

# Brooklyn College Governance Plan

*(Amended and approved by the CUNY Board of Trustees, effective July 1, 2019)*

## Article I. The Policy Council

- A. The membership of the Policy Council shall consist of an equal number of administrators, faculty and students:
1. Members of the Administration to be designated as follows:
    - a. The president of Brooklyn College who shall chair the Policy Council;
    - b. Additional members of the administration selected by the president from among the vice presidents, assistant and associate vice presidents, and deans.
    - c. Any additional members needed to bring the total members of the administration to 10, which shall be the minimum. These members are to be selected in a manner determined by the members of the administration designated in 1(b) above with the approval of Policy Council.
  2. Members of the faculty are to be chosen as follows:
    - a. One representative of the Steering Committee of Faculty Council;
    - b. One representative of the Liaison Committee of the Council on Administrative Policy;
    - c. Faculty members at-large (except those on leave to serve in administrative titles) to bring the total number of faculty representatives to the same number as members of the Administration, to be elected biennially in May, to serve in the following two academic years, in a manner to be determined by Faculty Council with the approval of Policy Council. Faculty members at-large may be reelected.
  3. Students are to be chosen as follows:
    - a. The presidents of the student government bodies;
    - b. Additional students to bring the total number of student representatives to the same number as administrators, to be selected annually in a manner determined by the Student Governments with the approval of Policy Council.
  4. Should the number of members of the Administration, as determined in section 1, change during the biennial period commencing with the faculty election, the following procedures shall be followed:
    - a. If the number increases, an equal increase in the membership of faculty and students shall be effected, by the selection process indicated in 2(c) and 3(b);
    - b. If the number decreases, the additional members to bring the Administration

membership to the same level as that of the faculty and students shall be selected in a manner determined by the Administrators designated in 1(a)-(b) above with the approval of Policy Council.

- c. If one of the members designated in paragraph 1(a) or (b) above shall be unable to serve for an entire semester or for the balance of a semester, a replacement shall be selected in the manner used in paragraph 4(b).
  - d. If one of the student government presidents shall be unable to serve for an entire semester or for the balance of a semester, a replacement shall be selected by the student government presidents.
5. Each constituency (administrators, faculty, and students) shall choose three alternates to serve with voice and vote at any meeting in the absence of their respective members.
- B. The Policy Council shall meet at least three times per semester and more frequently if necessary. Special meetings may be called by the president or by the Executive Committee and shall be called at the request of any eight members of the Policy Council.
- C. The functions of Policy Council shall be as follows:
1. Recognizing the legislative authority of Faculty Council in matters of curriculum and degree requirements, of the Student Governments in matters of student affairs, of the Council on Administrative Policy and the Promotions and Tenure Committee on matters of personnel, the Policy Council may make recommendations in all areas of the operation of the college to the president.
  2. The Policy Council shall serve as a forum for discussing issues and problems of general college concern; shall advise the president both in response to his/her requests for counsel and upon its own initiative; shall provide through its existence a formal body for each constituent group to express its viewpoint and to communicate with other elements of the college community; and shall submit recommendations for action as appropriate to the Faculty Council, to the Council on Administrative Policy, and to the student governments.
  3. The Policy Council shall be responsible for approving any and all new governance proposals and assuring that they meet standards of the Trustees of The City University of New York and standards of Brooklyn College. The Policy Council shall determine that the proposals provide a role for students, faculty, and administrators. The Policy Council shall also monitor the functions of individual legislative and administrative bodies to assure that no constituent body exceeds its jurisdiction.
  4. The Policy Council shall establish standing committees which shall be responsible for continuing study of and reporting on college policy. The Policy Council shall also have the authority to appoint and charge ad hoc committees as it sees fit.
    - a. In the case of both standing and ad hoc committees, the Policy Council may draw from

the college community at large, including students, faculty, administrators or members of the support staff. In addition to the college's constituencies represented on the Policy Council, there are other groups which should be consulted as appropriate, such as members of the community and alumni.

- b. The president shall work closely with the appropriate Policy Council committees with regard to goals, priorities, policy guidelines, budget and the overall direction of the college.
- c. The Policy Council shall prepare its own bylaws consistent with this governance plan and the Bylaws of the Board of Trustees of The City University of New York.

## **Article II. The Faculty**

- A. The faculty shall consist of all persons having faculty rank or faculty status. It shall conduct the educational affairs customarily cared for by a college faculty. It shall make its own bylaws consistent with this governance plan and Bylaws of the Board of Trustees of The City University of New York. It shall meet at least once each semester, or more often, at the call of the president or by petition of ten percent of its members, and shall be responsible for the formulation of policy relating to the admission and retention of students, including health and scholarship standards; student attendance, including leaves of absence; curriculum; awarding of college credit; granting of degrees. Meetings of the faculty shall be chaired by the president.
- B. The Faculty Council shall be the legislative body of the faculty and shall have all the responsibilities of a faculty, as exercised heretofore under the Bylaws and Policy Statements of the Board of Trustees of The City University of New York subject only to the review of the faculty.
  1. The Faculty Council shall consist of all of the following, (a) through (d):
    - a. All department chairpersons.
    - b. An additional delegate of faculty rank or faculty status from each department elected, or reelected, for a term of three years by department members of faculty rank or faculty status. Departments shall elect an alternate delegate to serve with voice and vote at any meeting in the absence of the department delegate.
    - c. Delegates-at-large of faculty rank or faculty status, equal to the number of instructional departments, elected in a manner determined by Faculty Council. Delegates at-large shall be elected for a term of three years and may be reelected.
    - d. A maximum of five directors of programs in academic areas which meet criteria established by Faculty Council for this purpose and/or are individually designated by Faculty Council.
  2. The president, the vice presidents, the assistant and associate vice presidents, and full deans may attend Faculty Council meetings with voice, but without vote. At each meeting, the president may present a report to Faculty Council.

3. Fifty percent of the voting members of Faculty Council shall constitute a quorum unless the faculty adopts a bylaw requiring a larger number.
- C. The Faculty Council shall function through a system of standing and ad hoc committees consisting of faculty and student members as designated in each committee charge. There shall be a Steering Committee whose composition and charge are determined by the Faculty Council Bylaws. The Steering Committee shall meet regularly with the president to apprise him or her of the agenda of each Faculty Council meeting and to discuss any matters of interest to the Faculty. The president shall work closely with the appropriate Faculty Council committees with regard to goals, priorities, policy guidelines, budget, and the overall direction of the college.
  - D. The Faculty Council shall prepare its own bylaws consistent with this governance plan and the Bylaws of the Board of Trustees of The City University of New York.

### **Article III. Departments**

- A. The chairperson of each department shall be elected in accordance with the Bylaws of the Board of Trustees of The City University of New York, Section 9.1(b), from among professors, associate professors and assistant professors by all members of the department with faculty rank or faculty status for a term of three years. He or she shall be the executive officer of the department, shall carry out the department's policies, and shall perform the duties of the chairperson in accordance with Section 9.3 of the Bylaws. Each department, subject to the approval of Faculty Council, shall have control of the educational policies of the department through the vote of all members of faculty rank or faculty status.
- B. In all departmental elections, an affirmative vote shall be determined by satisfaction of the following:
  1. There must be an affirmative vote of a majority of those present and eligible to vote at a duly constituted election meeting of the department, a quorum being present.
  2. A quorum shall be defined as a majority of the adjusted membership of the department.
  3. The adjusted membership of the department shall be defined as the whole membership of the department eligible to vote, less those on leaves of absence, those in full-time administrative positions outside the Department, and those without assignment within the Department for a continuous period of two years prior to the election.
- C. The department appointments committee, in accordance with Bylaw Sec. 9.1(e), shall consist of the chairperson and four members of faculty rank elected by the department members of faculty rank or faculty status for a term of three years. The chairperson of the department shall be the chairperson of the committee. The committee shall be responsible for all recommendations of appointments, reappointments, leaves and tenure. It shall take into consideration student evaluations of professional performance in all matters of reappointment and tenure.

- D. The curriculum committee shall consist of faculty members and of students who are majors in the department. It shall consider and make recommendations concerning curricular proposals for department action. Department action will be transmitted to the appropriate graduate or undergraduate committees on curriculum and degree requirements of Faculty Council.
- E. Promotion recommendations shall be made in accordance with Section 9.6 of the Bylaws of the Board of Trustees of The City University of New York. Student evaluations of professional performance shall be taken into consideration.
- F. Such other committees (standing and ad hoc) shall be created as the department shall decide. All committees shall keep minutes of their proceedings in conformity with Robert's Rules of Order, latest revised edition.

#### **Article IV. The Council on Administrative Policy**

- A. The Council on Administrative Policy (CAP) shall consist of the vice presidents, the assistant and associate vice presidents, the full deans, the chairpersons of departments, and such non-voting guests as the president may designate. The number of administrators eligible to vote shall not exceed the number of chairpersons of departments. The Council on Administrative Policy shall be chaired by the president and shall meet at least once a month during the academic year or more often, at the call of the president or an individual member.

It shall discuss issues of importance to the college and its educational mission and make recommendations to the president. The president shall present to CAP, in timely fashion, any significant plans of the administration in the areas of general educational policy, planning, priorities, personnel and budget for discussion and advice. It shall establish, in conformity with the Bylaws of the Board of Trustees and this governance plan, standards and policies concerning personnel. It furthermore shall serve as a principal means of communication between the president and the academic departments of the college.

- B. There shall be a Liaison Committee of CAP consisting of five department chairpersons, one from each of the five schools (Business; Education; Humanities and Social Sciences; Natural and Behavioral Sciences; Visual, Media and Performing Arts), to be elected annually. The Liaison Committee of CAP shall have a chairperson. Only department chairpersons shall vote in this election. The Liaison Committee shall serve as the chairpersons' advisory group to the president. Acting as a conduit of information between the president and the chairpersons, it shall meet regularly with the president and/or the provost to discuss and consult on issues of importance to the college including but not limited to policy, planning, priorities and budget, as these issues are being formulated and developed by the administration. In concert with the president and/or provost, the Liaison Committee shall help develop the agenda for CAP meetings.
- C. There shall be a secretary of CAP to be elected by the body as a whole from among the chairpersons.

## **Article V. College-wide Committee on Personnel and Budget**

- A. The College-wide Committee on Personnel and Budget shall consist of all department chairpersons, who shall be voting members, as well as the president, the provost, the assistant and associate provosts and the five full academic school deans, who shall be non-voting members. The College-wide Committee on Personnel and Budget shall be chaired by the president or his or her designee and shall meet each month during the academic year, or as necessary, at the call of the president.
- B. All appointments and reappointments without tenure shall be recommended to the College-wide Committee on Personnel and Budget by the chairperson of the department in accordance with the vote of a majority of the department appointments committee. The provost, assistant and associate provosts, and the five school deans shall participate in discussion of the candidates. The president will make his or her final recommendation to the Board of Trustees following consultation with the provost and the appropriate school deans.
- C. Members of any Brooklyn College personnel committee shall not be eligible to vote on their own candidacies and, for purposes of such a candidacy, the whole number of voting members of the committee shall exclude the candidate.

## **Article VI. Committee on Promotion and Tenure**

- A. A College-wide Promotion and Tenure Committee will be composed of all department chairpersons. The chairperson of the Liaison Committee of the Council on Administrative Policy will serve as chairperson of the College-wide Promotion and Tenure Committee.
- B. Subsidiary School Promotion and Tenure Review Committees will be established as described below. The promotion and tenure decisions will take place on four levels:
  - 1. *Level One: Departmental Review*
    - a. The appointments committee votes on tenure, including college laboratory assistants (CLTs) in academic departments. The appointments committee votes on reappointment of lecturers with the certificate of continuous employment (CCE).
    - b. Full professors, associate professors and the department chairperson vote on promotion to associate professor. Full professors and the department chairperson vote on promotion to full professor. Tenured faculty will vote on promotion of CLTs to the ranks of senior college laboratory technician and chief college laboratory technician.
    - c. Where there are fewer than five eligible voters in a department, additional committee members (bringing the total to five) are to be drawn from the appointments committee in order of rank, then seniority in rank, then time at the college.

- d. As a supplement to the standard curriculum vitae, a candidate is to provide a personal statement that encompasses her or his major accomplishments and contributions in research, teaching, and service.
- e. Department recommendations on promotion and tenure shall be submitted to the appropriate School Promotion and Tenure Review Committee at level two.

2. *Level Two: School Review*

- a. There will be five School Promotion and Tenure Review Committees (Business; Education; Humanities and Social Sciences; Natural and Behavioral Sciences; Visual, Media and Performing Arts).
- b. Each School Promotion and Tenure Review Committee will consist of one tenured associate or full professor (excluding department chairs) per department in that school. Selection of committee members to three-year terms are to be voted on in each department in conjunction with triennial elections, according to the election procedures in III.B above.
- c. Where there are fewer than five departments in the school additional committee members will be elected to bring the committee total to five. These additional members will be nominated by and elected from the faculty of the school. No more than two members of the same department may serve.
- d. Each School Promotion and Tenure Review Committee will consider all promotion and tenure/CCE candidates within its school.
- e. Each School Promotion and Tenure Review Committee will meet and discuss the candidates with the dean of the respective school prior to voting. The content of this discussion is to be limited to clarification and explanation of the written record. The dean will neither have a vote nor be present for the voting procedure. A member of each school review committee, not the dean, will report that committee's recommendations to the third level.

3. *Level Three: College-wide Promotion and Tenure Committee.*

- a. The College-wide Promotion and Tenure committee, described above, reviews the recommendations of the School Promotion and Tenure Review Committees.
  - b. The recommendations of the College-wide Promotion and Tenure Committee, together with the recommendations of the School Promotion and Tenure Review Committees, will then be forwarded to the president.
4. The president considers the recommendations of all committees and renders her or his decision on whether or not a candidate will be recommended positively to the University's Board of Trustees.
5. Subcommittees of the full College-wide Promotion and Tenure Committee will be established in lieu of *Level Two* when there are college laboratory technicians in non-academic departments who are candidates for tenure or promotion.

- a. The subcommittee to review tenure of these CLTs in non-academic departments shall consist of two administrators appointed by the president and three tenured faculty members elected by, but not from, the College-wide Promotion and Tenure Committee.
  - b. This subcommittee will consider promotions to the ranks of senior college laboratory technician and chief college laboratory technician in non-academic departments.
6. The subcommittees named in paragraph 5 above will report their recommendations to the College-wide Promotion and Tenure Committee. The recommendations of the College-wide Promotion and Tenure Committee, together with the recommendations of the subcommittees, will then be forwarded to the president.
- C. The president will meet with the appropriate college personnel committee or committees to discuss any case for which he/she requires additional information before making his or her final recommendation to the Board of Trustees.
- D. Members of any Brooklyn College Personnel Committee shall not be eligible to vote on their own candidacies, and for purposes of such a candidacy the whole number of voting members of the committee shall exclude the candidate.

## **Article VII. Student Government**

- A. There shall be two student government associations at the college: the undergraduate student government and the graduate student government. Each body shall be governed by its own constitution, subject to the provisions of this governance plan and the Bylaws and policies of the Board of Trustees.
- B. These organizations shall have authority in areas relevant to student extra-curricular activities at the college. Their powers shall include:
  1. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.
  2. The power to delegate responsibility for the effective implementation of its regulatory functions to any officer or committee which it may appoint. Any aggrieved student or group whose charter or other authorization has been refused, suspended or revoked may appeal such adverse action by such officer or committee or student government to the duly elected student government. On appeal an aggrieved student or group shall be entitled to a hearing following the due process procedures as set forth in Section 15.3 of the Bylaws of the Board of Trustees. Following such hearing the duly elected student government shall have the authority to set aside, decrease or confirm the adverse action.



- C. The Student Governments shall, in a manner that they determine, appoint all student members to Faculty Council committees.
- D. The Student Governments shall have the power to allocate the Student Government fee in accordance with the Board Bylaws. Each student and government organization shall be responsible for the full disclosure to its constituents of all financial information with respect to student government fees.
- E. Each of the Student Governments shall have the right and power to make recommendations to the president, Faculty Council, Policy Council, and to any other agent, department, committee, or organization of the college and/or City University of New York.
- F. There shall be a Council of Student Governments.
  - 1. The Council shall consist of the presidents of the student governments.
  - 2. They shall meet on a monthly basis to discuss and formulate policy on student matters, set goals and priorities.
  - 3. They shall meet with the college president to discuss college-wide matters affecting the college community.
  - 4. The chairpersonship of the Council shall rotate on a monthly basis.
  - 5. The Council may appoint resource members as it sees fit.

## **Article VIII. Amendment**

Amendments to this governance plan may be initiated (a) by any constituent body or (b) by the Policy Council itself, provided such amendment does not alter the powers held by another constituent body without the consent of that body. All amendments must be approved by the Policy Council and by the president for submission to the Board of Trustees.