

# **BYLAWS OF THE LEHMAN COLLEGE SENATE**

Adopted December 22, 1971

Last Amended March 6, 2024

## **ARTICLE I. FUNCTIONS OF THE SENATE**

(As established in the "Governance Structure of Lehman College," approved by the CUNY Board of Trustees)

Subject to the authority and the Bylaws of the CUNY Board of Trustees, the Lehman College Senate shall be responsible for the formulation of academic policy and for legislative and advisory functions related to the programs, standards, and goals of Lehman College.

### **Section 1. Policy Functions**

The Lehman College Senate shall have the power to formulate policy, to make policy recommendations, and to review the implementation of policy concerning:

- a) Academic affairs, including the development of curricula; degree requirements; interdisciplinary programs; admission and grading practices and standards; and the awarding of credits, degrees and honors;
- b) Long-range planning to achieve the overall goals of the College, within The City University and the College community, including responsibility for the continued development of the College;
- c) Campus life and activities which promote the total educational program, including ancillary services within the College, student organizations; alumni and community relations; without regard to race, ethnicity, religion, gender, sexual orientation, age, physical impairment, political and economic differentiations;
- d) Practices and procedures for protection of academic freedom, the rights and liberties of each member of the Lehman College community, and the equitable settlement of internal campus problems.

### **Section 2. Advisory Functions**

The Lehman College Senate shall have the following advisory functions:

- a) To advise on the appointment of the President of the College and full Deans;
- b) To propose amendments to, and revisions of, the Bylaws of the CUNY

Board of Trustees and to recommend action to other bodies with jurisdiction over The City University;

c) To assist the College Personnel and Budget Committee in the determination of budgetary priorities within the College,

d) To advise the President, Provost, Deans, and Department Chairs concerning the procedures for faculty appointments, reappointments, promotions, tenure awards, and dismissal.

### **Section 3. Legislative Functions**

The Lehman College Senate shall have the following legislative responsibilities:

a) To carry out by legislation the aforesaid policy functions;

b) To take such other recommending actions as the Senate may wish.

## **ARTICLE II. ORGANIZATION OF THE SENATE**

### **Section 1. Composition**

The Senate shall be constituted and its members elected or appointed as provided for in the "Governance Structure of Lehman College."

### **Section 2. Conduct of Elections**

a) Faculty-at-large, Part-time faculty representatives, and Non-Teaching Instructional Staff (Higher Education Officers and College Lab Technicians) elections shall be conducted by the Senate Committee on Governance. The elections for Student Representatives shall be conducted by the Student Elections Review Committee.

b) Election of Faculty at-large and Non-Teaching Instructional Staff Representatives shall be completed no later than Spring Commencement in odd-numbered years. Elections to Senate committees shall be completed no later than the last Senate meeting of the academic year.

### **Section 3. Non-members at Meetings**

a) There shall be no substitutes or proxies in place of absent members.

b) Meetings of the Lehman College Senate shall be open to all members of the Lehman College community. Floor rights may be granted to non-

members by majority vote of the Senate at the request of a member of the Senate.

c) Chairs of Senate Committees shall be entitled to floor rights to present their reports.

#### **Section 4. Officers**

a) President. The President of the College shall preside over meetings of the Senate

b) Chair. The Chair of the Governance Committee shall serve as the Chair of the Senate and shall preside in the absence of the President.

c) Vice-Chair. The Vice-Chair of the Senate shall be the Chair of the Student Legislative Assembly and shall preside in the absence of the President and the Chair of the Senate.

d) Secretary. A recording Secretary shall be appointed by the President.

e) Parliamentarian. A Parliamentarian shall be appointed by the President.

#### **Section 5. Vacancies and Replacements.**

When Senators-at-large, members of Senate committees, and departmental representatives to the Senate are elected, they shall be notified that if they go on leave during their term of office, they will be considered to have resigned from the Senate or the Senate committee unless they inform the chair of the Governance Committee that they will continue to attend meetings and fulfill their responsibilities as a Senator or committee member.

In the case of a departmental representative, the department shall elect a replacement to serve for the remainder of the term of office to which the original representative had been elected. In the case of a Senator-at-large or a Senate committee member, the vacancy in the Senate or on the committee shall be filled in the usual manner, with the new Senator or committee member serving for the remainder of the term of office to which the original Senator-at-large or committee member had been elected.

### **ARTICLE III. MEETINGS**

#### **Section 1. Regular Meetings**

Regular meetings of the Senate shall be held once a month during the academic year (except January), the times and dates to be announced at the

beginning of each academic year.

## **Section 2. Special Meetings**

Special meetings shall be held on the call of the President or the Chair of the Senate, or on resolution of the Senate, or on the written or electronic request of fifteen members of the Senate to the Senate Chair. Such meetings shall be held within seven weekdays from the call for such meeting.

## **Section 3. Agendas and Calls to Meeting**

a) Items for inclusion on the agenda of a regular meeting, including items for new business, shall be submitted to the Chair of the Senate or their designee, no less than eight calendar days before the meeting in order to appear on the published agenda. Items for new business shall be presented in the order received. For special meetings, the agenda shall accompany the call for a meeting.

b) The full agenda (including all attachments) for each meeting shall be distributed to each member of the Senate at least one week before the meeting. Published agendas shall be posted on the college website, with full agenda, including all attachments, and shall also be made available in the Lehman Library at least one week before the meeting.

## **Section 4. Rules of Order**

In all matters not covered by these Bylaws, the Senate shall be governed by parliamentary rules and usage as set forth in Robert's Rules of Order, latest edition, with the exceptions that the motion to lay on the table shall require a three-fifths, rather than a simple majority, for passage.

## **Section 5. Quorum**

A quorum for both regular and special meetings shall consist of a majority of the members of the Senate.

## **Section 6. Minutes**

Minutes of each meeting shall be distributed to the members of the Senate not later than seven calendar days prior to the next meeting. Copies of the minutes shall also be posted on the college website and shall be made available at the Lehman Library.

## **ARTICLE IV. COMMITTEES**

### **Section 1. Functions and Membership**

a) The primary function of a Senate Committee shall be to study the subjects referred to it by these bylaws or by the specific action of the Senate, to formulate appropriate policies thereon, and to propose such policies to the Senate for action. A standing committee shall maintain a continuing review of policies affecting its area of concern.

b) Any interested member of the Lehman College community has the right to be present at any meeting of any committee. Such persons may request from the committee the right to speak to the business of the committee.

c) Committees of the Senate shall include faculty (including part-time faculty and non-teaching instructional staff), students, and administrators as voting members of the committee. Except for the Committee on Governance, members of Senate committees do not need to be members of the Senate. As a general principle, individuals may not serve on ~~not~~ more than one standing committee of the Senate.

All members of standing and ad hoc committees present shall participate fully in the deliberations and balloting procedures involved in discharging the duties assigned. Every reasonable effort shall be exerted to see that all committee members receive adequate notice of all meetings.

d) Members of the Committee on Governance shall be elected at the first Senate meeting of the fall semester. Faculty members of all other standing committees, as hereafter specified, shall be elected by the Senate for staggered terms of two years from nominations received from the Committee on Governance and from the floor; such elections shall be completed no later than the last Senate meeting of the academic year, with the term beginning at the start of the following Fall semester. Members of committees shall be eligible for re-election. Student members of standing committees shall be elected by the Senate for the academic year or for that part of the academic year that remains at the time of their election. In the event more nominations are received than there are positions to be filled, election to standing committees shall be by majority vote. Each member of the Senate shall vote for a number of candidates up to the number of positions to be filled. In the case of ties, winners will be determined by picking names out of a hat or other method of random selection.

e) Representatives of the administration serving on Senate committees shall be appointed by the President unless otherwise specified in these bylaws.

## **Section 2. Ad hoc Committees**

Ad hoc committees may be created by the Senate for specific purposes. Ad hoc committees shall be elected or appointed as the Senate may decide in each instance.

## **Section 3. Officers**

Each committee shall elect its chair by secret ballot at its first meeting of the academic year. The chair of the previous year's committee shall convene the first meeting. If necessary, the Committee on Governance shall designate a convener to call the first meeting.

## **Section 4. Sub-Committees**

Any committee of the Senate, standing or ad hoc, may establish sub-committees for specific purposes. Members of such a sub-committee need not be members of the parent committee. The establishment and membership of each sub-committee shall be reported to the Senate.

## **Section 5. Minutes and Reports**

Committee chairs shall ensure that minutes are kept of each committee meeting, and such minutes should be submitted to the Chair of the Governance Committee or their designee for posting on the college website. Each standing committee shall meet at least once each semester and shall present the committee's report to the Senate at least once semester. Ad hoc committees shall report at least once during their term of service. A standing committee may be required to report to the Senate at any time by the request of fifteen Senate members.

## **Section 6. Committee on Governance**

- a) Membership: Ten senators as follows: six elected faculty; two elected students, the student vice president of legislative affairs, and one administrator.
- b) Chair: The chair of the Governance committee shall be a full-time member of the faculty.
- c) Functions:
  - i. Serves as the Executive Committee of the Senate: provides leadership and guidance to facilitate the Senate's successful meeting of its roles, goals, and objectives;
  - ii. Advises and offers general counsel on all college-wide shared governance issues;

- iii. Sets the agenda, prepares the calendar of the Senate meetings and consults with the President concerning Senate business;
- iv. Reviews the operation of and recommends changes to the Senate committee system;
- v. Reviews and makes recommendations on all proposed changes to Senate Bylaws;
- vi. Resolves questions of committee jurisdiction;
- vii. Nominates candidates to committees, soliciting nominations and presenting slates of nominations to the Senate no later than the last Senate meeting of the academic year;
- viii. Administers the election of the at-large faculty and Non-Teaching Instructional Staff representatives to the Senate.

### **Section 7. Committee on Undergraduate Admissions, Evaluation, and Academic Standards**

- a) Membership. Ten members as follows: six elected faculty members; three elected students; and one administrator.
- b) Functions:
  - i. Reviews and recommends policies and procedures regarding undergraduate admission, readmission, and retention;
  - ii. Reviews and recommends policies and procedures regarding; the evaluation of undergraduate student academic progress including the evaluation of transfer credits; academic advisement; course equivalencies, waivers, and grade appeals; degree requirements, certification, academic requirements;
  - iii. Hears appeals from individual undergraduate students, taking care to safeguard the confidentiality of individual cases.

### **Section 8. Undergraduate Curriculum Committee**

- a) Membership: Ten members as follows; six elected faculty members; three elected students; and one administrator.
- b) Functions:
  - i. Resolves questions of curricular responsibility among departments of the College;

- ii. Reviews existing curricular organization at the undergraduate level;
- iii. Considers proposed changes in the existing undergraduate curriculum and programs;
- iv. Reviews, on an annual basis, the General Education requirements of the College;
- v. Maintains the stipulated principle that no undergraduate course shall be dropped from the curriculum of the College without prior reference to the Committee and the relevant department as required by the Bylaws of the CUNY Board of Trustees.

### **Section 9. Committee on Graduate Studies**

a) Membership: Ten members as follows: six elected faculty; three elected students at least one of whom is a graduate student; and one administrator.

b) Functions:

- i. Evaluates and reviews graduate programs and recommends additions, revisions, terminations, and/or other modifications as required;
- ii. Considers proposed changes in the existing graduate curriculum and programs;
- iii. Reviews and recommends policies and procedures regarding: graduate admission, readmission, and retention;
- iv. Maintains the stipulated principle that no graduate course shall be dropped from the curriculum of the College without prior reference to the Committee and the relevant department as required by the Bylaws of the CUNY Board of Trustees.
- v. Hears appeals from individual graduate students, taking care to safeguard the confidentiality of individual cases.

### **Section 10. Library, Technology, and Telecommunications Committee**

a) Membership: Eleven members as follows: six elected faculty; three elected students; and the Chief Librarian and the Vice President for Information or their designees.

b) Functions:

- i. Reviews and recommends educational policies relating to the Library and Information Technology Center recognizing the Library and Information Technology Center as major educational resources of the College;
- ii. Advises the Chief Librarian regarding the administrative operation of the Library;
- iii. Advises the Vice President of Information Technology regarding the administrative operation of the Information Technology Center;
- iv. Reviews and makes recommendations to the Senate on matters regarding the integration of technology including the development of computing and telecommunications services into the educational support service structure of the College.

### **Section 11. Budget and Long-Range Planning**

a) Membership. Ten members as follows: six elected faculty; three elected students; and one administrator.

b) Functions:

- i. Receives complete and timely information from the College Administration regarding the college's budget;
- ii. Advises the Senate and the College Administration regarding the College's budgetary priorities and strategies;
- iii. Meets jointly with the P&B Subcommittee on the Budget for the purposes of exchange of information and joint deliberation;
- iv. Reviews, on an ongoing basis, the long-range plans of the College.

### **Section 12. Committee on Campus Life and Facilities**

a) Membership: Ten members as follows: six elected faculty; three students; and one administrator.

b) Functions:

- i. Reviews and makes recommendations to the Senate on issues regarding the delivery of services to students, including financial aid, personal counseling, registration, food service, and the bookstore;
- ii. Reviews and makes recommendations to the Senate on issues regarding the delivery of services to faculty, including the faculty

dining room, payroll services, use of facilities;

iii. Reviews, recommends and reports to the Senate on the maintenance of offices, classrooms, sanitary facilities and common areas of the College;

iv. Advises in the development of security policies for the College and recommends measures to ensure safety and wellbeing on the campus community;

v. Recommends plans for the physical development of the College, including the identification of renovation needs, recommends the physical location of new structures and other physical enhancements of the campus;

vi. Recommends parking and transportation policies;

vii. Advises in the development of policies and issues related to insuring full and equal participation in College programs and activities.

### **Section 13. Committee on Academic Freedom**

a) Membership: Nine members as follows: five elected faculty, three elected students, and one administrator.

b) Functions:

i. Investigates allegations of infringement of academic freedom and makes recommendation(s) to the appropriate individuals;

ii. May report to the Senate on such allegations, and may, with their consent, identify the parties involved;

iii. Recommends procedures and guidelines for the settlement of internal campus problems and may, with Senate approval, establish review mechanisms appropriate to that responsibility.

### **Section 14. Committee on Assessment**

a) Membership: Ten members as follows: six elected faculty; three elected students; and one administrator

b) Functions:

i. Reviews the Institutional Effectiveness Plan, reports to the Senate, and recommends policies regarding the institutional effectiveness of academic and administrative affairs of the College;

- ii. Reviews academic assessment information at the institutional, program and course levels, including General Education and Institutional Learning Outcomes (ILOs);
- iii. Reviews assessment information from Administrative, Educational, and Student Support (AES) units; communicates assessment findings to the Senate;
- iv. Reviews the use of assessment tools and results for continuous improvement in Lehman College's governance, planning, resource allocation, program-level and institutional learning outcomes;
- v. Disseminates information on best practices in assessment;
- vi. Advises and recommends on the development of broader assessment policies, practices, and technology to promote student achievement and improvement in curricular, pedagogical, administrative, and support services.

## **Section 15. Committee on Equity, Inclusion, Accessibility, and Anti-Racism**

- a) Membership: Ten members as follows: six elected faculty; three elected students; and one administrator.
- b) Functions:
  - i. Reviews and recommends policies, procedures, and language to create and promote an inclusive, equitable, accessible and antiracist community;
  - ii. Reviews and recommends strategies, policies, and tools to attract and retain a more diverse faculty and staff;
  - iii. Reviews the College's inclusion-oriented activities and efforts, including but not limited to heritage and history month events programming, and recommends opportunities for improvement and expansion;
  - iv. Reviews and recommends campus-wide initiatives relating to equity, inclusion, accessibility and anti-racism, including but not limited to training, workshops, and professional development;
  - v. Assists with recommendations for more inclusive and anti-racist curricula;
  - vi. Reports on successful Lehman initiatives to promote and

sustain an inclusive, equitable, accessible and antiracist community, as well as areas where such efforts are lacking.

### **Section 16. Ombudsperson**

The Lehman College Ombudsperson shall serve as a confidential investigator in cases of alleged unfairness or maladministration. The Ombudsperson shall be the impartial spokesperson for all parties involved in such cases. The services of the Ombudsperson shall be available to all members of the Lehman College community.

The Ombudsperson shall be a tenured member of the faculty who shall serve as Ombudsperson for a term of two years, and who shall be eligible for re-election. The Ombudsperson shall be elected by the Senate.

Nominations shall take place in the Spring semester of odd-numbered years by procedures regularly used in Senate elections. In case of a vacancy, the same procedures shall be used in choosing a successor for the unexpired term. The Ombudsperson shall report to the Senate during the Spring semester on their activities during the academic year

## **ARTICLE V. AMENDMENTS**

An amendment to these Bylaws, including the establishment of a new standing committee, may be adopted at a regular or special meeting of the Senate provided that a copy of the proposed amendment is sent to each Senate member at least two weeks before it is to be voted upon. The vote required shall be a two-thirds affirmative vote of the members present.

