

# CONSTITUTION OF THE PACE UNIVERSITY NEW YORK FACULTY COUNCIL

## PREAMBLE

The Pace University (University) New York Faculty Council (NYFC) is organized to establish a structure within which the members of the NYFC may engage in a cooperative effort directed toward the progressive improvement of the University'

In order to ensure meaningful faculty participation in the decision making process at the University and to establish efficient communication between the faculty and other components of the University, the NYFC supports the faculty governance structure called the Joint Faculty Council (JFC) and promulgates this constitution"

### Article I. Statement of Purpose

The faculty is the body with primary control and responsibility for curriculum, subject matter and method of instruction, academic research, faculty status, and those aspects of student life that are related to the educational process. This right is to be generally referred to as the faculty's determinative power"

In matters for which the NYFC has determinative power, the privilege of review lodged in the Board of Trustees or its delegated representatives / administration and the Board of Trustees in the

University'

The NYFC, through the JFC, is the faculty representative body delegated to share in decision making in areas of general policy and management of the University. Faculty are selected or selected by the

representatives to any committee or deliberative body as are actually needed"

### Article II. Authority of the NYFC

The NYFC is the legislative body through which the New York faculty makes decisions in areas of its determinative powers. The NYFC is also the mechanism for the NY faculty to make recommendations to the Board, the President of the university or other appropriate persons or bodies within and without the University. In matters of University-wide concern, the NYFC may vest its authority in its representatives to the JFC when the NYFC, by a majority vote, deems it appropriate to do so"

Article III. Structure of the NYFC's Membership

Section 1)

NYFC for a period of not less than two years at the time of their nomination" The Second Vice-Chairperson and Secretary must be tenured or tenure-track members of the faculty and must be voting members of the NYFC at the time of their nomination"

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The First Vice Chairperson shall assist the Chairperson in the absence of the Chairperson. The First Vice Chairperson shall preside over general meetings of the Council and over meetings of the executive committee.

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The Second Vice Chairperson shall assist the Chair and substitute for the chair or first Vice Chair when necessary.

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The Secretary

- a) The Secretary shall record the discussion during each regular and special meeting of the NYFC or distribution in a timely fashion to each member of the Council.
- b) The minutes shall normally include the following:
  - i) Names of those present.
  - ii) Summary of the topics discussed.
  - iii) Verbatim.

- ) The Secretary shall keep a running record of all motions & resolutions passed by Council. Resolutions adopted by the NYFC will be forwarded to the appropriate decision making person or body. This record will constitute the bylaws of the NYFC and shall be available at every meeting and to any interested faculty member.

Article VI. Meetings

Section 1. Scheduled Meetings

There shall be a regular meeting of the Council on the first Monday of each month starting from October through May, excluding January. The Executive Committee shall so determine. The meetings may be moved to a different day or date each month.

Section 2. Special Meetings

Special Meetings may be called whenever necessary in the opinion of the Executive Committee or as a result of written petition of at least 30% of Council members. Special meetings require five days written notice to the membership.

Section 3. Quorum

Quorum shall consist of 50% of Council voting members. Each voting member of the Council shall have one vote and a majority of the voting members present shall be necessary to pass a resolution.

Section 4. Order of Business

- i. At each regular meeting the order of business shall be:
  - ii. Announcements
  - iii. Committee Reports
  - iv. Reports from the Administration
  - v. Old business
  - vi. New business

Section 5. Procedures

(a) The procedure of all meetings shall be governed by Robert's Rules of Order unless there is explicit endorsement of contrary procedure in the NYFC

Constitution or its by-laws" . Parliamentaryism shall aid the Chair as needed"

(b) If a secret ballot is requested for any vote or motion at a meeting and if that request is seconded, then the NYFC Executive shall conduct that vote or motion with a secret ballot using paper votes without calling for a vote on whether to conduct a secret ballot"

0c1 Elections for the C : FPT representatives and the members of the C : FPT . Affairs committee shall be conducted as follows" The Secretary of the NYFC will circulate a ballot via email to the membership of the NYFC and allow members to vote via email, setting a deadline for submitting the ballot no later than AB hours before the NYFC meeting where an in-person ballot will also be held" The Secretary will prepare a voting roster for use at the meeting, showing which members have already cast email ballots, those who cast email ballots before the deadline will be not allowed to vote at the meeting"

#### Article VII. C Committee

The Council shall have the following standing committees with functions, duties and membership as hereinafter set forth" They shall also have such duties as may be conferred from time to time by the NYFC or by the Executive Committee" The NYFC may create other standing committees as required, however the committees listed herein shall be considered as permanent standing committees"

The primary responsibility of all NYFC committees and NYFC representatives to University committees is to report their findings to the NYFC in whatever form the committee finds most appropriate"

,oting members of the NYFC are eligible to serve on all committees" Exceptions, who must be tenured, are the Chair and the First Vice-Chair of the Faculty Council and the faculty members on C : FPT and the . Affairs Committee"

The term of office on any committee is two (=) years unless otherwise specified" Nominations to a committee may be made at any time by contacting the Secretary" It is suggested that if an elected committee member is unable to serve on a committee or which alternates are not provided through election, then the committee member may send an alternate in his/her place"

When a committee is first constituted, if it contains seats which must have staggered terms, then when the first election is held or this committee terms of varying lengths will be assigned to each candidate based on the number of votes they receive on

should have staggered terms should or any circumstance lose the staggering of terms, then the next election of this committee will repeat the election procedures described in the first election to establish the staggered terms"

#### Section 9. Election of Committee Members

The slate of willing candidates shall be a combination of a list of candidates proposed by the Nominations Committee, self-nominations and nominations of other members present at the meetings of the spring semester of odd-numbered years, and those members who send in nominations in response to an emailed call for nominations, which will be circulated during February. The Secretary will prepare a ballot of all committee positions that combine nominations from all of the sources discussed above. Neither the Secretary's report nor balloting on these nominations will identify the originating source of any nomination"

The final slate of committee members will be approved or their term of office by the NYFC either in April or when the ballot incorporating nominations from all sources (described above) has been prepared but no later than the May meeting. Separate ballot or alternate seats for untenured faculty will be held no later than the first meeting of the Fall semester following the regular committee elections in the preceding spring

Committee chairs will be elected by a majority vote of the committee members at the beginning of the new academic year. This meeting will be called by the former chair, or in the absence of a former chair, by a convener designated by the NYFC Chair"

In the event of vacant seats or resignations by committee members, the NYFC Executive or the Nominations committee may appoint a replacement member to serve the balance of the term, drawing first from the elected alternate members of the committee in question. Such appointments will be brought to the next meeting for ratification"

#### Section 10. Executive Committee

a) The Executive Committee

e) The Executive Committee shall be



- d) The chair of the Candbook committee will be an ex-officio member of this committee and will report to this committee. The duties of this subcommittee are outlined in Section 5E below"
- e) This Committee will make policy on and monitor compliance with academic freedom"
- f) Faculty from the NY campus who are representatives to any committee of the Board of Trustees that deals with budget and planning shall be ex-officio members of this committee"
- g) The committee shall coordinate its efforts with those of other standing committees"

#### Section 1. Committee on Budget

- a) The Committee on Budget is composed of 6 elected voting members of the NYFC and one ex-officio voting member, the chair of the NYFC Executive"
- b) The primary function of this committee is to formulate faculty recommendations to the University Budget Committee and to report on budgetary matters at the NYFC meetings"
- c) The Committee members also constitute the 6 voting and 2 alternate NYFC representatives to the University Budget Committee, which is described in the Faculty Candbook. As described in the Faculty Candbook, the NYFC Chairperson is also a voting representative to the University Budget Committee"
- d) Voting and alternate members to the University Budget Committee are elected to 9-year terms by the NY Faculty Council. The ends of each term of service on the committee are staggered to ensure unbroken representation"

#### Section 2. Committee on Curriculum Policies and Procedures

a) The Committee on Curriculum Policies and Procedures shall be composed of the following members-

i) Eight at-large voting members of the NYFC

ii) One voting member from each academic department, either the Department Chair or a department representative

iii) Chairs of College and School Curriculum committees

iv) The Committee chair and co-chairs may invite such individuals ex officio as the campus directors of Academic Programs, e.g., the Conors College Academic Deans, or their chosen representatives, Director of Libraries, Registrar, Director of Admissions, and Director of Special Programs, or the Director of Graduate Admissions.

b) The

v) deletions of major and minor programs

vi) review the core curriculum from time to time with particular attention to changes in course offerings that impact on the core

vii) to establish academic policy regarding graduate study at the University

### Section 3. Committee on Academic Resources

- a) The Committee on Academic Resources is composed of up to 12 elected voting members of the NYFC. Two additional alternate seats are reserved for tenure-track and contingent faculty of the NYFC. The University Librarian, the Director of the New York Library, the Director of Academic Computing, and one representative from the Provost's Office and one representative from the

Section 4. Committee on Admissions and Retention

a)

and other appropriate matters offered through the auspices of the University's #n matters where the Faculty Salary Committee has primary responsibility, the Benevolent Committee shall have an advisory capacity"

ii" To consult with the appropriate officers of the university whenever necessary, regarding the various components of the Faculty Benevolent Package"

iii" The Chair of this Committee shall be an ex officio (non voting) member of the Faculty Salary Committee"

iv" The voting members representing the NYFC on the University Benevolent Advisory Committee will be appointed by the NYFC from the elected membership of this NYFC committee"

Section 6. Salary Review Board

- a) The Salary Review Board is composed of 9 elected voting members of the NYFC and one alternate member"
- b) The duties of the Salary Review Board are to make recommendations to the President pertaining to salary appeals in accordance with the procedures detailed in the Faculty Handbook"

Section 7. Committee on Scholarly Research

- a) The Committee on Scholarly Research is composed of 5 elected voting members of the NYFC. Two additional alternate seats are reserved for tenure-track and contingent faculty of the NYFC"
- b) The duties of the Committee on Scholarly Research are:
  - i" To make policy recommendations to the NYFC on all matters pertaining to providing support in the form of released time and/or direct financial support for scholarly research"
  - ii" To meet at least once each semester to consider requests by faculty for support for scholarly research"

Section 8. Committee on the Iwan Faculty Development Fund

- a) The Committee on the Iwan Faculty Development Fund is composed of 5 elected voting members of the NYFC"

- b) The function of the committee is to consider each semester requests by faculty or faculty development funding from the I enan Trust Fund"

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- b) The duties of the Committee on Student Affairs, Athletics, Publications and Scholastic Standing are-
- i" To make policy recommendations to the NYFC on matters found below
  - ii" To establish and publish in conjunction with the officers of administration general standards of conduct for students and to review and oversee the administration of these standards
  - iii" To act in an advisory capacity to the Office of the Dean for Students, the Office of the Director of Student Finance, the Office of Career Placement and Counseling and the activities of the student organizations under the administration of the Dean for Students
  - iv" To recommend or approval to NYFC faculty advisors to those student activities which fall under the sphere of this committee
  - v" To recommend the sports that the University should participate in on an intercollegiate and intramural basis, the eligibility and recruitment criteria for participation in University athletics, and the establishment of standards or awards in athletics
  - vi" To serve as an advisory body to the individual faculty advisors and moderators of the various student publications and to the Dean for Students and the Director of Student Finance regarding student

- a) The Committee on Buildings and Maintenance is composed of five elected voting members of the NYFC"
- b) The duties of the Committee are-
  - i" To make policy recommendations to the NYFC concerning the state of the physical plant as it impacts on faculty interests!
  - ii" To make recommendations to the NYFC on issues of space allocation"
  - iii" Members of this committee will be nominated as NYFC representatives to campus-wide or university-wide Master Plan advisory committees"

### Section 3" Committee on Public Relations and Public Functions

- a) The Public Relations and Public Functions Committee is composed of > elected voting members of the NYFC" / When this committee meets separately from any university-wide marketing and public relations committee, then the Executive Director of University Relations, the Vice President for Enrollment Planning, and the VP for Enrollment Management (or the individual filling the equivalent of these offices) will serve as ex-officio members of the committee"
- b) The duties of the Public Relations and Public Functions Committee are-
  - i" To make policy recommendations to the NYFC on matters found below!
  - ii" To act in an advisory capacity in the fields of public relations, marketing and advertising!
  - iii" To act in an advisory capacity with regard to the honorary degrees and awards"
  - iv" Members of this committee will be nominated as representatives to university-wide marketing and public relations committees"

### Section 4. Committee on Grievances



- a) The Faculty Council Grievance Committee shall be composed of five regular and five alternate faculty members who shall be elected to two-year terms"
- i" Members shall not serve more than two consecutive terms"
  - ii" The NYFC will develop procedures for electing the regular and alternate members and for staggering terms"
- b) The committee shall be available to implement any university-wide Grievance, Discrimination, or Complaint Procedure adopted by the faculty and the administration"

#### Article VIII. Amendment

- Section ). Amendments to this constitution may be initiated either by the Executive Committee or by a proposal submitted in writing to the Executive Committee and signed by at least ten members of the NYFC. Such a proposed amendment shall be sent to the Secretary in time to be distributed in writing to the members of the Council and to the Faculty at large with the agenda for the meeting at which it is to be discussed"
- Section \*. The Executive Committee shall place any proposed amendment on the agenda of the next regular meeting. At that meeting, the amendment shall be discussed, but shall not be voted on. At the next regular meeting, the proposed amendment shall be voted on. If the proposed amendment receives a favorable vote of the two-thirds of voting members present the