

THE BERNARD M. BARUCH COLLEGE
Of the
City University of New York

FACULTY BY-LAWS
Of
THE AUSTIN W. MARXE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS

Preamble

The structure of the Baruch College Austin W. Marxe School of Public and International Affairs (hereinafter referred to as “the School”) is organized around a combination of instructional, research, and service programs rather than departments.

Under the Baruch College Governance Charter, the School is to be considered an academic unit equivalent to a department with the Dean of the School as its executive officer and its elected Coordinator for Faculty Development shall be considered the equivalent of a departmental chair as defined in the CUNY By-Laws for all purposes related to the P&B process (see Article III and Article IV, Section 2, below).

Article I. Membership

The voting Faculty of the School shall include:

- a. Members of faculty rank or status in the School;
- b. College Laboratory Technicians who have been reappointed on an annual salary basis for a third year of continuous full-time service;
- c. The Dean, and Associate and Assistant Deans of the School;
- d. The Registrar or designee;
- e. Two (2) representatives elected at large for two-year terms from among those members of the School of Business who have Faculty rank and status;

- f. Two (2) representatives elected at large for two-year terms from among those members of the School of Arts and Sciences who have Faculty rank and status;
- g. Two student members: one (1) matriculated undergraduate student in good academic standing who has declared a major in one of the School's undergraduate major programs; and one (1) matriculated graduate student in good academic standing pursuing a degree in one of the School's graduate degree programs. Both students shall be selected by the Council of Student Governments in accordance with procedures established in Article IV of the Baruch College Governance Charter. Each student member shall serve a term of one year commencing on September 1 of each year.
- h. Each of the above members of the Faculty shall be entitled to one vote.
- i. Affiliated faculty are faculty members whose full-time lines are in another CUNY unit and who are assigned full-time or part-time for a fixed term to the School. Their terms, conditions of renewal, and percentage of workload shall be determined at the time of each term of assignment. Affiliated faculty do not have voting rights in the school.
- j. *Ex-officio* members with voice but without vote shall include: The President, the Vice President for Academic Affairs/Provost, the Vice President for Administration, the Vice President for Student Development/Dean of Students, the full Deans of the other Schools of the College, and the Chief Librarian.

Additional members with voice, but without vote, shall include all adjunct members of the Faculty.

Article II. Organization and Procedure

Section 1—Faculty Meetings

There shall be four (4) meetings of the full School faculty annually which shall be convened and chaired by the Dean, or designee. A calendar of meetings for the year shall be established at the September meeting in each year, with the final meeting to be held in April. Notice of each regular meeting and its agenda shall be sent to all members of the faculty at least one (1) week before the meeting.

Section 2—Secretary of the Faculty

There shall be a Secretary of the Faculty who shall be elected by the Faculty to serve for a term of two (2) years. In addition to the usual duties of the office, the Secretary shall supervise mail ballots, tally ballots, prepare minutes, and, in consultation with the Dean, prepare an agenda for each meeting of the Faculty.

Section 3—Quorum

One-third (1/3) of the voting members of the Faculty shall constitute a quorum.

Section 4—Parliamentary Rules

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

Section 5—Order of Business

The order of business at every regular meeting shall be as follows: a. Record of Attendance or Roll Call; b. Approval of the Minutes of the Previous Meeting; c. Adoption of Agenda; d. Communication; e. Elections; f. Recommendations for Degrees and Diplomas; g. Unfinished Business; h. Reports of Committees; i. New Business; j. Miscellaneous.

Section 6—Suspension of the Order of Business

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

Section 7—New Business

At a regular meeting, the considerations of new business not included in the notice of such meeting shall be postponed to the following meeting upon objection of one third (1/3) of the members present, a quorum then being present.

Section 8—Committee Reports

A committee report shall be transmitted to the members of the Faculty at least seven (7) days prior to the meeting at which action with respect thereto is proposed.

Section 9—Special Meetings

A special meeting of the Faculty may be called by the Dean at any time, and must be called within two weeks after written petition of ten percent (10%) of the Faculty. Notice of each special meeting shall be given to all members of the Faculty at least seven (7) days in advance thereof. The object of such meeting shall be stated in the notice and no business, other than that which is so stated, shall be transacted at the said meeting, except by unanimous consent of the members present, a quorum being then present.

Article III. Faculty Development Coordinator

Section 1—Election and Responsibilities

The Faculty Development Coordinator shall be elected by the Faculty of the School to serve for a term of two (2) years. No person shall be elected to serve more than two (2) consecutive terms.

The term shall begin on July 1 and election shall take place in April of the year in which the term begins.

The Faculty Development Coordinator shall serve on the Personnel and Budget Committee of the School with voice and vote, but shall not serve as Chairperson of that Committee during the same period.

The Faculty Development Coordinator shall serve on the Research Committee with voice and vote, but shall not serve as the Chairperson of that Committee during the same period.

The Faculty Development Coordinator shall be responsible for the annual evaluations of tenure-track faculty and those seeking promotion as well as for coordination of faculty recruitment and mentoring.

The Faculty Development Coordinator shall be responsible for coordination of faculty recruitment and mentoring. The Dean as executive officer of the School which is the equivalent of a department shall assign the functions related to annual faculty evaluation to the Faculty Development Coordinator.

Section 2—Vacancies and Removal

Any vacancy shall be filled by special election for the balance of the unexpired term.

If in the judgment of the Dean, the Faculty Development Coordinator has not performed the designated responsibilities of the position, the Dean shall remove the incumbent from the position and call a special election to fill the vacancy so created.

Article IV. Committees

Section 1—Standing Committees

There shall be the following standing committees: a. the School Personnel and Budget Committee; b. the Committee on Academic Standing; c. the Curriculum Committee; d. the Executive Committee, e. the Committee on Admissions and Scholarships; f. the Promotion Committee; g. the Tenure Committee; f. Learning

Assessment Committee; h. Research Committee; i. Diversity, Equity, and Inclusion Committee.

Section 2—The Personnel and Budget Committee

The Personnel and Budget Committee (P&B) shall be the committee that makes recommendations to the College on all personnel actions. It shall consist of the following seven (7) members: six (6) members of faculty rank and status who are tenured and hold the rank of Associate Professor or Professor, elected at-large by the voting members of the School; and the Faculty Development Coordinator who shall have voice and vote. The Dean of the School shall have voice but no vote.

The Committee shall also consult with the Dean of the School on the budget requests submitted by the Dean and on allocation of funds and personnel.

The Committee members shall be elected to serve two-year terms. Terms shall begin on September 1 and elections shall be held in April of the year in which the term begins. Except for the Faculty Development Coordinator, no person shall serve more than four consecutive terms on the P&B.

At its first meeting of the academic year, the Committee shall elect its Chair who shall conduct meetings (with voice and vote) and represent the School at the College P&B.

The P&B is authorized to establish ad hoc subcommittees as it deems necessary to consider and advise it on specific matters including, but not limited to: appointment; reappointment; tenure; and promotion. The chair of a subcommittee shall be a member of the School P&B, other than the Chair of the School P&B.

A summary of the deliberations of any ad hoc subcommittee shall be reported to the School P&B by the chair of the subcommittee.

The work of any ad hoc subcommittee relating to personnel matters shall be subject to the same principles of confidentiality as is the work of the P&B.

Section 3—Committee on Academic Standing

The Committee on Academic Standing shall resolve all questions arising out of the application of the rules prescribed by the School and/or its constituent programs to the cases of individual students in such matters as grades, scholastic standing, credit load, and curriculum. The Committee is also vested with the power to make exceptions thereto in appropriate cases. Further, this Committee is charged with studying proposals for changes in the prescribed rules and with making recommendations with respect thereto to the faculty. Written summary reports of its actions shall be made to the faculty at least once each academic year.

The Committee shall consist of the following voting members: a. the Dean of the School, or designee; b. four (4) members of the faculty elected at-large; c. two (2) student members: one (1) matriculated undergraduate student in good academic standing who has declared a major in one of the School's undergraduate major programs; and one (1) matriculated graduate student in good academic standing pursuing a degree in one of the School's graduate degree programs. Both students shall be selected by the Council of Student Governments in accordance with procedures established in Article IV of the Baruch College Governance Charter. The committee shall elect a chair from among the faculty on the committee.

The Committee shall also include the following members with voice but no vote: a. the School's Director of Academic Advisement; and b. the Registrar or designee.

Faculty members shall be elected to serve two-year terms. Terms shall begin September 1 and elections shall be held in April of the year in which the term begins. Student members shall serve one-year terms which shall begin September 1.

The initial election of faculty members after the adoptions of these by-laws shall be for terms staggered as follows: two (2) members for two (2) years and two (2) members for one (1) year.

Section 4—Curriculum Committee

The Curriculum Committee is charged with the study of all programs, courses, admissions requirements, and graduation requirements for the School. All proposals for changes therein or for new programs or courses shall be initiated by this Committee or by faculty or student application to this Committee.

Recommendations of this committee shall be submitted to the School faculty for submission to the next level of review.

The Curriculum Committee shall include the following voting members: seven (7) members of the School Faculty elected at-large; one (1) member each from the Faculties of the other Schools; one (1) matriculated undergraduate student in good academic standing who has declared a major in one of the School's undergraduate major programs; and one (1) matriculated graduate student in good academic standing pursuing a degree in one of the School's graduate degree programs. Both students shall be selected by the Council of Student Governments in accordance with procedures established in Article IV of the Baruch College Governance Charter. The Dean or the Dean's designee shall sit *ex officio* with voice and vote. The committee shall also include the following non-voting members: The Vice President for Academic Affairs or designee, the School's Assistant or Associate Dean for Curricular Guidance, the Registrar or designee, and the Chief Librarian or designee.

At the first meeting of the year, the committee shall elect one (1) of the seven (7) School faculty members as chair of the committee. The Chair is responsible for setting meeting schedules and providing notice of the meeting schedule to committee members

and the School faculty, creating an agenda for each committee meeting, and conveying the results of committee deliberations to the Faculty of the School for formal votes at one of the four regularly scheduled meetings or any special meeting called for the express purpose of voting on curricular issues.

Section 5—Executive Committee

The Executive Committee shall assist and advise the Dean in the direction of the activities of the School and on all matters within the jurisdiction of the School Faculty.

The Executive Committee shall also serve as the Committee on Committees for the School. In that capacity it shall submit to the faculty nominations for election as members or representatives of the several bodies, faculties, and committees as provided in appropriate governance documents and by-laws, and for the filling of vacancies from time to time.

Seven (7) members of the School faculty, a majority of them tenured and at least one member of the School's P & B Committee, shall be elected once every two (2) years to the Executive Committee. One (1) student member in good academic standing and pursuing either an undergraduate major or a graduate degree in the School shall be selected by the Council of Student Governments in accordance with procedures established in Article IV of the Baruch College Governance Charter.

Section 6—Committee on Admissions and Scholarships

There shall be a Committee on Admissions and Scholarships. This committee is charged with developing and maintaining familiarity with the standards and requirements of the degree-granting programs of the School; examining the records of applicants to the graduate programs of the School, and making recommendations to the College on their disposition. Further, this committee is charged with studying proposals for changes in

the prescribed procedures and rules and with making recommendations with respect thereto to the faculty. The Committee is responsible for developing and coordinating student recruitment efforts. The Committee is responsible for approving whatever criteria are necessary for awarding scholarships to undergraduate and graduate students beyond the terms specified by donors and/or other fiscal sponsors.

The Committee is authorized to obtain pertinent information related to its work from appropriate administrative and academic units of the School and College. Written summary reports of its actions shall be made to the faculty at least once each academic year.

The Committee shall include the following: a. six (6) members elected at-large by the Faculty of the School; b. the Dean of the School or designee and c. the Director of Admissions and Enrollment Services who shall serve as chair with vote.

Section 7—Promotion Committee

The Promotion Committee shall be constituted in the manner prescribed in the Baruch College Governance Charter. The Committee shall make recommendations to the School Personnel and Budget Committee for promotions to the rank of Associate Professor only after an affirmative vote of a majority of all associate professors and professors in the School. In the case of candidates seeking promotion to full professor, those of that rank in the School shall be given timely written notice by the Dean of such candidacies and of the availability of the files for their review so that they may offer written advice on the candidates to the School Committee on Personnel and Budget.

Section 8—Tenure Committee

The Tenure Committee shall consist of all tenured professorial members of the School. The Committee shall make recommendations to the School Personnel and Budget Committee for the granting of tenure only after an affirmative vote of a majority

of all eligible members of the faculty. This Committee shall consider and make recommendations for appointments and reappointments with tenure to the School Personnel and Budget Committee.

Section 9—Learning Assessment Committee

The Learning Assessment Committee is responsible for planning and implementing all assessment activities for Marxe graduate and undergraduate programs. The main objective of the committee is to develop and maintain a systematic process for assessing and improving student learning. The Committee is responsible for the oversight of the development of program learning goals and objectives, for working collaboratively with the Marxe Curriculum Committee to ensure that these goals are aligned with the curriculum, for overseeing the development of assessment instruments as well as the collection of the assessments, and for analyzing and using the information for continuous improvement. The Committee's conduct shall be consistent with the standards for the assessment of the MPA program required for accreditation by the National Association of Schools of Public Affairs and Administration (NASPAA). This Committee shall share its findings with the Marxe Curriculum Committee and advise the Marxe Curriculum Committee on curriculum issues related to assessment findings. The Assessment Committee shall convey the results of its deliberations to the Faculty of the School for formal votes at the four regularly scheduled meetings or any special meeting called for the express purpose of voting on assessment issues.

The committee shall have nine voting members:

Five members from the Marxe faculty, one of whom teaches in the higher education administration program. All faculty members will serve two-year terms, but their election will be staggered; two members will be elected on odd years and three

members will be elected on even years. The chair will be selected by the committee membership.

Two student members, registered as Marxe students: one at the graduate level and one at the undergraduate level, shall be selected by the Council of Student Governments in accordance with procedures established in Article IV of the Baruch College Governance Charter and serve, each for a term of one year commencing on September 1st of each year; the Marxe Dean or designee; and the Chief Librarian or designee.

The Committee shall include two non-voting members: the Senior Vice President for Academic Affairs/Provost or designee and the College's Director of Academic Assessment.

Section 10—Research Committee

The Research Committee shall approve the awarding of Graduate Research Assistantships to eligible faculty members consistent with the policies and procedures established by the Executive Committee and in keeping with budgetary guidelines approved by the Director of the Office of Finance and Operations. The Committee shall inform the Director of Graduate Admissions and Enrollment Services, at an agreed upon date and time, with a list of the faculty to receive Graduate Research Assistantships each academic year. The Committee shall set criteria and approve the awarding of three (3) credits of unsponsored research release to eligible faculty each academic year. The Committee shall provide the Associate Dean for Academic Programs with a list of faculty to receive release time each fall semester with the workload credits applied in the subsequent spring semester. The committee shall consider other research applications as necessary.

The Committee shall be comprised of four members of the general faculty who shall each serve two (2) year terms and the Faculty Development Coordinator who shall have voice and vote, but who may not serve as the chairperson.

Section 11— Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee (DEI) will consist of 9 members each serving for 2 years, except student members serve for one year (commencing on September 1st of each year), with 1 of the five faculty members to be chosen among those elected to serve on the School's P&B Committee. Two of the members shall be elected from among the full-time staff of the Marxe School. All full-time staff will be eligible to nominate and vote for these two committee seats. Two members should be students (an undergraduate and a graduate from the school); both students shall be selected by the Council of Student Governments in accordance with procedures established in Article IV of the Baruch College Governance Charter. All members, including ad-hoc members, have a voice; elected members also have a vote on the committee. The DEI will elect a Chair for each new academic year. The committee shall complete a biennial report to the faculty.

Section 12 —Other Committees

The faculty may create additional standing or ad hoc committees as may be required for its operation.

A standing committee once created, shall be continued until abolished by resolution of the faculty. Membership shall be limited to those persons specified at the time of committee creation.

An ad hoc committee shall continue until its duty and function is discharged. Membership in such a committee shall be determined at the time the committee is created.

Section 13 —General Provisions

Unless otherwise provided in these by-laws or in the motion for the creation of a committee, members of every committee shall be elected by the Faculty following nomination by the Executive Committee, the right to make additional nominations from the floor being preserved. Election by mail ballot may be prescribed by appropriate resolution.

Members of each standing or ad hoc committee for the following academic year commencing September 1 shall be elected at the April meeting of each academic year, and shall serve until their successors are elected and take office.

Each standing and ad hoc committee shall elect its own Chair and such other officers as may be appropriate unless otherwise provided.

Each standing and ad hoc committee shall keep minutes of its proceedings and prior to the April meeting of the Faculty shall file an annual report of its activities with the Secretary of the Faculty.

Article V. Changes in By-Laws

Any by-laws may be adopted, amended or repealed by a two-thirds (2/3) vote of the members present, a quorum then being present, provided that notice of the proposed change shall have been given at the preceding regular meeting of the faculty, and provided further, that the text of the proposed change shall have been included in the agenda of the meeting at which the change is to be acted upon. A quorum for the

purposes of this article shall be defined as half (1/2) the Voting Faculty of the School as defined in Article I.

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