

Faculty Senate Minutes #305

Thursday, February 8, 2007

3:20 PM

Room 630 T

Present (28): Marvie Brooks, Orlanda Brugnola, Dara Byrne, Bettina Carbonell, Roddrick Colvin, Edward Davenport, Robert DeLucia, Virginia Diaz, Kirk Dombrowski, Janice Dunham, Marcia Esparza, DeeDee Falkenbach, Konstantinos Georgatos, P. J. Gibson, Amy Green, Jane Katz, Karen Kaplowitz, Richard Kempter, Tom Litwack, James Malone, Evan Mandery, John Matteson, Dagoberto Orrantia, Nicholas Petraco, Valli Rajah, Peter Romaniuk, Francis Sheehan, Thalia Vrachopoulos

Absent (9): Teresa Booker, Troy Coleman, Jennifer Dysart, Yi He, Brian Onieal, Edward Paulino, Liliana Soto-Fernandez, Agnes Wieschenberg, Robin Whitney

Guest: Professor Ned Benton

Invited Guest: President Jeremy Travis

Agenda

- 1. Announcements**
- 2. Approval of Minutes #304 of the December 8, 2006, meeting**
- 3. Report about the December 11, 2006, College Council meeting**
- 4. Report on the Board of Trustees Policy on Student Complaints Against Faculty in an Academic Setting and Faculty Senate's role in implementing the Policy**
- 5. Faculty Senate process for electing faculty members to the Advisory Committee on Graduate Studies**
- 6. Proposed Revisions to John Jay's Charter of Governance**
- 7. Invited Guest: President Jeremy Travis**

1. Announcements [Attachment A]

In January, Senator Tom Litwack testified on behalf of himself, in his role as chair of the Senate's Fiscal Advisory Committee, and on behalf of Karen Kaplowitz, in her role as president of the Senate, to the Board of Trustees [Attachment A].

2. Adoption of Minutes #304 of the December 8, 2006, meeting Approved.

3. Report about the December 11, 2006, College Council meeting

At the December College Council meeting, originally proposed by the Faculty Senate, to ban the use of cell phones and other electronic devices (unless permitted by the instructor) failed despite receiving 25 yes votes and 10 no votes, with 2 abstentions; this is because under the Perez ruling all motions must receive an absolute majority, in other words half plus one of the entire membership, which in the case of the College Council is 29. Because a third of the faculty members were absent, it was impossible to garner 29 affirmative votes.

The other action item, from the Curriculum Committee, to permit students to have double majors and dual majors was defeated by a vote of 14-22-1. Many unanswered questions were raised such as the impact of TAP or PELL which has an 8-semester limit; the reason for a 3.0 gpa requirement; the lack of a ceiling on the number of credits at which a student may declare a dual or double major; the lack of sufficient data on the predictability of student success.

4. Report on the Board of Trustees Policy on Student Complaints Against Faculty in an Academic Setting and Faculty Senate's role in implementing the Policy [Attachment B]

In January, the CUNY Board of Trustees approved the final version of the Policy on Student Complaints Against Faculty in an Academic Setting [Attachment B]; the policy went into effect on February 1.

5. Faculty Senate process for electing faculty members to the Advisory Committee on Graduate Studies [Attachment C-1, C-2]

By unanimous vote, the Senate adopted the same method for the Advisory Committee on Graduate Studies as for search committees: a call for self-nominations and nominations of tenured faculty shall be made; candidates shall be invited to electronically submit an optional

statement of candidacy not to exceed 200 words; the Senate shall be the electorate.

7. Proposed Revisions to John Jay's Charter of Governance [Attachment D, E, F]

The Senate again reviewed the current Charter [Attachment D] and then once again reviewed the proposals from the John Jay Administration for revising the Charter [Attachment E] and reviewed the latest version of the revision proposals from the Senate/Chairs Task Force Members [Attachment F]. The Senate/Chairs Task Force members are Senators Karen Kaplowitz, James Malone, Evan Mandery, John Matteson, and Francis Sheehan and Chairs Ned Benton, Michael Blitz, Jon-Christian Suggs, and Harold Sullivan.

The two readings of the proposed Charter Amendments are scheduled for the April and May meetings of the College Council. College-wide hearings will be held in March. Therefore, February is the month for the Senate to finalize its positions.

8. Invited Guest: President Jeremy Travis

The President said this is a time of institutional reform by looking at the policies and procedures of the College. He announced that the College has retained a consulting firm to look at all of our policies and procedures and by the fall, he expects that the policies and procedures will be available on our website. There will be conversations at the College about the revision of the College charter. A set of new organizational relationships will be developed to support the faculty. Counsel Rosemarie Maldonado is drafting a memorandum of law that will make the structural questions clear. There is also a lot of catch-up work we need to do in order to have distance learning available for students. A review of the Graduate Studies Program similar to the Critical Choices review will begin and he anticipates it will take about a year and a half. He mentioned that there is still work being done concerning the Critical Choices partnerships. President Travis reported that there is major hiring going on at the College. He acknowledged all the hard work going on at John Jay.

President Kaplowitz reported to President Travis about the Faculty Senate's discussion about the proposed revisions of the College charter. She also asked him if he would discuss the space issues.

President Travis discussed short term and long term issues involved with the space issues. He mentioned that the College is looking at ways to address the space issues but conversations about the funding that is still needed must take place. The long term space issue will be addressed when the new building goes up. A space planning firm will be retained to look at our educational plan for the future, taking into consideration enrollment growth, science facilities, and hiring projections.

Senator P. J. Gibson urged that in the planning phase the voices of the faculty be heard.

The meeting was adjourned at 5:10 pm

Submitted by
Edward Davenport
Recording Secretary

ATTACHMENT A

Manhattan Borough Hearing of the Board of Trustees

City University of New York

January 22, 2007

STATEMENT OF KAREN KAPLOWITZ, PH. D.
PRESIDENT, JOHN JAY COLLEGE FACULTY SENATE

&

THOMAS R. LITWACK, PH.D., J.D.
CHAIR, FISCAL AFFAIRS COMMITTEE, JOHN JAY COLLEGE FACULTY SENATE

Good Evening. My name is Tom Litwack. I am the Chair of the Fiscal Committee of the John Jay Faculty Senate. I am also speaking to you on behalf of Professor Karen Kaplowitz, the President of our Faculty Senate, who can not be here tonight because she is on medical leave. This is our joint testimony.

Many faculty are testifying concerning two proposed policies. While I am here to testify about other developments, Prof. Kaplowitz and I first wish to inform you that the John Jay Faculty Senate has opposed, in writing, several provisions of the proposed student complaint policy. Our Senate has also requested, in writing, that the vote on the proposed CUNY policy on computer use be postponed so issues of concern to the faculty can be addressed and resolved. Thus, the *appreciation* we are about to express to you does not, and should not, detract from our Senate's positions regarding those two proposed policies.

Approximately one year ago both of us testified before you, and later we wrote to you, regarding the Chancellor's COMPACT funding proposal and regarding the severe and inequitable underfunding of John Jay. Tonight we wish to express our appreciation to you – and to the Chancellery – for obtaining significantly more funds for John Jay, and the University, through the COMPACT plan.

We are also testifying to express our appreciation for your support for the transformation of John Jay. Under the leadership of President Travis, our College governance body voted to phase out our Associate Degree programs and become a Senior College. Also, with the support of the Board and the Chancellery, we fully expect to greatly expand our liberal arts majors, thereby more fully realizing our status as a *liberal arts* college – albeit one with a unique and special mission.

John Jay is poised to do great things. With the necessary support from CUNY we will continue to be *the* international leader in education and research in criminal justice and related areas. We will continue to enhance our focus on undergraduate education. And we will continue to contribute to the reputation of CUNY locally, nationally, and internationally.

Both Professor Kaplowitz and I are members of large academic departments that are significantly increasing and strengthening their full-time faculty. Both of us are happy to report that our departments are attracting *excellent* applicants for our tenure-track positions; and that when we ask candidates why they want to come to John Jay, the most frequent answer is: "Because I hear great things are happening at John Jay!"

While acknowledging the leadership of President Travis – and recognizing the indispensable contributions of the John Jay faculty – the transformation of John Jay is also a direct consequence of the efforts and support of the Board and the Chancellery, especially Chancellor Goldstein, and Vice Chancellors Botman, Dobrin, and Malave.

Your job is not yet done! John Jay needs your *further* support to be treated with full equity within CUNY and to achieve its full potential. But tonight we are here – Karen in spirit – to say to you and the Chancellery: THANK YOU!

ATTACHMENT B

C. THE CITY UNIVERSITY OF NEW YORK – STUDENT COMPLAINT PROCEDURE:

RESOLVED, That the procedures for handling student complaints about faculty conduct in formal academic settings be adopted, effective February 1, 2007.

EXPLANATION: Although the University and its Colleges have a variety of procedures for dealing with student-related issues, those procedures generally have not covered student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. At the same time, however, the University recognizes its responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures. The proposed procedures will accomplish this goal.

PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS

- I. Introduction. The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.
- II. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.
- III. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.
- IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the "Fact Finder.")
 - A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
 - B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has

ATTACHMENT B

reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.

C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

E. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

V. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

VI. Subsequent Action. Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall

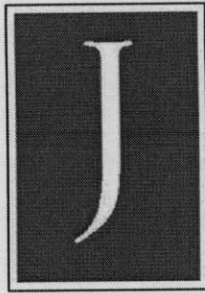
ATTACHMENT B

automatically suspend that process. Any action taken by a college must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

VII. Campus Implementation. Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.

VIII. Board Review. During the spring 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures, including consultation with administrators, faculty and students, and shall report the results of that review to the Board of Trustees, along with any recommended changes.

ATTACHMENT C-1



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

February 5th, 2007

Dear Karen and Francis,

As you know, in recent years, much of the College's attention and energy has been focused on critical choices with respect to undergraduate studies. However, President Travis has consistently indicated that there must also be an assessment of the current state of graduate studies and of the possibilities for its future development. The time has come for that effort.

As with the discussion of undergraduate affairs, the review of graduate studies will involve the College as a whole. The quality of the deliberations and of the report to the President will depend on the diversity, breadth of experience and commitment of the participants. Therefore, like the President's Advisory Committee on Critical Choices, the President has directed that the **Advisory Committee on Graduate Studies** be comprised of participants from all constituencies of the College including 3 graduate program directors, 2 faculty members, 2 department chairs, 2 administrators, 1 Masters student, and 1 alumnus. In order to have the broadest departmental representation, there should be no more than one Committee member from any department. The President has appointed me and Prof. James Finckenauer of Rutgers University as co-chairs.

The President requests that the Faculty Senate recommend 2 faculty members and one alternate (in case of departmental redundancy in recommendations) to serve on the Advisory Committee. Recommendations should be forwarded to Provost Steinman by March 1st. The Advisory Committee's initial meeting will be on March 6th, 2007. Committee members should expect to serve through the end of Spring 2008. Please put this on the agenda of the next meeting of the Faculty Senate.

I look forward this opportunity to work with you to bring graduate studies to the center of the College's vision of its future.

Jannette Domingo
Interim Dean of Graduate Studies

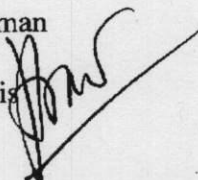


JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

PRESIDENT

JEREMY TRAVIS

MEMORANDUM

TO: Provost Michael Steinman
FROM: President Jeremy Travis 
DATE: October 24, 2006
RE: Review of Graduate Studies Programs

One of the key areas that will define the future of John Jay College is our program of graduate studies. Our masters degree programs provide enormous opportunities to our undergraduate students who wish to pursue their studies. They offer professional development opportunities to practitioners who work for public and private agencies. They extend the reach of John Jay College to national and international markets, both for students and for institutional partnerships. They help us attract top tier faculty who have an interest in the teaching and research opportunities that master's level students provide. They present unique opportunities for distance learning, weekend programs, leadership academies and other innovative approaches to learning.

My general assumptions are the following. First, we owe it to our students and the community to deliver graduate instruction of the highest quality. Second, the quality of our students is more important than their numbers. Third, understanding that we will continue to use adjuncts to teach some graduate courses, the participation of full time faculty in graduate studies at John Jay should increase. Fourth, I expect that we will meet our enrollment goals, as developed during the Critical Choices discussions last semester, both by offering new graduate programs to new populations and by increasing admissions of qualified students to existing programs. In other words, we should not simply admit more students to existing programs just because we have projected increases in our graduate enrollment.

I would like you to lead a team that will conduct a thorough review of our graduate programs, focusing both on the current operations of those programs to identify strengths and weaknesses, and on the potential for new masters programs and new opportunities for

delivering existing programs. The model I have in mind for this review is the Critical Choices review that we conducted last year. Several elements of this model seem to apply to this review of graduate programs at John Jay. First, we should develop a solid empirical understanding of each of our programs – including admission rates, graduation rates, and time to completion. We should develop a profile of admitted students for each program, including grade point average, GRE score, age, gender, race, ethnicity, undergraduate institution, full time vs. part time, in-state vs. out-of-state vs. international. To the extent possible, we should know about and track the career opportunities that our graduates pursue. Second, we should examine the intersections between the faculty teaching in the graduate programs, administering those programs and the academic departments of the College. The review should document the level of instruction by full time vs. adjunct faculty, the process for determining whether our faculty teach at the graduate level, and the process for selecting and evaluating the program administrators of our graduate programs.

A third element of the Critical Choices process would also serve well in this review. The Critical Choices review was overseen by a committee, established by the President, that produced a report, following consultations with a number of sectors of the College community (particularly students), and that report then provided the basis for extensive discussions throughout the College on the future of the associate degree programs. I would recommend that we plan for a similarly inclusive and open process for this examination of our masters level programs.

Please confer with your colleagues on this assignment. No later than December 1, I would like to receive a short memorandum setting forth the proposed structure for this review, including the recommended composition of any advisory committee, a timetable for completion of the report and the subsequent community conversation regarding the future of these critical programs.

ATTACHMENT D



THE CITY UNIVERSITY OF NEW YORK

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JOHN JAY COLLEGE OF CRIMINAL JUSTICE CHARTER OF GOVERNANCE

ARTICLE I

SECTION 1. Powers

The College Council shall be the primary governing body of the John Jay College of Criminal Justice. It shall have authority to establish College policy on all matters except those specifically reserved by the Education Law or by the Bylaws of the Board of Trustees of the City University of New York to the President or to other officials of the John Jay College or of the City University of New York, or to the Board of Trustees.

SECTION 2. Representation

The College Council of the John Jay College of Criminal Justice shall be a representative body with members selected by the instructional staff, students, administration, non-instructional staff and alumni.

SECTION 3. Allocation of Members

Membership in the Council is fixed at 56 and shall be allocated as follows:

a. Instructional Staff

The instructional staff is allotted 33 representatives.

1) Faculty

The faculty is allotted 28 representatives.

The "faculty" consists of all members of the instructional staff in the full time and part time titles of: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer; and, for the purposes of representation on the College Council, College Laboratory Technician. Full time faculty in the aforementioned titles are subject to the actions of the College Personnel and Budget Committee. "Academic departments" are those departments whose full time faculty members are subject to the actions of the College Personnel and Budget Committee.

The basis of representation for academic departments shall be the number of full time faculty in each academic department plus one half the number of

part time faculty in each academic department as of the first of September preceding an election. Members of the administration and members of the non-teaching instructional staff are not included in this basis since they are represented on the Council separately. Each academic department shall have at least one elected representative, who shall be a full time member of the faculty. The 28 representatives of the academic departments shall be reapportioned among the academic departments as of the first of September of the year preceding that in which the election is held, at which time the academic departments shall be rank-ordered based on the number of faculty of each department. Each academic department shall be allocated one seat and the remaining seats shall be allotted according to any method duly adopted by the Faculty Senate. Other members shall be elected as prescribed in Article I, Section 6.

2) Non-Teaching Instructional Staff The non-teaching instructional staff is allotted 5 representatives.

Non-teaching instructional staff (excluding those designated as "faculty in Section 3.a.1., and those in titles excluded from the PSC/CUNY bargaining unit) shall be elected at large.

Total Instructional Staff Seats.....33

b. Students

Executive Officers of the Student Council.....4
Graduate Students.....2
Senior Class.....2
Junior Class.....2
Sophomore Class.....2
Freshman Class.....2
At Large.....1

Total Student Seats.....15

c. Administration

The President.....1
The Provost and Vice President for Academic
Affairs.....1
The Vice President for Administrative Affairs.....1
The Vice President for Student
Development.....1
Dean of Graduate Studies.....1
Dean for Admissions and Registration.....1

Total Administration Seats.....6

d. Non-Instructional Staff.....1

e. Alumni.....1

Total Voting Council Membership.....56

f. Ex-Officio Members

Ex-officio membership is extended to those serving in the following capacities, who do not already hold membership on the College Council by virtue of their election or appointment. Ex-officio members have all the rights and privileges of Council membership, except the right to vote. They are not included in the Council quorum. The term of office for the representatives of the Faculty Senate and the Council of HEOs will coincide with that of the voting members of the College Council. Names of these representatives will be forwarded to the College Council by their respective bodies in the spring preceding their College Council term.

- 1) One officer or designee of the Executive Committee of the Faculty Senate
- 2) One officer or designee of the Executive Committee of the Council of HEOs
- 3) Dean of Undergraduate Studies
- 4) Director of Financial Affairs and Planning

SECTION 4. Qualifications for Council Membership

a. Instructional Staff

Any member of the instructional staff of the College is eligible for election to the College Council.

b. Students

Any student, whether part time or full time, who is in good standing is eligible for election to the Council. Any student member of the Council placed on academic probation during his or her term of office must resign his or her seat and may stand for re-election only on being returned to good standing.

c. Non-Instructional Staff

Any full time member of the permanent non-instructional staff as defined in Article XIV, Section 14.1 of the Board of Trustees Bylaws is eligible for election to the Council.

d. Alumni

Any recipient of a John Jay College degree not enrolled in the College is eligible for election to the Council as an alumni representative.

e. General

Each election unit shall be the judge of the qualifications of candidates from its constituency. The Judicial Committee shall arbitrate disputes.

f. Dual Membership

No person shall simultaneously hold more than one membership on the Council.

SECTION 5. Qualifications for Voting

a. Instructional Staff

Each full time member of the instructional staff shall be allowed one vote in an election of Council members and each part time member, one-half vote.

b. Students

Any student, full time or part time, matriculant or qualifying non-matriculant, who is registered for study in the College at the time of an election of Council members may vote in such an election. The class with which a qualifying non-matriculant will vote shall be determined by the number of credit hours he or she will have completed at the end of the semester in which the election is held.

c. Non-Instructional Staff

Any full time member of the permanent non-instructional staff may vote in an election for Council members.

d. Alumni

Any recipient of a John Jay College degree not enrolled in the College may vote as an alumnus, alumna in an election for Council members.

SECTION 6. Elections

a. Time and Place

The initial election of members of the Council shall be at a time and place designated by the president except that the time shall be not more than 30 days after this Charter is approved by the Board of Trustees. Thereafter elections to the Council and to all Council committees shall be held annually in the spring semester, the time and place to be designated by the Executive Committee.

b. Nominations

Each constituency eligible to elect members to the Council shall determine its own method of nominating candidates, subject to approval of the Council. Should a constituency fail to nominate candidates, the Executive Committee of the College Council shall serve as the nominating committee for such constituency.

Nominations for elective instructional staff committee members-at-large shall be made by the instructional staff members of the Executive Committee.

Nominations for elective student committee members shall be made by the student delegation to the College Council.

c. Voting

No representative except the alumni representative shall be entitled to a seat on the Council unless at least 30 percent of his or her constituency votes in the election. When the number of participants in an election falls short of the required percentage, further elections may be scheduled until a representative is elected in an election in which one-fourth of the electorate participates. The percentage of his or her constituency required to vote shall be determined by alumni organization recognized by the College Council. Elections shall be decided by plurality vote.

d. Vacancies

When a vacancy on the Council or on a Council Committee occurs, as determined by the Council, the Executive Committee may appoint an interim representative from the constituency affected if the unexpired term is for less than four months. Otherwise, a vacancy shall be filled by a special election of the constituency affected, the time and place of which shall be designated by the Executive Committee. A member serving to fill a vacancy shall serve only to complete the regular term of the member he has replaced.

e. Absentee Ballots

Absentee ballots may be used under such conditions as the Executive Committee may prescribe.

f. Recall

A recall vote shall be held upon petition signed by 25 members or one-fourth of a Council member's electing constituency, whichever is smaller. A majority of the votes cast for recall shall cause the recall of the representative and his or her seat shall thereby become vacant. Recall votes shall be subject to the same minimum participation requirements as votes in representative elections.

SECTION 7. Term of Office

Each elected representative to the Council or to a Council Committee shall serve for a term of one year, except in the cases of the Committee on Student Evaluation of the Faculty and the Committee on Curriculum, for which the term shall be two years, or until a successor shall have qualified, but in no case shall serve for more than an additional six month unless re-elected by his or her constituency. The regular term of office shall begin on July 1st following the spring elections except for that of the Executive Committee which shall begin immediately following the September meeting of the Council succeeding the Spring elections.

SECTION 8. Officers of the Council

The President of the College, or in his or her absence the Provost and Vice President for Academic Affairs, shall be the presiding officer of the College Council. The Council shall appoint a Secretary. Other officers may be selected by the Council at its discretion.

SECTION 9. Meetings

a. Regular and Special Meetings

The College Council shall hold regular meetings at least once a month during the academic year. More frequent meetings may be called by decision of a majority of Council members present and voting, at the call of the President, at the call of the Executive Committee, or at the call of one-third or more of all its members. All persons entitled to vote for Council members may attend Council meetings and may speak on any issue before the Council. Unless otherwise indicated in this Charter, Robert's Rules of order shall govern the conduct of Council meetings.

b. Agenda

Any member of the college community may propose items for the Council agenda which shall be prepared by the Executive Committee. Important proposals shall be delivered in writing to the Secretary of the Council not less than seven work days preceding the meeting at which they are to be introduced. The Secretary shall make the agenda available to members of the Council at least two work days in advance of each meeting and shall make the agenda available to all members of the college community in advance of each meeting, except that upon a two-thirds vote of members present and voting, agenda items may be introduced at any Council meeting without prior notice.

c. Quorum

A quorum of the Council and its committees shall consist of a majority of their voting members unless otherwise prescribed in this Charter. No business at a College Council meeting may take place absent a quorum (beginning or end).

SECTION 10. Council Committee

The College Council may establish committees at its discretion. Committee members need not be members of the Council unless so stipulated and, in fact, designation of non-Council members is to be desired. No person may serve on more than two committees unless he or she serves by virtue of his or her office.

Rotation of departmental membership on the Committees on Undergraduate Admissions and the Library shall be monitored by the Social Sciences, Humanities and Professional Studies Faculties which shall establish a rotation system for each committee which shall provide so far as possible for a balance in disciplines as well as in the size of the departments represented, and for a reasonable committee load for each department in any given year. Vacancies on committees shall be filled by the department to which the retiring member belongs.

The following standing committees are created:

a. Executive Committee

An Executive Committee shall consist of the following members: the President, Chairperson, the Provost and Vice President for Academic Affairs; Vice President for Administrative Affairs; the Vice President for Student Development; six members of the faculty elected by the College Council from among the faculty representatives on the College Council and one member of the non-teaching instructional staff elected by the College Council from among the non-teaching instructional staff representatives on the College Council and three students, all of whom shall be members of the Council nominated by the Student Council and elected by the College Council.

The Executive Committee shall be the Council's Agenda Committee as well as the Committee on Committees. It shall have the power to call the Council into extraordinary session, and shall have only such powers, functions, and duties as the Council may delegate to it to exercise during periods when the Council is not in session. The Executive Committee shall serve as the continuing liaison between the Council and the Administration.

b. Committee on Curriculum

A Committee on Curriculum shall consist of the following members: the Provost and the Vice President for Academic Affairs, chairperson; the Dean of Undergraduate Studies, the chairperson of each of the teaching departments, the Chief Librarian and the Dean for Admissions and Registration, or his or her regularly assigned (elected or appointed) designee, to be chosen from among the members of that department or office to serve as the voting member for two academic years or for the remainder of an unexpired term; and five students, nominated by the Student Council and elected by the College Council. Other administrative officers, faculty and students may, at their pleasure, meet with the Committee, without vote. The Committee shall elect a vice chairperson from among its faculty members. The Provost and Vice President for Academic Affairs shall provide a secretary to the Committee.

The Committee on Curriculum shall consider all matters relating to the undergraduate curriculum of the College and make recommendations to the Council on such matters as additions, deletions and modifications of courses proposed programs, existing programs, distribution and core requirements, and basic skills.

c. Committee on the Library

A Committee on the Library shall consist of the following members: the Librarian, chairperson; nine representatives of nine teaching departments, three to be chosen by each of the academic faculties and confirmed by the College Council; and three students nominated by the Student Council and elected by the College Council.

The committee shall review and recommend college policies relating to the

Library that will advance the role of the Library in the achievement of the educational purposes of the College.

d. Committee on Student Interests

A Committee on Student Interests shall consist of the following members: the Dean of Students; the Director of Athletics; the Director of Student Activities; six students nominated by the Student Council and elected by the College Council; and two members of the instructional staff nominated by the Executive Committee and elected by the College Council. The committee shall select its own chairperson.

The committee shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns in the community.

e. Judicial Committee

A Judicial Committee shall consist of the following members: two members of the instructional staff nominated by the Executive Committee and elected by the College Council; two students nominated by the Student Council and elected by the College Council, and a law member who shall be a qualified attorney and who may or may not be a member of the faculty, chosen by the other four members. The committee shall select its own chairperson.

The Judicial Committee shall have primary jurisdiction in all matters of student discipline not handled administratively. Matters of discipline may be handled administratively only with the consent of the person involved. The committee shall use the procedures required by the Bylaws of the Board of Trustees.

f. Committee on Faculty Personnel and Budget

Personnel

A Committee on Faculty Personnel and Budget shall consist of the following members: the President, chairperson, the Provost and Vice President for Academic Affairs; the Dean for Graduate Studies, the Dean of Undergraduate Studies; the chairperson of the academic departments; three members of the faculty elected by those members of the faculty who are subject to review of the Committee on Faculty Personnel and two students nominated by the Student Council and elected by the College Council. The chairperson of the Interdepartment of Thematic Studies shall be a voting member of the Committee. The Director of Financial Affairs and Planning and the Vice-President for Administrative Affairs shall sit with the committee at the invitation of the President.

Policy recommendations of the committee shall be made to the College Council for action. Recommendations and actions with respect to appointments, promotions, and other matters specified in paragraphs (1) and (2) below shall be reported to the President and shall not be considered by the Council except at the discretion of the President.

(1) The committee shall receive from the departments and other appropriate

units of the College all recommendations for appointments to the instructional staff in the following ranks: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Senior Laboratory Technician, and College Laboratory Technician. It shall also receive recommendations for promotions and reappointments with or without tenure, together with compensation, in the aforementioned ranks of the instructional staff and shall recommend to the President actions on these matters. It may also recommend to the President special salary increments. The President shall consider such recommendations in making his or her recommendations on such matters to the Board of Trustees.

(2) The Committee shall receive and consider petitions and appeals from appropriate members of the instructional staff with respect to matters of status and compensation, and shall present its recommendations to the President. Further appeals will follow University procedures.

Budget

The President shall, within the period prescribed by the Chancellor, prepare the annual tentative budget and submit it to the committee for recommendations. The committee shall make its recommendations within the period prescribed by the Chancellor. The President shall submit to the Chancellor such tentative annual budget together with comments and recommendations. Upon failure of the committee to act upon the budget within the period prescribed by the Chancellor, the President shall submit to the Chancellor his or her own recommendations, together with a statement of explanation.

g. Committee on Graduate Studies

A Committee on Graduate Studies shall consist of the following members: the Dean of Graduate Studies, chairperson; the Dean of Students; the Dean for Admissions and Registration; a member of the Library faculty without vote; the Graduate Program Coordinators; the BA/MA Coordinator and two graduate students nominated by the Student Council and elected by the College Council.

The committee shall be responsible for establishing general policy for the graduate programs, subject to review by the College Council. It shall have primary responsibility for admission, curriculum, degree requirements, course and standing matters, periodic evaluation of the graduate programs and for other areas of immediate and long-range importance to the quality and growth of graduate study. The committee shall also be responsible for advising on all matters relating to graduate student honors, prizes, scholarships and awards.

h. Committee for the Protection of Human Subjects

A Committee for the Protection of Human Subjects shall consist of the following members; seven to nine members, including members of the instructional staff; the Director of Sponsored Programs; a student, a lawyer, and, a person who is not otherwise affiliated with the College or University and who is not part of the immediate family of a person affiliated with the College or University, to be appointed by the President. The terms of office

of committee members shall be determined by the President in consultation with the Director of Sponsored Programs.

The Committee shall have responsibility for assuring the exercise of appropriate concern and protection for individual human subjects who may be exposed to risks as a consequence of their participation in activities administered by the College, the City University of New York and the Research Foundation of the City University of New York. The Committee shall follow the joint policy on the Protection of Human Subjects established by the City University of New York and the Research Foundation, which was adopted by the University's Board of Trustees on June 28, 1982, and which is consistent with regulations of the United States Department of Health and Human Services and applicable state and federal law.

i. Committee on Student Evaluation of the Faculty

A Committee on Student Evaluation of the Faculty shall consist of the following members: two teaching faculty members elected by the teaching faculty, two students elected by the Student Council and two teaching faculty members designated by the Professional Staff Congress. Members shall serve for a term of two years.

The committee shall be responsible for a continuous review of faculty evaluation procedures; for the terms under which they are used; and for the development of guidelines, as may be necessary, for interpretation of the results of these procedures.

j. Committee on Undergraduate Academic Standards

A Committee on Undergraduate Academic Standards shall consist of the following members: the Dean of Undergraduate Studies, chairperson; the Dean of Students; the Dean for Admissions and Registration; the chairperson of the Council of Chairs; the President of the Faculty Senate; at least one fulltime member of the faculty from each academic department, elected by the department; five students, each of whom have a cumulative grade point average of at least 3.2, nominated by the Student Council and elected by the College Council.

The committee shall review academic standards and policies and make appropriate recommendations to the College Council.

k. Special Committees

All special committees existing at the time of ratification of these Articles of Governance shall continue in being, subject to modification of membership and function as determined by the College Council. The creation of additional special committees may be recommended to the College Council by the Executive Committee.

l. Committee on Cultural Pluralism and Diversity

A Committee on Cultural Pluralism and Diversity shall consist of the following members: the Vice-President for Student Development; the Dean of Undergraduate Studies; eight members of the full time faculty, six elected

by the Faculty Senate, and two appointed by the President of the College; three students, two elected by the Student Council, and one appointed by the President of the College; and two members of the non-teaching instructional staff, one elected by their constituent assembly, and one appointed by the President of the College. The Committee shall elect its own chairperson. The President of the College shall provide a secretary to the Committee.

The Committee on Cultural Pluralism and Diversity shall organize and promote programs that recognize the contributions of the diverse peoples who together comprise the academic community. The Committee may also develop positions, proposals, and programs to address problems of prejudice, insensitivity, and bigotry at the College. The Committee shall each spring present an annual plan to the College Council for the ensuing academic year. Upon approval, it will proceed to implement the particulars of that plan.

ARTICLE II

DEPARTMENTS

SECTION I. Departments

Each department, subject to approval of the College Council and to the provisions of the Bylaws of the Board of Trustees, shall have control of its own educational policies. Each full time member of the instructional staff shall be allowed one vote in all College and Department elections. Each part time member who has served four semesters, shall be allowed one-half vote in all elections, except in elections for Department Chair, Personnel & Budget Committee and any other committee assignment for which they are not themselves eligible to serve. Except as specified in this Charter, the organization and functioning of the department shall be determined by its members.

Full time faculty members who retire and subsequently become adjuncts will be eligible to vote in the first semester in which they become members of the part time faculty.

In order to exist as a departmental entity, a discipline is required to have a minimum of seven full time members and be approved by the College Council except that the disciplines of African American Studies, Physical Education and Puerto Rican Studies shall be exempt from this requirement and shall be established as departments. Any discipline not exempt from this requirement which has less than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members present and voting at a regular Council meeting. If one of more disciplines choose to be combined into a single department, such combination may be effected by a two-thirds affirmative vote of the total membership of the disciplines affected and the approval of the College Council. If at any time subsequent to such a merger a discipline wishes to be separated from the combined department, a two-thirds affirmative vote of the total membership of the discipline can effect such a separation and the discipline can become a separate department provided it meets the minimum requirement of seven full time faculty members and has the approval of the College Council.

SECTION 2. Departmental Chairpersons

The chairperson of each department shall be the chief executive officer. He or she must hold professional rank, and shall be elected by secret ballot for a term of three years by a majority of all voting members of the department, subject to the approval of the President of the College and the Board of Trustees. Elections shall be held in May of the year in which the chairperson's term expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected.

SECTION 3. Departmental Committee on Faculty Personnel and Budget

Each department shall establish a Committee on Faculty Personnel and Budget which shall consist of the chairperson of the department who shall serve as committee chairperson and four (when possible) full time faculty members, each of whom shall serve for one year, but who may be re-elected. A majority of the members, when possible, must be tenured.

SECTION 4. Students

Each department is instructed to provide for systematic student input on curricular and personnel matters and to report to the College Council its arrangements for such input.

ARTICLE III

THE INSTRUCTIONAL STAFF

SECTION 1. Meetings

The entire membership of the instructional staff shall be convened at least once each semester during the regular academic year by the President of the College to hear and discuss important issues affecting the College. Other meetings of the instructional staff may be called by the President of the College or by petition of any ten members of the instructional staff.

SECTION 2. The Faculty Senate

The Faculty Senate shall meet at least once each semester during the regular academic year with the President of the College to discuss matters of particular concern to the teaching faculty.

ARTICLE IV

THE STUDENT BODY

The student body shall be kept informed of important issues affecting the College and the College Council by the administration through the student newspaper and through other channels of communication that the students may organize.

ARTICLE V

BYLAWS AND AMENDMENTS

SECTION 1. Bylaws

The College Council shall adopt bylaws to define and regulate the details of its

organization and procedures.

SECTION 2. Amendments

This Charter may be amended by a 75 percent vote of members of the College Council present and voting at a regular meeting of the Council; or by a referendum of no less than 75 percent full time members of the instructional staff who shall vote in such referendum. A proposal to amend the Charter may be initiated by a petition containing the signatures of 50 members or ten percent of the qualified voters of either the instructional staff or the student body, whichever number is smaller. Any amendment to the Charter shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the Council. An amendment shall become effective upon approval by the Board of Trustees.

ARTICLE VI

RATIFICATION

This Charter shall become effective when it is:

1. approved by referendum by no less than 75 percent of the student body who shall vote in such referendum;
2. approved by referendum by no less than 75 percent of those individuals who are full-time members of the instructional staff who shall vote in such referendum;
3. recommended to the Board of Trustees by the President of the College;
4. approved by the Board of Trustees.*

* The Charter was approved by the Board of Higher Education on April 29, 1970, following approval by referenda by the student body and the instructional staff.

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FACULTY/CHAIRS PROPOSED CHARTER AMENDMENTS Version 05

Charter Section	Issue	Proposal
<p>1. Article I, Section (a) (1): Faculty</p> <p>Faculty is allotted 28 out of 56 seats Faculty representatives are "reapportioned among the academic departments as of the first of September of the year preceding that in which the election is held, at which time the academic departments shall be rank ordered based on the number of faculty of each department. Each academic department shall be allocated one seat and the remaining seats shall be allocated according to any method duly adopted by the Faculty Senate."</p>	<p>Some CUNY governance structures allocate a majority of seats to faculty. Although not required by CUNY Bylaws, a faculty majority would be consistent with the policy, academic and curricular responsibilities of the Council.</p> <p>These two sentences set forth contradictory methods of allocation. In the first sentence, seats are reapportioned after departments are ranked by number of faculty. The second sentence allocates one seat to each department and then permits Faculty Senate to allocate the rest.</p>	<p>Delete reference to the number of faculty members. The number of faculty members is one per department, plus eleven designated by the Faculty Senate.</p> <p>Delete section on department ranking by size and simply allocate one seat per department along with eleven seats allocated according to a method adopted annually by the Faculty Senate.</p>
<p>2. Article I, Section (a) (1): Faculty</p> <p>The "faculty" consists of all members of the instructional staff in full and part time titles of: . . . College Laboratory Technician . . .</p> <p>Article II, Section 1: Departments</p> <p>Each full time member of the instructional staff shall be allowed one vote in all College and Departmental elections.</p>	<p>In contrast to sections 9.1 and 8.1 of CUNY's Bylaws, our Charter includes CLTs in its definition of "faculty" and permits them to vote in departmental elections. Questions have been raised about this inclusion and whether CLTs are eligible for election to Council posts.</p>	<p>Article I, Section (a) (1) could be interpreted as permitting CLTs to vote in Council elections and to run for Council positions. The Charter should clarify this eligibility section. Furthermore, the Charter should explicitly state that, consistent with CUNY Bylaws, CLTs are not eligible to vote in departmental elections concerning academic policies or curricular issues.</p>

Charter Section	Issue	Proposal
3. Article I, Section 3(b): Students Student representatives are listed as: Executive Officers of the Student Council – 4; Graduate Students – 2; Senior Class – 2; Junior Class – 2; Sophomore Class – 2; Freshman Class – 2; At Large – 1.	<p>Although it has always been assumed that class representatives are selected from those elected to Student Council, it is not explicitly stated in the Charter.</p> <p>Furthermore, based on the Perez decision, the influence of each seat on the Council is enhanced. Therefore the numbers of seats can be reviewed.</p>	<p>Clarify intent that class representatives are to be selected from those already elected to those posts for Student Government.</p> <p>Review the number and voting status of non-instructional members in light of CUNY norms and Perez.</p>
4. Article I, Section 4(b): Qualification for Council Membership Any student, whether part time or full time, who is in good academic standing is eligible for election to the Council.	<p>Inaccurate language. Student eligibility standards are higher than those required for a determination of "good academic standing." For example, our student government charter now requires a 2.5 GPA for undergraduates and a 3.0 for graduate students serving on the Council.</p>	<p>As of June 2006, the CUNY Eligibility Guidelines apply to a wide array of student leadership positions, including Council membership and service on related committees. According to those guidelines, undergraduates must have a 2.3 average; full-time students must carry 12 credits and part-time students must carry 6 credits. We should maintain our current GPA requirements and adopt the CUNY credit load requirement.</p>
5. Article I, Section 3(c): Administration 6 seats include: President/ Provost/ VP Student Affairs Vice President for Administrative Affairs Dean of Graduate Studies Dean for Admissions and Registration	<p>Title updates must be made throughout the Charter</p> <p>Dean of Undergraduate Studies should be a voting member of the College Council.</p>	<p>Titles Changes: Senior Vice President for Finance and Administration, Assistant Vice President for Enrollment Management.</p> <p>Add Dean of Undergraduate Studies and the Dean of Research as a voting member.</p>

Charter Section	Issue	Proposal
6. Article I, Section 3(f): Ex-Officio Members Director of Financial Affairs and Planning	Title update	Title: Executive Director of Finance and Business Services Remove Dean of Undergraduate Studies as ex-officio.
7. Article I, Section 4(d): Qualification for Council Membership-Alumni Any recipient of a John Jay College degree not enrolled in the College is eligible for election to the Council as an alumni representative.	States that alumni representative should not be enrolled.	The revision should eliminate this seat. Unrealistic to have alumni come in for meetings; important to fill seats with those who can attend because of stringent quorum requirements.
A. Union representation on the College Council	There is need to improve union representation on the College Council. Designate a representative of each college union as a non-voting member of the College Council, who does not count in the quorum. Change the non-instructional staff representative to a non-voting member	Each union shall elect a non-voting representative on the College Council.
8. Article I, Section 5: Qualifications for Voting Section 5(a) Each full time member of the instructional staff shall be allowed one vote in an election of Council members and <i>each part time member, one-half vote.</i>	First section gives all part time instructional staff one-half vote in Council elections. Second section, which applies to all College elections, only gives one-half vote to part time members who have served for four semesters. The proposed change is consistent with the principle that people may not vote in elections for positions for which they are ineligible to serve.	Amend Article I, Section 5 to limit voting in departmental elections to fulltime members of the faculty as defined in a new section to be added to Article XXX. HEOs (who are part of the instructional staff) would still be able to elect HEO representatives on the Council.

Charter Section	Issue	Proposal
<p>9. Article II, Section 1: Departments Each full time member of the instructional staff shall be allowed one vote in all College and Department elections. Each part time member who has served four semesters shall be allowed one-half vote in all elections, except in elections for Department Chair, Personnel & Budget Committee and any other committee assignment for which they are not themselves eligible to serve.</p>	<p>Ambiguity as to adjunct's right to vote on departmental policies and serve on departmental and college-wide committees or bodies.</p>	<p>Explicitly state that adjuncts are not entitled to vote on departmental policies and curricular issues and elections. This is consistent with Board Bylaws.</p> <p>Explicitly state that adjuncts may not serve on or vote for membership on departmental or college-wide committees or bodies unless expressly authorized by the College Charter.</p>

Charter Section	Issue	Proposal
<p>10. Article I, Section 10(b): Committee on Curriculum</p> <p>A Committee on Curriculum shall consist of the following members: the Provost and the Vice President for Academic Affairs, chairperson; the Dean of Undergraduate Studies, the chairperson of each of the teaching departments, the Chief Librarian and the Dean for Admissions and Registration, or his or her regularly assigned (elected or appointed) designee, to be chosen from among the members of that department or office to serve as the voting member for two academic years or for the remainder of an unexpired term; and five students, nominated by the Student Council and elected by the College Council. Other administrative officers, faculty and students may, at their pleasure, meet with the Committee, without vote. The Committee shall elect a vice chairperson from among its faculty members. The Provost and Vice President for Academic Affairs shall provide a secretary to the Committee.</p>	<p>Addition to committee membership</p> <p>Title Changes</p> <p>Current language permits chairs to appoint designees. As a result, many junior faculty members have been designated or elected to serve on this committee.</p>	<p>Add the Academic Director of Undergraduate Studies as a non-voting member of this committee.</p> <p>Designate the Vice President for Enrollment Management as an ex-officio non-voting member, in place of the Dean for Admissions and Registration.</p> <p>Review the voting status of other non-instructional members.</p> <p>Require that departmental representatives must be elected from among the following tenured members of the department: chair, deputy chair, departmental curriculum committee chair, or coordinator of undergraduate program or major. In instances when this is not possible, the department shall elect a representative who is a tenured member of the department.</p>
<p>11. The Charter does not designate a chair for most Council committees.</p>	<p>The result is that some committees remain dormant because no member takes responsibility to call the first meeting.</p>	<p>President, in consultation with the Executive Committee, appoints the committee convener who chairs the initial meeting where a chair is then elected. This applies unless otherwise specified in the Charter.</p>

Charter Section	Issue	Proposal
12. Committee reports	No requirement	Committees should submit yearly reports in writing it to the Council about their activities, including attendance records.
13. Article I, Section 10(e): Judicial Committee Summary of Current Section: Primary jurisdiction with consent of person involved. 2 instructional staff nominated by Executive Committee and elected by College Council/ two students nominated by the Student Council and elected by College Council/ an attorney chosen by the other four. Committee selects own chair.	This section was replaced by CUNY Bylaws section 15.5. Although the College is following Bylaw requirements, this is not reflected in the Charter.	Amend consistent with CUNY Bylaws section 15.5.
14. Article I, Section 10 (f): P&B P&B membership includes: two students nominated by the Student Council and elected by the College Council.	The inclusion of students in P&B deliberations and votes is a highly unusual practice in CUNY and nationally, and the practice at John Jay should be assessed in light of academic norms associated with the responsibilities and functions of the P&B. Need for ongoing reporting	This should be carefully assessed with attention to national and CUNY academic norms.
B. P&B as Budget Committee		The President or his designee shall make quarterly reports to the Budget Committee describing the status of the college budget, expenditures and general financial condition on an all-funds basis.

Charter Section	Issue	Proposal
C. P&B Membership	Need to assure sufficient members for quorum.	Add two more seats to the three elected faculty members for a total of five. The two with the lower number of votes are designated as first and second alternate members. They fully participate without vote on the review committees and in the full committee, unless an alternate is replacing an absent faculty member, in which case the alternate member is permitted to vote.
D. Rank of P&B At-Large Faculty	These faculty members should hold the rank of Associate or Full Professor in order to be able to vote for promotions to full professor.	Require that at-large representatives be tenured faculty members holding the rank of associate or full professor.
E. P&B Executive Committees	<p data-bbox="683 741 878 1371">During searches, at times decisions need to be made quickly about terms of initial appointment. The Personnel Executive Committee would be authorized to act for the P&B in limited situations under guidelines approved by the P&B.</p> <p data-bbox="878 741 1040 1371">The Budget Executive Committee would correspond to the "budget working group" which currently meets for budget consultation.</p>	<p data-bbox="683 174 813 741">The Personnel Executive Committee shall consist of the President, the Provost and the Chairs of the various review committees.</p> <p data-bbox="813 174 1458 741">The Budget Executive Committee shall consist of the President, the Vice President for Finance and Administration, the Executive Director for Finance, the Dean of Human Resources, the Assistant Vice President for Enrollment Management, the President, Vice President and Fiscal Committee Chair of the Faculty Senate, the Chair and Vice Chair of the Council of Chairs and a member of the Council of Chairs designated by the Chair of the Council of Chairs. While this committee would normally function in a consensual and consultative mode, the members listed above who are not members of the full P&B would be ex-officio non-voting members of the Executive Committee.</p>

Charter Section	Issue	Proposal
<p>15 Article I, Section 10(g): Committee on Graduate Studies Memberships: Dean of Graduate Studies, Dean of Students, Dean for Admission and Registration, member of Library, Graduate Program Coordinators, BA/MA Coordinator, two graduate students.</p>	<p>Additions and modification of membership</p>	<p>Title and status changes: Vice President for Enrollment Management as ex-officio non-voting member.</p> <p>College Council voted to include the Chief Librarian with vote. Include this in the revision.</p> <p>Include the Academic Director of Graduate Studies as a non-voting member of the committee, if the position is retained.</p> <p>Review the number and voting status of other non-instructional members.</p>
<p>17. Article I, Section 10(i) Committee on Student Evaluation of Faculty The committee shall be responsible for a continuous review of faculty evaluation procedures; for the terms under which they are used; and for the development of guidelines, as may be necessary, for interpretation of the results of these procedures.</p>		<p>Eliminate this committee. Assign this function to the College P&B, which is the primary user of this information and is most aware of shortcomings and deficiencies.</p>
<p>18. Committee on Undergraduate Academic Standards Members: Dean of Undergraduate Studies, Dean of Students, Dean of Admissions and Registration, Chairperson of the Council of Chairs, President of the Faculty Senate, one full-time member of each academic department and student representatives</p>	<p>Title and status changes and addition.</p>	<p>Title and status changes: Eliminate Dean of Admissions and Registration and add Assistant Vice President for Enrollment Management as an ex-officio non-voting member.</p> <p>Add Academic Director of Academic of Undergraduate Studies as a non-voting member.</p> <p>Modify the status of the five student representatives to non-voting.</p>

Charter Section	Issue	Proposal
19. Article I, Section 10: Comprehensive Planning Committee	On April 14, 1999, the Council voted to include this committee in the Charter. Amendment was not forwarded to the Board of Trustees.	This should be reviewed and integrated into the proposed document, rather than submitted separately. The function of the committee should be examined to include a central role in the assessment, planning and allocation of space, as recommended in the CAP.
20. Special Committees	Consider whether to establish certain special committees as standing committees.	<p>The faculty recommends that the following committees be established as Charter committees under the College Council:</p> <ul style="list-style-type: none"> • Ceremonial Committee • Faculty Elections • Committee on Undergraduate, Honors, Prizes and Awards
F. Academic Advisory Committee	Add to the charter as an advisory committee (which does not come under the open meetings law.)	The Academic Advisory Committee shall be chaired by the Provost, and consist of the President and Vice President of the Faculty Senate, the Chair and Vice Chair of the Council of Chairs, the Dean of Research, Dean of Graduate Studies, and the Dean of Undergraduate Studies.
G. Admissions Committee	Reconstitute the Admissions Committee as a formal Council committee. The Committee is already referenced in the Charter.	Formally define the committee in the charter.
H. Advisory Committee on Policy and Procedure	This committee reviews existing and new College policy and procedure to assure alignment with CUNY Bylaws and related policy, and to identify internal inconsistencies and dysfunctions. The committee reports problems to the official or governance committee with primary responsibility.	The committee shall be similar in composition to the ad hoc committee recently created by the President.

Charter Section	Issue	Proposal
I. Council of Chairs		Add Article III Section 3. The Council of Chairs shall be comprised of the elected chairs of academic departments, and other persons as voting or non-voting members as determined by the elected chairs. The members shall elect a Chair, and a Vice Chair for Budget and Analysis. The Council of Chairs shall meet with the President and Provost at least once a semester to discuss matters of concern.
J. Department Grade Appeal Committees		Add a new section to Article II stating that each department must elect a committee on grade appeals consisting of members of the full-time faculty.
K. Voting Requirements	The following sections of the Charter use the expression "present and voting" in defining the number of votes necessary for the Council to act. This is inconsistent with the Perez decision which requires that the proportion be based on the total membership, not those present. The sections are Article I, Sections 9.a and b, Article II Section 1, and Article V section 2.	Delete the expression "present and voting" so that the sentences refer to "members."
L. Definition of Faculty	The Charter is ambiguous as to the definition of faculty for purposes of the Charter.	Article III should include a new section titled "Faculty" that defines, for purposes of the Charter, what constitutes faculty, and therefore who is eligible to serve and vote when being on the faculty is a requirement.
M. Election of Faculty Members to College Council Committees	In cases where committee membership of faculty members is based on nomination and election by the College Council, this process will parallel the method used for student nominations and elections.	The Faculty Senate shall nominate and the College Council shall elect.

Charter Section	Issue	Proposal
N. Ex-Officio membership on Council Committees	The Chairs and Senate should have a presence on these committees, for awareness and to provide a general faculty and departmental perspective.	The President of the Faculty Senate and the Chair of the Council of Chairs, or their designees, shall be non-voting ex-officio members except in those cases where they are already voting members.
O. Agenda Deadline		Proposals for items to be taken up at the College Council shall be transmitted in writing at least 10 days before the meeting, and the Agenda shall be made available to members at least 7 work days in advance.
P. Faculty Senate	The role and function of the Senate should be more clearly defined.	Article III section 2 should be revised to describe more completely the role and function of the Faculty Senate.
Q. Absentee Ballots	Absentee ballots are not permitted by the Bylaws.	Delete references to Absentee Ballots.
R. Faculty Representation on Search Committees	The current practice is that the Senate designates the faculty representatives for search committees when the position is at the rank of Dean or above.	This practice should be codified in the charter in the section describing the role and function of the Faculty Senate.