

GOVERNANCE AND COLLEGE COMMITTEES

GOVERNANCE STRUCTURE

Bronx Community College, a unit of The City University of New York, is administered by the Board of Trustees, and as such is governed by the Bylaws of the Board of Trustees and its policies, procedures, and regulations as well as the BCC Governance Plan.

Bronx Community College Governance Plan

The Bronx Community College Governance Plan was adopted by the Board of Higher Education on June 18, 1973, Cal. No. 5, and was amended on June 22, 1981; February 5, 1996; and June 25, 2001. According to the Bylaws, Section 8.15, page 8.7, **COLLEGE GOVERNANCE PLANS**, “the provisions in duly adopted college governance plans shall supersede any inconsistent provisions contained in this article.”

Senate

The Bronx Community College Senate shall, subject to the authority of the Bylaws of The Board of Trustees and the provisions of this document, be responsible for the establishment of academic policy and for legislative and advisory functions related to the programs, operations, and goals of the College (**BCC Governance Plan**, Section I. The BCC Senate).

The Senate meets monthly. See Academic Calendar for scheduled dates.

The Senate consists of two Councils—the Faculty Council and the Student Government Association.

Faculty Council

The Faculty Council consists of those Senators who are members of the instructional staff. It shall convene once each semester or when called into special session by an executive officer of the Faculty Council, or by petition of at least 40% of the Faculty Council membership. The Council shall elect a chairperson, vice-chairperson, and a secretary from its membership for a term of two years.

Student Government Association

The Student Government Association (SGA) meets on a bi-monthly basis. SGA is comprised of 15 senators elected each spring semester by the student body. The senators then elect, from within the group of 15, their Executive Board consisting of the President, Vice President, Legal Legislator, Treasurer, and the Executive Secretary. According to the Student Government Constitution, ratified in 1984 by the Executive Committee of the College Senate, the purpose of the Student Government Association is to: represent the student body; direct and control student activities by regulations; set policy and budgeting as guided by BCC, Inc.; govern the activities that are funded through the student activities fees, in accordance with the Board of Trustees (BOT) Bylaws and all Bylaws established by BCC, Inc., the Auxiliary Enterprise Board and the Governance Plan of the College; review and approve all charters, constitutions, and budgets for the student clubs and organizations, in accordance with the Inter-Organization Council (IOC) Constitution and procedures governing college-wide organizations before presentation to the committee on Student Activities, the Budget Committee of BCC, Inc. and the Auxiliary Enterprise Board. (Student Government Association Constitution, Article II, Sections 1-5.)

Standing Committees within the Senate:

- Executive Committee
- Governance and Elections
- Academic Standing
- Curriculum
- Student Activities
- Space, Facilities, and Physical Plant

Committees with Advisory Functions within the Senate:

- Instruction and Professional Development
- Community Relations and Special Events
- Vice Presidents and Deans

Educational Policy-Making Governance

Bronx Community College, operating under its own governance plan, provides for the development of policies, procedures, and committees. The faculty members participate in all aspects of governance and educational policy-making, as provided by the Board of Trustees Bylaws, the Bronx Community College Governance Plan, the departmental, divisional, and College Personnel and Budget Committees.

College Ombudsperson

Elected by the College Senate from among the full-time tenured teaching faculty members, the Ombudsperson serves for a term of two years, and the President must approve of the appointment. The Ombudsperson serves as an exceptional channel for redress of student complaints when normal administrative channels do not respond adequately.

The College Ombudsperson's responsibilities include the following:

1. Receive, investigate, and attempt to resolve those student complaints that have not been resolved by the appropriate College agencies; in particular, complaints alleging unfairness, discourtesy, undue delay, or other malfunctioning in the process of the College.
2. Have access to all pertinent records; have the right to make inquiries of any member of the College community, and to receive full and complete answers; and maintain confidentiality.
3. Make a report at the end of each semester on the number and nature of cases handled to the President of the College and the Chairperson of the Senate without breaching confidentiality.

Open Meetings Law

The Bronx Community College Senate is subject to the Open Meetings Law:

Under the Open Meetings Law, the public has the right to attend any meeting of a public body. Any time a quorum of a public body gathers to discuss business, the meeting must be held in public, subject to the right to convene an executive session under certain limited circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be recorded in written minutes; and a

record must be maintained of a final vote of each member of the public body on all matters on which a vote is formally taken. These requirements apply to meetings not only of the public body itself, but also to meetings of its committees, subcommittees and other similar bodies. (Memo from General Counsel & Vice Chancellor of Legal Affairs, January 2, 2006.

PERSONNEL AND BUDGET COMMITTEES

College Personnel and Budget Committee (P & B)

Modes of Procedure

The President of the College is the Chairperson of the College P & B Committee. (The Vice President of Academic Affairs shall preside in the absence of the President.)

The President, with respect to his/her education unit, shall:

Have the affirmative responsibility of conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction. Such responsibility shall include but not be limited to the duty to recommend to the chancellor for appointment, reappointment, tenure, promotion, and the granting of tenure only those persons who he/she is reasonably certain will contribute to the improvement of academic excellence at the college. These recommendations shall be consistent with the immediate and long range objectives of the college.

Consult with the appropriate departmental and faculty committees on matters of appointments, reappointments, tenure, and promotions; take student evaluations into account in making recommendations thereon; present to the chancellor his/her recommendations thereon; notify the appropriate faculty committees of his/her recommendations to the chancellor. (Bylaws, Section 11.4, a and h, pages 11.2 and 11.3)

- Chairpersons of Departments, as Chairpersons of Departmental P & B Committees, report their Departmental P & B recommendations, in writing to their Divisional Coordinator, using the official forms. The Departmental P & B Committee members who participate in the recommendations sign these forms. Divisional Chairpersons record the vote of their P & B subcommittees, sign the forms, and forward them to the Secretary of the College P & B.
- The College P & B Committee utilizes what it considers proper, professional, and considerate procedures for notification of faculty of its actions. All candidates will be notified of College P & B actions in a timely manner.
- In recommending reappointment, awarding of tenure and promotion, the College P & B and the Academic Review Committees consider classroom observations, student evaluations, significant evidence of teaching effectiveness, scholarship, research, creative work, service to the College and the community.

The Board of Trustees requires that student evaluations of faculty be conducted in all class sections at least once each academic year. On September 12, 1979, the following resolution was adopted by the College P & B: That effective February 1, 1980, it is expected that every faculty member applying for promotion shall, on his or her initiative, have had a classroom observation within the previous twelve months. In the case of non-classroom faculty, the chairperson's annual evaluation shall suffice.

NOTE: At least once during each academic semester, non-tenured and non-certificated members of the teaching staff shall be observed for a full classroom period. One observation shall take place during any scheduled class during the first ten weeks of a semester. The employee shall be given no less than 24 hours of prior notice of observation. (Agreement between The City University of New York and the Professional Staff Congress/CUNY, Article 18.2, b., 1)

- Relevant documents are required, such as original transcripts, letters of reference, etc., before a final decision can be made by the College P & B Committee and its recommendation forwarded to the President.
- The Departmental and Divisional P & Bs except in the case of promotion from Associate Professor to Professor must first consider it.
- It is the responsibility of the candidate to provide complete information to support his/her request to the College P & B. In addition, the College P & B may invite the candidate or any member of the faculty to appear before it when application for reappointment or promotion is being considered.

Divisional Personnel and Budget Committee (P & B)

The Divisional Personnel and Budget Committee reviews all activities from the Department level relating to appointments, reappointments, reappointments with tenure, certificate of continuous employment, leaves, and promotions of instructional staff members. It hears appeals from a negative recommendation. Positive recommendations from the Divisional P & B are forwarded to the College P & B.

Departmental Personnel and Budget Committee (P & B)

The Departmental Personnel and Budget Committee is concerned with all activities relating to appointments, reappointments, reappointments with tenure, certificates of continuous employment, leaves, and promotions of instructional staff members. The Department Chairperson chairs the Committee that includes [where possible] four other members and an alternate, all of whom must have faculty rank. These members shall be elected by a majority vote of all full-time instructional staff members. Elections shall be held at the same time the department chairperson is elected.

A tie vote in a case affecting an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to prevail.

Tie votes in the election of a department chairperson or for representation on departmental committees on personnel and budget or committees on appointments or on the faculty council or faculty senate shall be resolved by action of the president (Bylaws, Section 9.9, page 9.6).

Under the BCC Governance Plan, additional members shall be added to the Committee at a rate of 1 for every 15 department members above 40. (Vacancies shall be filled by election for the unexpired portion of a term.)

The Departmental Personnel and Budget Committee's actions are reported to the Divisional Subcommittee prior to submission to the College Personnel and Budget Committee.

Academic Review Committee

The purpose of the Academic Review Committee shall be to review all recommendations made by the College Personnel and Budget Committee for reappointments, promotions and tenure, and make recommendations to the President.