to the instructional staff, and reappointments thereto without tenure and without a Certificate of Continuous Employment ("CCE") for lecturers; applications for sabbatical and other leaves; and the Departmental budget as submitted for approval by the Chairman. It shall transmit its recommendations to the appropriate Personnel and Budget Committee.

The Bylaws of the Department shall also include a minimum requirement for stated meetings, and shall be consistent with the regulations of the Board of Trustees and The College. Department Bylaws, which shall exist as of the adoption of this document, shall be brought into conformity with this Governance plan.

To ensure student involvement on questions of appointments, reappointments and tenure, the voting Faculty members of each Department must select one of the following plans, by a vote of a majority of those eligible to vote at a regular meeting:

1. that there be elected annually, from among the Department majors and graduate students, two students of at least junior status, who shall sit, with voice and vote, on the Departmental Executive Committee, the Departmental Tenure Committee, and the Departmental CCE Committee; or
2. that five students from among the Department majors and graduate students, who shall be of at least junior status, shall sit as a committee in their own right, advisory to the Executive Committee, on matters of appointment and reappointment, and advisory to the Departmental Tenure Committee and Departmental CCE Committee on matters of tenure and CCE, respectively, and who may transmit their votes to the appropriate Personnel and Budget Committee. They shall also communicate with the appropriate College or School committees on curriculum and teaching.

Under either “plan a” or “plan b” the nomination and election procedures shall be carried out during the month of April, under the aegis of the Vice Provost for Student Affairs. For students to be legally elected under “plan a” the following minimal participation is required:

   a. in Departments with fewer than one-hundred majors and graduate students, no less than thirty majors and graduate students or fifty percent, whichever is smaller, must vote;

   b. in Departments with more than one-hundred majors and graduate students, thirty percent must vote.

If this fails, then the Departments shall be under “plan b” provided that at least fifteen percent of the majors and graduate students in the Department have voted. If none of the previous conditions are met, the Vice Provost for Student Affairs will make recommendations to the President as to the appropriate structure. At least each time, at the election of the Chairman, the Department shall consider its choice of either “plan a” or “plan b.”

A new Department may, at the discretion of the President, be exempted from the requirements herein for a maximum of five years after its establishment.

Programs, Centers, and Institutes shall, to the extent appropriate, conform to the guidelines for Department governance described herein.

FACULTY TENURE, CCE, AND PROMOTION PROCEDURES

A. Promotion Procedures.

Promotions shall be recommended by departmental promotion committees to the School or Divisional Personnel and Budget (“P&B”) Committee, which shall make recommendations to the Review Committee (College-wide P&B Committee), which shall make recommendations to the President. There shall be established in each department promotion committees to consider promotions for each rank, including full professor. All members of the department of higher rank shall be included on the promotions committee of a faculty member who applies for promotion. The department chairperson shall be the chairperson of each promotions committee, except in the event the department chairperson does not hold equal or higher rank than the candidate seeks. In that event, the members of the department will elect a faculty member of the highest rank to be chairperson of the promotions committee. The positive votes of a majority of those eligible to vote, with the exception of faculty members on approved leaves of absence, unless such faculty members on approved leave notify the department chairperson of their
intention to participate as voting members and attend relevant meetings of the departmental promotions committee, shall be required for an affirmative recommendation for promotion.

B. Procedures for Tenure and Certificate of Continuous Employment ("CCE") for Lecturers.

Tenure of tenure-track faculty members shall be recommended by departmental tenure committees, and CCE of lecturers shall be recommended by departmental CCE committees, to the School or Divisional P&B Committee, which shall then make recommendations to the Review Committee (College-wide P&B Committee), which shall then make recommendations to the College President. In the case of departments that are not part of a school or division, tenure of tenure-track faculty members and CCE of lecturers shall be recommended by departmental tenure committees (departmental CCE committees for lecturers) to the Review Committee (College-wide P&B Committee), which shall then make recommendations to the College President.

There shall be established in each department a departmental tenure committee to consider appointment and reappointment with tenure (including reappointment with early tenure) of tenure-track faculty members. There shall be established in each department a departmental CCE committee to consider reappointment of lecturers with CCE. All tenured faculty members of the department shall be included as voting members of the departmental tenure committee of a faculty member who is eligible for reappointment with tenure or who applies for early tenure, with the exception of faculty members on approved leaves of absence, unless such faculty members on approved leave notify the department chairperson of their intention to participate as voting members and attend relevant meetings of the departmental tenure committee. All faculty members of the department with tenure, as well as all lecturers with CCE, shall be included as voting members of the departmental CCE committee of a lecturer who is eligible for reappointment with CCE, with the exception of faculty members on approved leaves of absence, unless such faculty members on approved leave notify the department chairperson of their intention to participate as voting members and attend relevant meetings of the departmental CCE committee. The department chairperson shall be the chairperson of each departmental tenure committee, except in the event that the department chairperson is not tenured and has been appointed department chairperson pursuant to a waiver granted by the Board of Section 9.1.b of the Board Bylaws, in which event the tenured faculty member who is most senior by reason of service as a tenured faculty member in the department shall be the chairperson of the departmental tenure committee. The department chairperson shall be the chairperson of each departmental CCE committee. The positive votes of a majority of those eligible to vote shall be required for an affirmative recommendation for tenure or CCE.

C. Advisory Panels and Internal and External Evaluators.

The several departmental committees on tenure and promotion shall establish advisory panels consisting of three persons in the department who hold higher rank than the candidate, in the case of promotion, or three tenured persons in the case of tenure; one member of each advisory panel shall be chosen from a list of three submitted by the candidate. Where a department lacks a sufficient number of faculty who hold higher rank or tenure, qualifying members from other departments may be included in consultation with the dean, and subject to approval by the
College President. The role of the advisory panel shall be to develop the departmental list of internal and external evaluators. The chairperson shall solicit letters of evaluation from all persons on the advisory panel’s list, as well as from all persons on the candidate’s list.

D. Chairperson’s Report.

The chairperson of the department shall prepare a chairperson’s report for each candidate for promotion, tenure, or CCE, except for promotion of candidates to a higher rank than that held by the chairperson, in which event the chairperson’s report shall be written by the chairperson of the promotions committee. The chairperson’s report shall contain the chairperson’s summation of the candidate’s record and evaluations and the chairperson’s recommendation on the personnel action.

E. Confidentiality.

The name and evaluations of the external and internal evaluators shall be treated as confidential and shall not be available to the candidate.

F. Appeals.

The negative vote of the aforementioned committees on a promotion, tenure, or CCE candidacy may be appealed to the next higher committee, up to the College President.
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ARTICLE XI

The Office of the Ombudsman

The Office of the Ombudsman is not intended to replace the normal channels of administrative process. It is an exceptional procedure, to be used only when the normal channels do not adequately respond.

a. The areas of responsibility of the Ombudsman are:

i. Equity - to help individuals in specific cases to seek just and equitable treatment;

ii. Critical Review - to help administrative functionaries (whether connected with student government organizations or with the officers of the Faculty or the administration) to improve their process and procedures, not only to correct a particular inequity or injustice, but also to prevent its recurrence; and

iii. Recommendation and Report - to recommend such changes in procedure and practice as may be appropriate, and to make final, public report on his actions.

b. The methods appropriate to the Ombudsman will be those which are appropriate to the foregoing functions:

i. As to Equity, the Ombudsman will

   (a) afford full opportunity for the presentation, in confidence, of any complaint or grievance, from any student or any member of the Faculty or the staff alleging unfairness, inequity, discourtesy, undue delay, or other malfunctioning in the processes of The City College;

   (b) investigate, in confidence, to determine the degree of validity of the complaint.

   (c) mediate or otherwise resolve the problem, arriving, in confidence, at what appears to be a just resolution (including the dismissal of the complaint or recommendation of action based on the verified complaint); and

   (d) report the disposition of the specific case directly to the Office of the President.

Notwithstanding the foregoing, in all cases of alleged inequity, injustice or malfunction, the Ombudsman will not be expected to concern himself with the normal operations of grievance process or disciplinary procedures which are established by the Board of Trustees or by
appropriate College bodies and authorities, except that he may, on the sole basis of his own judgment, inquire into possible or alleged unfairness or inequity resulting from possible bias or malfunction in any of these proceedings, and make confidential report thereon to the Office of the President.

ii. As to critical review, the Ombudsman will

(a) be receptive to all suggestions, comments and criticisms regarding the general functioning of College processes and procedures (as distinguished from individual grievances or complaints of inequity);

(b) make appropriate inquiries;

(c) make recommendations, in confidence, to the administrative officer who heads the particular unit involved; and

(d) report to the Office of the President as to the disposition of such recommendations.

iii. As to recommendation, the Ombudsman will, in addition to any recommendations submitted in connection with the foregoing functions, from time to time and annually, make such report and recommendations as he deems wise, directly to the Office of the President, with such substantiation as may be appropriate.

The primary task of the Ombudsman is to serve as a confidential investigator in any specific case of alleged inequity, unfairness or maladministration, and therein to be the impartial spokesman, both to the person or persons making the complaint and to the person(s) against whose performance the allegation is brought. The Ombudsman is to have access to all relevant facts in the case. He is to enjoy the complete cooperation of the individual officers(s) of instruction or administration against whom complaints have been brought. He is to receive cooperation from any complaint. He is to carry out his work in privacy and with full respect for the rights and immunities of all parties.

Having completed his inquiries, he will make such disposition of each case, as, in his sole judgment, is best. He may dismiss the charges as being without foundation or merit. He may recommend corrective action to achieve justice or equity in the particular case. He will determine the question of equity and fairness not on the basis of opinion or bias or preference, but on the basis of whether or not the rules, guidelines, and other governing statutes have been followed honestly and fairly, and without undue delay. If he finds a particular rule or regulation or statute is itself unfair or makes for inequity, he may convey that finding to the Office of the President; but he may not at the same time make a finding against an individual who has faithfully adhered to the guidelines then governing the case.

His secondary, but no less important, task is to make recommendations which seem appropriate to him for changes in the rules, practices, procedures and regulations by which administrative functionaries of the student body, Faculty or administration are guided.
Thirdly, he may recommend changes in procedures and practices which do not involve changes in the rules, regulations, guidelines and statutes.

In arriving at any of the foregoing recommendations, he will consult carefully and fully with the particular officers and offices involved, keeping the President informed of progress.

In addition, should the Ombudsman arrive at conclusions which are critical of the operations and practices of the Office of the President, or Presidential disposition of specific cases duly reported by the Ombudsman to the President, he will so inform the President; and if there is no resolution of the problem which is satisfactory to him, the Ombudsman may take the matter directly to the Board of Trustees, informing the President as he does so.

The powers of the Ombudsman include:

a. access to all records pertinent to any allegation of inequity or injustice or other grievance coming under his jurisdiction;

b. the right to inquire of any officer of instruction or of administration, or of any member of the clerical and custodial staffs, or of any student, in connection with his proper inquiries, and to receive full and complete answers;

c. the right to mediate or otherwise arrive at a compromise or to arrive at his own proposal for solution of the problem at hand;

d. the right to present his recommendations for solution to the parties involved and to report such recommendations to the supervisory officers of the person(s) involved and to the President; and, having completed the foregoing processes, in confidence;

e. the right to make final public report in the matter.

The Office of the Ombudsman shall be headed by a member of the tenured Faculty, elected by the Faculty each year, at the same time as the election for the Faculty Senate. The electorate shall be the same as for the Faculty Senate. Nominations shall be by petition of at least twenty-five signatures. The Faculty Senate will make a good faith effort to find at least two candidates. Failing this, a single candidate will be sufficient. A reduced teaching schedule should be afforded for the Ombudsman.

In the Office of the Ombudsman there shall also be a student, preferably one who is in his final year as an undergraduate, elected at the same time as the election for the Undergraduate Senate. The electorate shall be the same as for the Undergraduate Senate. Nominations shall be by petition of at least twenty-five signatures, and there shall be at least two candidates. Failing this, the Undergraduate Senate shall nominate a sufficient number. The Student Ombudsman will perform his duties in consultation with the Faculty Ombudsman, when desirable.