

# **College of Staten Island Governance Plan<sup>1</sup>**

## **Draft of: March 3, 2021**

All members of the College of Staten Island (CSI) community have important, legitimate, and distinct roles in sustaining and furthering the college goals. It is the policy of the college to provide for participation by students, faculty, non-teaching instructional staff, and administration in all appropriate areas of shared governance, including membership on all committees, except those for which specific structures of participation are otherwise provided. All bodies of the college shall be governed by Robert's Rules of Order, Newly Revised, unless superseded by New York State Law.

### **Article I. The CSI General Assembly**

The General Assembly shall consist of all those who are members of the instructional staff pursuant to Article VI, Section 6.1 of the CUNY Bylaws, as well as the elected officers of student government. The President shall preside over regular meetings at least once each semester, delivering a State of the College address and giving updates. The meetings may include reports from the College Senate, student government, and administrative officers. Discussions may include issues raised by the reports and by individuals.

Rules for participation in General Assembly: All members shall have the opportunity to speak on behalf of all constituencies of the college at all operations and deliberations of the General Assembly. Votes may be taken at the request of the President.

### **Article II. The CSI College Senate**

The CSI College Senate shall replace the existing College Council and Faculty Senate. It shall be a unicameral body, representing the faculty, students, non-teaching instructional staff and administrators of the college, presided over by the President of the college. Subject to the authority and the Bylaws of the Board of Trustees and New York state law, the College Senate shall be responsible for the formulation and recommendation of academic policy, including the academic status, role, rights, freedoms, and responsibilities of the instructional staff. It shall advise on policies initiated by the President, the administrative offices of the college, and/or the student government, and it shall report to the General Assembly at the regular meetings.

#### **A. Functions**

##### **1. Policy Functions**

- a. Academic affairs, including curriculum, degree requirements, grading, awarding of credits, degrees, honors, and student evaluations.

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<sup>1</sup>This new governance plan will replace all parts of the College of Staten Island Governance Plan adopted by the Board of Trustees on October 26, 1981, and last revised May 9, 2018, except that student government remains the same. Article IV from the earlier plan becomes Article XI in this plan.

- b. Planning for the continued development of the college.
- c. Practices for the protection of academic freedom.

## 2. Advisory Functions

- a. Advise the President, Provost, vice presidents, academic deans, and department chairs concerning procedures for faculty appointments, reappointments, promotions, tenure, and dismissals.
- b. Assist the College Personnel and Budget Committee on college budgetary priorities.
- c. Recommend action to other bodies, including auxiliaries and facilities.
- d. Recommend changes in matters related to technology and telecommunications.
- e. Consider and recommend revisions to the Governance Plan as needed.

## B. Membership

- 1. Fifty faculty, including department chairs.
- 2. The President and Vice President of Student Government.
- 3. Two members in the College Laboratory Technicians Series.
- 4. Five members in the Higher Education Officer Series.
- 5. Ex officio membership, with vote, shall include the President, Provost, vice presidents, and academic deans.

If the number of administrative units change, the composition of the College Senate shall be greater than 50 percent faculty.

## C. Executive Committee

- 1. The membership of the Executive Committee shall be taken from the College Senate membership, one member from each academic division/school, provost, chief of staff, one member from the Higher Education Officer series, and the President who serves as chair.
- 2. The purpose of the Executive Committee will be to establish meeting dates of the College Senate, set the agenda for College Senate meetings, and discuss issues facing the college.
- 3. Any action taken by the Executive Committee shall be reported at the next meeting of the College Senate.

## D. Meetings

- 1. The College Senate shall hold regular monthly meetings.
- 2. Special meetings may be called by the President or by five members. The purpose of the meeting must be stated in an agenda for the meeting.

## **Article III. Faculty Participation in All College, Division/School and Department Committees**

To encourage faculty participation in all college, division/school and department

committees, the following requirements apply. These requirements do not apply to ex officio members or to CUNY committees.

- A. The term of service for all college, division/school and department committees shall be two years.
- B. No person shall be elected to more than two consecutive two-year terms on any committee. Members may stand again for election after a two-year interval.
- C. No person shall be elected to serve simultaneously on more than one college-level standing committee.
- D. All elections to the College Senate and college, division/school, and department committees will be held by secret ballot.

#### **Article IV. College Personnel and Budget Committee**

##### **A. Functions**

The College Personnel and Budget Committee advises the President with respect to recommendations for appointments and reappointments, tenure, certificate of continuous employment, promotion, leaves and fellowships, instructional personnel policies and procedures, and proposals and policies having instructional budgetary implications. It also makes recommendations on the annual College Budget Request prepared by the President. The President shall consider this input in making recommendations on such matters to the Board.

- B. Membership: President, Provost, CFO, academic deans, chairs of each of the division/school personnel and budget committees, and two students selected by the Student Government.

#### **Article V. Department Tenure and Promotion Committees**

For each candidate eligible for promotion to the rank of associate or full professor, a department promotion committee shall be formed, consisting of all department faculty whose rank is higher than the candidate's current rank. Faculty serving in visiting or substitute titles and faculty notified of non-reappointment who have submitted resignations or who are on retirement leave are not eligible to serve on a promotion committee. In departments with fewer than three full professors, the promotion committee shall consist of all full and associate professors in the department. The department chair shall serve as chair of the committee. If the department chair does not have the appropriate rank, the department chair shall serve without vote. These committees shall consider and make recommendations for promotion to the appropriate division/school Personnel and Budget Committee. Candidates who fail to receive a positive recommendation have the right to appeal to the division/school Academic Review Committee.

For each candidate eligible for tenure, a department tenure committee shall be formed, consisting of all tenured professorial members of the department. These committees shall consider and make recommendations for appointments and reappointments with tenure to the appropriate division/school Personnel and Budget Committee. Candidates who fail to receive a positive recommendation have the right to appeal to the division/school Academic Review Committee.

## **Article VI. Academic Review Committees**

There shall be two academic review committees:

### **A. The Division/School Academic Review Committee**

#### **1. Function**

The division/school Academic Review Committee shall hear appeals from decisions of the division/school Personnel and Budget Committee, and it shall bring its positive recommendations to the College Personnel and Budget Committee for action.

#### **2. Membership:** These division/school committees shall consist of five elected tenured full faculty members. Members of this committee shall elect the chair from among the faculty members.

### **B. The College Academic Review Committee**

#### **1. Function:** The College Academic Review Committee shall hear appeals from decisions of the College Personnel and Budget Committee, and it shall bring its recommendations to the President.

#### **2. Membership:** The College Academic Review Committee shall consist of the Provost as chair and five elected tenured full faculty members.

## **Article VII. Faculties**

Voting faculties of each division/school shall include, in each division/school, full-time members of faculty rank, full-time instructors who have been reappointed for three consecutive years, full-time members of the college lab technician series who have been reappointed for three years, the academic dean, any associate deans, and any assistant deans.

Not eligible to vote are those in visiting positions, those on retirement leave, those who have received a notice of non-reappointment, and those who have resigned.

## **Article VIII. Department Structure**

The department is the most fundamental unit for the expression of faculty rights. Each department shall have control of the academic policies of the department through the vote of its faculty members. Academic departments shall cooperate with other academic departments, with the division/school of which they are a part, and with the college in the development and achievement of college-wide objectives.

## **Article IX. Division/School Structure**

Division/school faculties shall enjoy equal rights, including but not limited to the right to peer evaluation and the right to hold elected offices at the college, division/school, and department levels. The Library Department will be treated as a member of the division of Science and Technology. Faculty members who have received a notice of non-reappointment shall not be eligible to serve or to participate in elections. The school faculties shall be responsible for and conduct all educational affairs including but not limited to the

formulation of division/school policies of curriculum, degree requirements, academic credits, the granting of degrees, student admission and retention standards, and the academic status, role, obligations, and freedoms of the division/ school faculty.

Division/school faculty shall meet at least once every semester. Special meetings may be convened by the dean of the division/school or by petition of ten percent of the division/school faculties.

Ex officio members in each division/school faculty shall include the President, the Provost, the Dean, and any associate or assistant deans.

### **Article X. Standing Committees**

To encourage full participation of the CSI community, membership on the College Senate is not required for membership on the standing committees. Additional committees will be established pursuant to CUNY Bylaws and University policy.

#### **Academic Freedom**

Purpose: As stated in the 1940 Statement of Principles on Academic Freedom of the American Association of University Professors, adopted by the University's Professors, adopted by the University's Administrative Council on June 8, 1946, "to promote public understanding and support of academic freedom and tenure and agreement upon procedures and to assure them" in the college and University. Consistent with these purposes, the Academic Freedom Committee will serve as a resource to the college community and may submit reports and recommendations to the President.

Membership: One tenured full professor from each division/school, chosen by the division/school dean. The committee shall elect a chair at the first meeting.

#### **Admissions**

Purpose: Considers matters related to the admission and readmission of students to the college.

Membership: One faculty member elected from each division/school, director of admissions, bursar, director of financial aid, director of advisement, one student selected by the Student Government, and the chief enrollment officer who serves as chair. Decisions of the committee may be appealed to the Provost.

#### **Academic Standing**

Purpose: Considers matters related to the academic standing of undergraduate students at the college and makes recommendations for policies of student success.

Membership: One faculty member elected from each division/school, the registrar, one student, and an associate provost who serves as chair. Decisions of the Committee may be appealed to the provost.

### **Assessment and Institutional Effectiveness**

Purpose: Consistent with expectations of accrediting agencies, continuously assess the college's programs and services including student learning and achievement, review assessment results, and incorporate their recommendations in making changes which lead to improvement.

Membership: One faculty member appointed by the dean from each division/school, the director of assessment, the director of institutional research, the vice president for student affairs, and the Provost who serves as chair.

### **Campus Facilities**

Purpose: Makes strategic recommendations regarding campus facilities including maintenance of offices, classrooms, and common areas of the college, as well as transportation policies to address efforts to become a destination campus.

Makes recommendations for expansion or reconfiguration of campus facilities. Reports shall be made to the College Senate and submitted to the President for approval.

Membership: One faculty member elected from each division/school, two members appointed by the President, two students selected by the Student Government, director of auxiliary services, CIO, athletics director, CFO, one representative of the Library, one member selected by the Higher Education Officer Steering Committee, and the Chief Facilities Officer who serves as chair.

### **Curriculum and Articulation**

Purpose: Considers programs, curriculum, and articulation matters that cross divisions/schools or are college-wide or university-wide in nature including courses that satisfy General Education requirements. Recommendations are forwarded to the College Senate and submitted to the President for approval.

Membership: Two faculty member elected from each division/school, an associate provost, the academic deans, the registrar, two students selected by the Student Government, and the Provost who serves as chair.

### **Curriculum — Undergraduate**

Purpose: Each department and division/school shall establish an Undergraduate Curriculum Committee to review, evaluate, and make recommendations concerning its undergraduate programs including majors, minors, pre-majors, certificates, and concentrations, and the courses within such programs.

Recommendations from the Department Undergraduate Curriculum Committee will be forwarded to the division/school Undergraduate Curriculum Committee for consideration. Recommendations from the division/school Undergraduate Curriculum Committee will be forwarded to the College Senate for review and submission to the President for approval.

**Membership:**

Department Undergraduate Curriculum Committee: All full-time faculty, except those serving in visiting or substitute titles, or those on retirement leave. The department chair will chair the department committee.

Division/School Undergraduate Curriculum Committee: One faculty member from each department of the division/school to be elected by the faculty of the department, the department chairs of the division/school, and the division/school dean who serves as chair.

**Curriculum — Graduate**

Purpose: Each department and division/school that offer graduate programs shall establish a Graduate Curriculum Committee to review, evaluate, and make recommendations concerning graduate programs within their department and division/school. In addition, the committee shall consider all matters affecting the academic standing of graduate students in their department and division/school. Recommendations from the Department Graduate Curriculum Committee will be forwarded to the School Graduate Curriculum Committee. Recommendations of the School Graduate Curriculum Committee will be forwarded to the College Senate for review and submission to the President for approval.

Membership: Department Graduate Curriculum Committee: All faculty who hold graduate faculty status. The department chair will chair the committee.

Division/School Graduate Curriculum Committee: The coordinators of graduate programs within the division/school, department chairs from the division/school. The division/school dean will chair the committee.

**Library**

Purpose: Advises the director of the library regarding matters related to the policies, operation, and resources of the library. May make reports to the College Senate.

Membership: One faculty member elected from each department, two students selected by Student Government, CIO, chief facilities officer, and the director of the library who serves as chair.

**Research**

Purpose: Reviews the research policies of the college, encourages best practices to foster a culture of compliance, supports researchers in their work, reviews proposals for institutional funding support, and makes recommendations on awards. Institutional funding will be contingent on availability of funds. Makes recommendations to the provost.

Membership: One faculty member elected from each division/school, one representative appointed by the provost, and the chief research officer who serves as chair.

**Student Affairs**

Purpose: Considers and makes recommendations to ensure student-centric delivery of

services. Includes financial aid, counseling, registration, bookstore, dining services, student organizations, technology, and extracurricular activities.

Membership: Four students selected by student government, one faculty member elected from each division/school, one representative from each of the following offices: information technology, student life, financial aid, counseling, registrar, bookstore, and dining services. The chief officer of student affairs will serve as chair. Reports will be made to College Senate. Recommendations may be appealed to the President.

### **Student Evaluation of Courses and Teaching**

Purpose: Reviews and makes recommendations on processes related to student evaluation of courses and teaching in accordance with the policies and regulations of the Board of Trustees. Reports shall be made to the College Senate and submitted to the President for approval.

Membership: One faculty member elected from each division/school, two students selected by Student Government, the academic deans, and the Provost who serves as chair.

### **Technology**

Purpose: Considers matters related to the academic technology needs of faculty and students. Advises the campus on matters regarding the integration of technology, including the development and planning of computing and telecommunications services into the structure of the college. Reports shall be made to the College Senate and submitted to the President for approval.

Membership: One faculty member from each division/school, two students selected by Student Government, the academic deans or designees, and the chief information officer who serves as chair.

## **Article XI. The Student Government**

The Student Government shall remain as it is set forth in Article IV of the previous governance plan.

## **Article XII. Committees of the College**

Committees of the College as established pursuant to Board of Trustees Bylaws or University policy.

## **Article XIII. Amendments**

A proposal to amend the CSI Plan may be initiated by the President or by a two-thirds vote of the College Senate. Such a proposal shall be submitted to a referendum of the General Assembly. For approval, the referendum will require a majority vote of at least 30 percent of the General Assembly. Such a proposal must be submitted to the President and then to the Board of Trustees.