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COLLEGE COUNCIL CONSTITUTION

Section IV

The College Council may make bylaws for its own operations consistent with its Constitution and the policies and regulations of the Board of Trustees.

ARTICLE III - COMPOSITION

Section I

The College Council shall be composed of the President of the College, who shall be Chairperson, the Chief Academic Officer of the College, the Registrar, the Chief Administrative Officer of the College, the Chairperson of each instructional department, one departmental delegate from each instructional department, full-time instructional staff delegates-at-large equal to the number of departments, two part-time instructional staff delegates-at-large, twenty student delegates, one alumni delegate, and two delegates elected by the full-time regularly appointed non-probationary supporting staff. One additional non-voting delegate-at-large seat shall be designated for Emeritus/Emerita Teaching Faculty.

Section II

- a) Department delegates shall be elected following the election of department chairpersons by the full-time members of the department having faculty rank or faculty status and shall serve a term on the Council equal to that of the department chairpersons. Vacancies shall be filled by the Department for the unexpired portion of the term.
- b) Persons eligible to vote for department delegates shall be eligible to nominate candidates and be nominated for the position of department delegate.
- c) Elections for department delegates shall be conducted by secret ballot. Mail and/or electronic ballots shall not be used.

Section III

- a) Delegates-at-large shall be elected by members of the full-time instructional staff who have faculty rank, faculty status or who have received notification of reappointment for the third or succeeding years of full-time service. Persons who have tendered their resignation or who have received notice of non-reappointment shall not be eligible to vote. The term of office for delegates-at-large shall be three years, with elections staggered so that approximately one-third shall be elected each year.
- b) Persons eligible to vote for delegates-at-large shall be eligible to nominate candidates and be nominated for the position of delegate-at-large.
- c) Nominations for delegates-at-large shall be conducted by secret ballot provided that nominees shall have the opportunity to decline nomination before preparation of the final ballot.

Each person eligible to nominate may cast a secret nominating ballot containing no more than two (2) persons.

Those eighteen (18) eligibles who receive the highest number of nominations, plus ties, shall appear as candidates on the final ballot.

- d) Eligible voters shall be entitled to vote for as many candidates as there are vacant positions to be filled. Election shall be by plurality with ties determined by the President of the College.
- e) Vacancies shall be filled from the list of unsuccessful candidates of the previous election with the person having the greatest number of votes among the unsuccessful candidates designated to fill the vacancy until the next scheduled election. Where vacancies for unexpired terms are to be filled at a regular election, the candidates receiving the next highest number of votes after filling the regular three-year term vacancies shall be declared elected for the unexpired term. The longer terms shall be assigned to those with the highest number of votes.
- f) Elections for delegates-at-large shall be conducted in May of each year following the elections of department chairpersons and departmental delegates.
- g) Elections for delegates-at-large shall be conducted by secret ballot. Mail ballots shall not be used. Electronic balloting shall be permitted, as determined and administered by the Committee on Elections.

Section IV

- a) [Eligible student delegates shall be elected for one year terms in accordance with the constitution and bylaws of the Kingsborough Community College Student Government Association.](#)
- b) Two delegates-at-large shall be elected from part-time instructional staff (“Adjunct faculty”) to serve two-year terms so arranged that the terms are staggered.
- c) Adjunct faculty shall be eligible to vote for delegates-at-large during their third (and successive) year of continuous service. Persons eligible to vote for delegates-at-large shall be eligible to nominate candidates and be nominated for the position of delegate-at-large.
- d) The alumni delegate shall be elected by the Alumni Association to serve a term of three years.
- e) Two delegates shall be elected from the regularly appointed non-probationary supporting staff to serve three-year terms so arranged that the terms are staggered.
- f) Eligibility shall be determined according to the provisions of this article, Section III b.
- g) Vacancies shall be filled according to the provisions of this article, Section III e.
- h) Those elected shall be selected on the basis of a plurality vote with ties to be broken by the President of the College.
- i) Elections shall be held in May of each year.
- j) All elections shall be conducted by secret ballot. Mail ballots shall not be used. Electronic balloting shall be permitted, as determined and administered by the Committee on Elections.

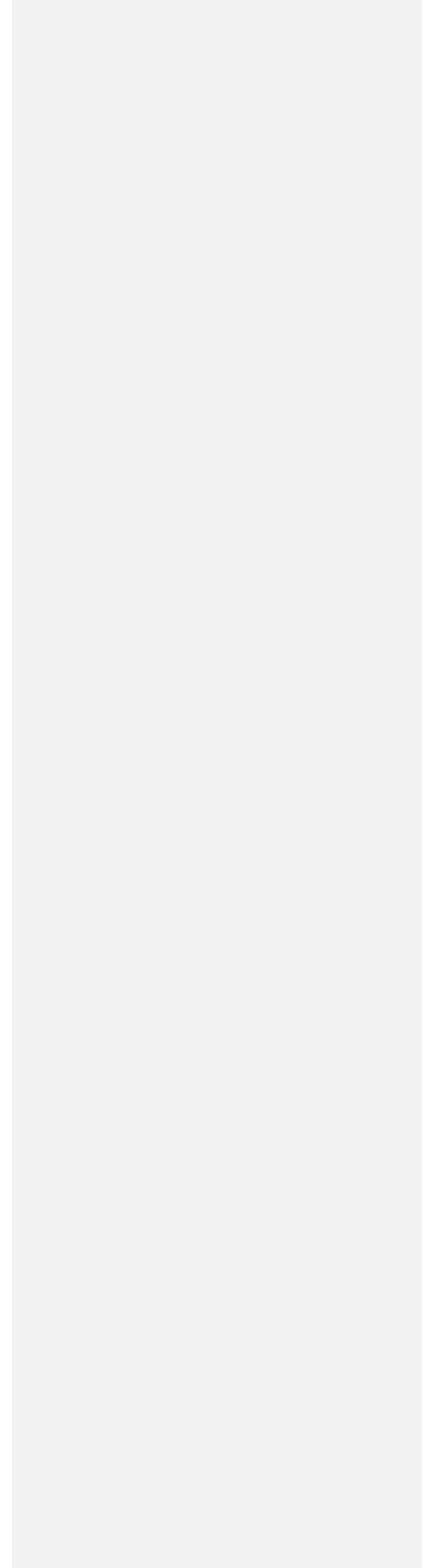
Section V

- a) One non-voting delegate-at-large seat shall be designated for Emeritus/Emerita Teaching Faculty. This seat shall have a two-year term.
- b) Nominees for this seat shall be recommended by the President of the College and appointed with the advice and consent of the College Council, with confirmation to be voted

Student delegates shall be elected for one year terms as follows: two student delegates elected by each Constituency Council; with the balance to be elected by the general student body. Candidates must be students in good standing at the College and shall not be on academic or disciplinary probation.

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KCC College Council Constitution and Bylaws
Revised Version – [April 2018](#)



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B. Kingsborough Community College Student Government Association

Student Constituency Councils

There shall be a Student Government Association charged with promoting and protecting the interests of all students, and with ensuring appropriate student representation on all campus boards and committees requiring student members. The Student Government shall be structured and governed according to the provisions outlined in the Student Government Association constitution and bylaws, provided that all provisions within said documents remain consistent with policies set forth by the City University of New York Board of Trustees.

C. Faculty Review Committees I. Organization of Faculty Review Committees

A. The qualifications of candidates recommended for appointment, reappointment, tenure and advancement to the various ranks are considered and reviewed by the College Committee on Faculty Personnel and Budget. This committee receives recommendations from the Departmental Personnel and Budget committees. Recommendations of the review committees are made to the President and reported to the College Committee on Faculty Personnel and Budget.

B. There are five faculty review committees:

The Committee on Reappointment and Tenure

The Committee on Advancement to Associate Professor

The Committee on Advancement to Professor

The Committee on Reclassification and CLT Series

The Committee on Fellowship Leaves of Absence

C. These committees are each composed of five members - three members of the faculty and two department chairpersons.

Each Department Personnel and Budget Committee shall nominate three members of their respective faculties, regardless of rank.

All faculty members who are nominated must hold faculty rank.

All nominations shall be submitted to the President.

D. The President designates the chairman of each committee under leadership, guidance and coordination of the Dean of Faculty.

E. The following criteria govern the nomination and selection of at-large members to each of the faculty review committees:

-they must be tenured

-they must be of equal or higher rank than that rank to which advancement is sought; or, in the case of the Committee on Reappointment and Tenure, they must hold one of the professorial titles

-there must be no more than one member of a single department on any single committee

**CONSTITUTION OF THE
CONSTITUENCY COUNCILS ARTICLE I -
NAME ¶**

In accordance with the rules designated by the Governance Plan, there shall be five (5) academic constituencies: ¶

<#>Business Constituency ¶

<#>Mathematics and Science
Constituency ¶

<#>Liberal Arts Constituency ¶

<#>Public and Health Services
Constituency ¶

<#>Evening Constituency ¶

ARTICLE II - FUNCTION ¶

In order to promote the interest and welfare of the students, these councils shall: ¶

<#>aid in freshman orientation with
instructional programs; ¶

<#>be empowered to conduct student
activities; ¶

<#>compose newsletters for instructional
programs; ¶

<#>elect representatives to other bodies
of the College; ¶

<#>authorize and regulate the
expenditure of funds; ¶

<#>serve to receive complaints
concerning instructional programs; ¶

<#>act as a liaison with the faculty; ¶

<#>increase communication between
students and faculty on curriculum; ¶

<#>hold special events for instructional
program; 10. charter student clubs and
organizations. ¶

These councils may make bylaws for their own operations consistent with this Constitution and the policies and regulations of the Board of Trustees. ¶

ARTICLE III - MEMBERSHIP ¶

Day Session students shall be assigned to student constituencies based upon curricular affinity. Evening Session students and students taking the majority of their classes at night, shall be assigned to the Evening Constituency. ¶

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ARTICLE IV - ELIGIBILITY ¶

A. General Participation ¶

1. To be eligible for participation in student activities, a student must be officially registered in the College. ¶

Membership in student organizations is open to both full-time and part-time members of the College. Membership is open to both matriculated and non-matriculated students. □

- F. Each faculty review committee shall be constituted for one year. To provide continuity of experience and perspective, wherever practicable, at least two members of each committee shall be appointed for a second year.
- G. Candidates are notified by the Department Chairperson as to whether or not they are recommended by the Departmental Personnel and Budget Committee. The recommendations of the faculty review committees are transmitted to the President. He/she then reports those recommendations to the College Committee on Faculty Personnel and Budget.
- H. Departmental Personnel and Budget committees, and faculty review committees, will prepare written reports concerning their recommendations for appointment, reappointment, tenure and advancement.
- I. Members of faculty review committees will not vote on candidates under consideration by their committee who are members of their own departments.

II. Criteria for Evaluation

A. In accordance with the policy of the Board of Trustees, the evaluation of classroom teaching effectiveness is a basic element in the procedure for recommending reappointment, tenure and advancement of teachers. This procedure is the legal equivalent of an unassembled civil service examination. Consideratio

III. Verification of Data

- A. Candidates having their qualifications evaluated will submit forms supplied, on request, by the Office of the Dean of Faculty), together with all pertinent supporting materials, to both the Departmental Personnel and Budget Committee and the appropriate faculty review committee.
- B. Each committee will have the responsibility for verification of the data submitted to it by the candidates; written submissions, interviews, etc. may be required as the committees deem necessary.
- C. Quantitative and qualitative evaluations will be made.
- D. Greatest consideration by the committees will be given to a candidate's achievements since promoted last.
- E. In the evaluation of teaching effectiveness, classroom observation will be supplemented by review of materials used in the classroom (e.g. examinations, reprints, et al.) and other standard instruments employed for the evaluation of teaching effectiveness; classroom observation will be scheduled, in advance, in conformity with the spirit of and letter of the contract between the Board of Trustees and faculty bargaining agents.

IV. Committee on Equivalency and Waivers

E. Voting Eligibility for Lecturers

Persons holding the rank of Lecturer at the College who have been awarded the Certificate of Continuous Employment shall be enfranchised to vote for Department Chairperson and for members of the Department Personnel and Budget Committee.

F. Amendment Procedure

Each constitution promulgated in conformity with this Governance Plan has provisions for its amendment. The provisions insure that wide participation and more than a simple majority are involved in validating changes recommended. The College Council has the primary responsibility and control over amendments to its Constitution, all such amendments, however, require the approval of the Board of Trustees.

and likewise, the Student Constituency Councils have primary responsibility and control over amendments to their Constitution all such amendments, however, require the approval of the Board of Trustees.

APPENDIX

Appendix I. College Committees

There shall be the College Committee on Admissions and Academic Standing, the College Committee on Academic Review, and the College Student Discipline Committee.

The College Committee on Admissions and Academic Standing shall be concerned with reviewing requests from students for exceptions and waivers concerning admission, loss of matriculation, dismissal, and probation.

The College Committee on Academic Review shall be concerned with hearing appeals of students of the rulings of the Committee on Admissions and Academic Standing, appeals of students on grades and appeals on waivers of College academic requirements.

The College Student Discipline Committee shall be concerned with hearing allegations against students by members of the instructional staff, employees of the College, or other students; conducting hearings; making judgments and recommending penalties to the Dean of Students.

The duty, composition and method of operation of the above mentioned college committees shall be established in the manner in which these committees functioned prior to the implementation of the College Governance Plan.

The above mentioned committees shall become Committees of the College reporting their decisions to the appropriate College officer.

The college committees established above shall implement policy established by the College Council.

Those subcommittees established by the Committee on Students to examine the operations and evaluate the performance of the various above mentioned College Committees will continue to make appropriate policy recommendations with respect to their areas of concern.

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