

COLLEGE COUNCIL CONSTITUTION

ARTICLE I - FUNCTION

Section V

- a) The College Council Committee on Committees shall be elected from among the members of the College Council. The committee shall be comprised of ten members elected by plurality vote after nominations from the floor, three of whom shall be student members.
- b) Voting shall be by secret ballot. If more than one vacancy needs to be filled, members shall vote for no more than two-thirds of the faculty vacancies and two-thirds of the student vacancies from the list of nominees. Tie votes shall be resolved by the College Council chairperson.
- c) The Committee shall meet immediately after election to elect a chairperson.

ARTICLE V - POWERS AND DUTIES OF COMMITTEES

Section I

The duties of the committees follow:

- a) Committee on Committees: shall name the members of each of the five standing committees and determine the number of members based on a list of preferences (a minimum of three) obtained from each member of the Council. It shall schedule a date and place for each committee to meet to elect a chairperson and a secretary and to determine its permanent organization.

The committee shall name replacements to the five standing committees from the list of preferences of each member, which it shall maintain.

The committee shall consider written petitions from any member requesting reassignment to an alternative standing committee for the duration of his/her term, and shall make such decisions at its discretion.

- b) Steering Committee: The Steering Committee shall prepare the agenda for the College Council meetings.

The committee shall refer matters brought to its attention to the appropriate committee. It shall receive all recommendations and resolutions from all standing and ad hoc committees prior to submission to the College Council.

The committee shall submit such recommendations and resolutions to the full College Council or shall return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it for a second time and returns it to the Steering Committee, it must be placed on the agenda of the next Council meeting. By submission of a petition signed by one-third of the members of the College Council, the Steering Committee must send to the full Council any recommendations and resolutions submitted to it at the next scheduled meeting.

The Steering Committee shall in addition have power to call the College Council into session, to coordinate the activities of all committees, and shall be responsible for informing the instructional staff regarding its activities each semester (e.g., through the College website).

c) Curriculum Committee: shall be concerned with the formulation, development, modification, and evaluation of curricula.

The committee shall receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) shall be submitted through and approved by appropriate department curriculum committees (and/or other such approval required by the department), forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the committee. Proposals may also be forwarded to the Provost from the Program Director of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education).

The chair of the committee shall establish a curriculum proposal submission calendar for each semester in consultation with the Provost, who shall distribute the calendar to department chairpersons.

The committee shall consider proposals for new or modified degrees, certificates, and courses (including "experimental" 82 courses) with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.

The committee shall report its recommendations to the College Council for review and approval. (Minor changes--such as course numbering, modifications of course names--shall be reported to the College Council as informational items.)

d) Instructional Committee: shall review matters regarding instruction and the instructional process. This includes, but is not limited to: instruments and procedures to provide evaluative data on instruction and instructional effectiveness; student evaluation of instruction; peer review of instruction; and any issues of personnel, procedures or technologies that date; peecours, credits, content, learning

To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer shall designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget. Based on the report of the budget, the Committee may seek additional related information or available institutional data. The Committee will review the information presented and report to the College Council on its review.

g) Students Committee: shall be concerned with policy pertaining to student recruitment, admission, attendance, retention, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services; extra-curricular activities including athletics, as well as other activities relating to the students.

Section II

a) Each standing committee shall elect its own Chairperson and Secretary.

b) Each standing committee shall meet regularly and keep minutes of its meetings.

N.B. Consistent with the Governance Charter, standing committees shall be empowered to create sub-committees in order to discharge their responsibilities. Membership on sub-committees need not be restricted to members of the College Council. Sub-committee membership can be utilized as a means of involving a wider range of expertise, a diversity of views on the issues at hand and individuals and groups directly concerned with the subject matter under consideration.

ARTICLE VI-AMENDMENTS (Proposed Amendments)

a) Amendments to the Constitution may be initiated by the College Council, any standing committee, a member of the Council, or by petition of ten percent of the full-time Instructional Staff or any ten percent of the student body. Proposed amendments shall then be submitted to the Legislative Committee for its consideration.

b) Amendments shall be incorporated into the Constitution after ratification by a two-thirds vote of the Council and after approval by the Board of Trustees.

c) Twenty percent of either the Instructional Staff or the Student Body may petition for the repeal of an amendment, if such appeal is filed within two months of ratification by the Council and approval by the Board of Trustees.

d) All petitions for repeal of an amendment shall be considered in referendum once a year. At such referendums, an amendment shall be considered repealed by a two-thirds vote of the instructional staff and a two-thirds vote of the student body. The two-thirds majority shall be determined by the number who participate in each referendum.

e) All proposed amendments or repeal of amendments must be approved by the Board of Trustees.

B. Kingsborough Community College Student Government Association

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

- 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. Consideration is given to such matters as: r Evaluation

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

In accordance with the provisions of the Bylaws of the Board of Trustees, equivalencies may be granted in technical, creative and career areas. In order to review equivalency criteria, and to determine and recommend to the President those candidates who meet the established criteria, an equivalency committee shall be appointed by the President.

The President is authorized by the Board of Trustees to approve individual petitions for waivers of the Bylaws. He/she may consult with the departmental committee on Personnel and Budget and the College Committee on Faculty Personnel and Budget. It should be noted that a presidential recommendation for a waiver of the Bylaws is subject to the approval of the Board of Trustees and is not tantamount to approval.

D. The President's Advisory Commission

In accordance with the Board of Trustees policy on governance the President may establish an advisory commission.

The President's advisory commission shall be a source of the widest range of views, expertise, advice and assistance in consideration of college policy formulation.

The President shall nominate for Board of Trustees appointment in accordance with the statement of policy on the Organization and Governance of The City University of New York persons to serve on the President's advisory commission.

The President's advisory commission will meet upon call of the President.

