### 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 o the NYFC may engage in a coo!erative e ort directed toward the !rogressive im!rovement o the University'

#n order to ensure meaning ul aculty !artici!ation in the decision making !rocess at the University and to establish e icient communication between the aculty and other com!onents o the University the NYFC su!!orts the aculty governance structure called the %oint Faculty Council (%FC) and !romulgates this constitution"

### Article I. Statement ! P"r# \$e

The aculty is the body with !rimary control and res!onsibility or curriculum\ sub\est matter and method o instruction\ academic research\ aculty status\ and those as!ects o student li e that are related to the educational !rocess" This right is to be generally re erred to as the aculty's determinative !ower"

(n matters or which the NYFC has determinative !ower\$ the !rivilege o review lodged in the ) oard o Trustees or its delegated re!resentativativvvàà! 3B / administration and the ) oard o Trustees in the property of the prop

# University"

The NYFC\$ through the %FC\$ is the aculty re!resentative body delegated to share in decision making in areas o general !olicy and management o the University Faculty \*\hat{k}\* selected or selected by the

re!resentatives to any committee or deliberative body as are actually needed"

### Article II. A"t% rit& ! t%e NYFC

The NYFC is the legislative body through which the New York aculty makes decisions in areas o its determinative !owers" The NYFC is also the mechanism or the NY aculty to make recommendations to the ) oard\sqrt{sthe President o} the university or other a!!ro!riate !ersons or bodies within and without the University" (n matters o University+wide concern\sqrt{sthe NYFC} may vest its authority in its re!resentatives to the \%FC when the NYFC\sqrt{by a ma\cdot\sqrt{ority} vote\sqrt{deems it a!!ro!riate to do so"}

Article III. Str"ct"re ! t%e NYFC' Mem(er\$%i#

Secti n )"

NYFC or a !eriod o not less than two years at the time o their nomination" The 6econd , ice+Chair!erson and 6ecretary must be tenured or tenure+track members o the aculty and must be voting members o the NYFC at the time o their nomination"

## Secti n \*.

The First , ice Chair!erson shall assist the Chair!erson" #n the absence o the Chair!erson\$ the First , ice+Chair!erson shall !reside over general meetings o the Council and over meetings o the e\*ecutive committee"

### Secti n +.

The 6econd , ice Chair!erson shall assist the Chair and substitute or the chair or irst , ice Chair when necessary"

## Secti n -.

## The 6ecretary

- a) The 6ecretary shall record the discussion during each regular and s!ecial meeting o the NYFC or distribution in a timely ashion to each member o the Council
- b) The minutes shall normally include the ollowing
  - i" Names o those ! resent1
  - ii" . summary o the to!ics discussed1
  - iii" . verbatim

The 6ecretary shall kee! a running record o all motions < resolutions !assed by Council" 4esolutions ado!ted by the NYFC will be orwarded to the a!!ro!riate decision making !erson or body" This record will constitute the ) ylaws o the NYFC and shall be available at every meeting and to any interested aculty member"

### Article VI. Meetin.\$

# Secti n ). 6cheduled 5 eetings

There shall be a regular meeting o the Council on the irst 5 onday o each month starting rom (ctober through 5 ays e\*ce!ting %anuary" # the e\*ecutive committee shall so determines the meetings may be moved to a di erent day or date each month"

### Secti n \*. 6!ecial 5 eetings

6!ecial 5 eetings may be called whenever necessary in the o!inion o the 3\*ecutive Committee or as a result o written !etition o at least => Council members 6!ecial meetings re8uire ive days written notice to the membershi!"

### Secti n +. . ?uorum

. ?uorum shall consist o => Council voting members" 3ach voting member o the council shall have one vote and a ma&ority o the voting members !resent shall be necessary to !ass a resolution"

## Secti n -. (rder o ) usiness

. t each regular meeting the order o business shall be-

i" .!!roval o the minutes o the !receding regular meeting1

ii" . nnouncements1

iii" Committee 4e! orts1

iv" 4e!orts rom the . dministration

v" ( ld business1

vi" New business"

#### Secti n /. Procedures

(a) The !rocedure o all meetings shall be governed by 4 obert@s 4 ules o (rder\$ unless there is e\*!licit endorsement o contrary !rocedure in the NYFC

Constitution or its ) y+laws" . !arliamentarian i a!!ointed will aid the Chair as needed "

(b) # a secret ballot is re8uested or any vote or motion at a meeting\$ and i that re8uest is seconded\$ then the NYFC 3\*ecutive shall conduct that vote or motion with a secret ballot using !a!er votes without calling or a vote on whether to conduct a secret ballot"

0c1 3 lections or the C:FPT re!resentatives and the members of the C:FPT .!!eals committee shall be conducted as ollows. The 6 ecretary of the NYFC will circulate a ballot via email to the membershi! of the NYFC and allow members to vote via emails setting a deadline or submitting the ballot of no later than AB hours be ore the NYFC meeting where an in+!erson ballot will also be held. The 6 ecretary will !re!are a voting roster or use at the meetings showing which members have already cast email ballots 1 those who cast email ballots be ore the deadline will be not allowed to vote at the meeting.

## Article VII. C mmittee\$

The Council shall have the ollowing standing committees with unctions duties and membershi! as hereina ter set orth. They shall also have such duties as may be con erred rom time to time by the NYFC or by the 3\*ecutive Committee. The NYFC may create other standing committees as resuired however the committees listed herein shall be considered as !ermanent standing committees.

The !rimary res!onsibility o all NYFC committees and NYFC re!resentatives to University committees is to re!ort their indings to the NYFC in whatever orm the committee inds most a!!ro!riate"

,oting members o the NYFC are eligible to serve on all committees" 3\*ce!tions\$ who must be tenured\$ are the Chair and the First ,ice+Chair o the Faculty Council and the aculty members on C: FPT and the .!!eals Committee"

The term o o ice on any committee is two (=) years unless otherwise s!eci ied" Nominations to a committee may be made at any time by contacting the 6ecretary" #t is suggested that i an elected committee member is unable to serve on a committee or which alternates are not !rovided through election\$ then the committee member may send an alternate in his<a href="his-her!lace">his-her!lace</a>"

/ hen a committee is irst constituted i it contains seats which must have staggered terms then when the irst election is held or this committee terms o varying lengths will be assigned to each candidate based on the number o votes t 1/15 / on

should have staggered terms should or any circumstance lose the staggering o terms then the ne\*t election or this committee will re!eat the election !rocedures described or the irst election to establish the staggered terms

## Secti n ). 3lection o Committee 5 embers

The slate o willing candidates shall be a combination o a list o candidates !ro!osed by the Nominations Committees sel +nominations and nominations o other members !resent at the meetings o the s!ring semester o odd+numbered years and those members who send in nominations in res!onse to an emailed call or nominations which will be circulated during February. The 6ecretary will !re!are a ballot or all committee !ositions that combine nominations rom all o the sources discussed above. Neither the 6ecretary's re!ort nor balloting on these nominations will identily the originating source or any nomination.

The inal slate o committee members will be a!!roved or their term o o ice by the NYFC either in .!rils or when the ballot incor!orating nominations rom all sources (described above) has been !re!ared but no later than the 5 ay meeting" . se!arate ballot or alternate seats or untenured aculty will be held no later than the irst meeting o the Fall semester ollowing the regular committee elections in the !receding 6!ring

Committee chairs will be elected by a mallority vote on the committee members at the beginning on the new academic year. This meeting will be called by the ormer chairs or in the absence on a former chairs by a convener designated by the NYFC Chair.

#n the event o vacant seats or resignations by committee members the NYFC 3\*ecutive or the Nominations committee may a!!oint a re!lacement member to serve the balance of the term drawing first from the elected alternate members of the committee in 8uestion1 such a!!ointments will be brought to the ne\*t meeting or ratio ication."

#### Secti n \*. 3\*ecutive Committee

a) The 3\*ecutive Committee

e) The 3\*ecutive Committee shall be

- d) The chair of the Candbook committee will be an e\*+o icio member of this committee and will re! ort to this committee. The duties of this subcommittee are outlined in 6ection; E below.
- e) This Committee will make !olicy on and monitor com!liance with academic reedom"
- Faculty rom the NY cam!us who are re!resentatives to any committee o the ) oard o Trustees that deals with budget and !lanning shall be e\*+ o icio members o this committee"
- g) The committee shall coordinate its e orts with those o other standing committees"

# Secti n /. Committee on ) udget

- a) The Committee on ) udget is com! osed o > elected voting members o the NYFC and one e\*+o icio voting member\$ the chair o the NYFC 3\*ecutive"
- b) The !rimary unction o this committee is to ormulate aculty recommendations to the University ) udget Committee and to re!ort on budgetary matters at the NYFC meetings"
- c) The Committee members also constitute the A voting and; alternate NYFC re!resentatives to the University) udget Committees which is described in the Faculty Candbooks the NYFC Chair!erson is also a voting re!resentative to the University) udget Committees
- d) ,oting and alternate members to the University ) udget Committee are elected to 9+year terms by the NY Faculty Council" The ends o each term o service on the committee are staggered to ensure unbroken re!resentation"

## Secti n 2. Committee on Curriculum Policies and Procedures

- a) The Committee on Curriculum Policies and Procedures shall be com!osed o the ollowing members
  - i" ;E at+large voting members o the NYFC1
  - ii" (ne voting member or each academic de!artment\$ either the : e!artment Chair or a de!artment re!resentative!-
  - iii" Chairs o College 6chool Curriculum committees1
  - iv" The Committee chair<co+chairs may invite such individuals e\* o icio as the cam!us: irectors o . cademic Programs\( \) e"g"\( \) the Conors College1 the . cademic: eans\( \) or their chosen re!resentatives\( \) : irector o Fibraries\( \) 4 egistrar\( \) : irector o . dmissions\( \) and : irector o 6!ecial Programs\( \) or the: irector o 7 raduate. dmissions\( \)</p>
- b) The

v' deletions o malor and minor !rograms1

vi"review the core curriculum\$ rom time to time\$ with !articular attention to changes in course o erings that im!act on the core1

vii"to establish academic !olicy regarding 7 raduate study at the University"

### Secti n 3. Committee on . cademic 4esources

The Committee on . cademic 4esources is com!osed o u! to ;> elected voting members o the NYFC" Two additional alternate seats are reserved or tenure+track and contingent aculty o the NYFC" The University Fibrarian1 the : irector o the New York Fibrary1 the : irector o . cademic Com!uting\$ and one re!resentative rom the Provost's ( ice and one re!resentative) TON6

Secti n 4. Committee on . dmissions and 4etention

a)

and other a!!ro!riate matters o ered through the aus!ices o the University" #n matters where the Faculty . airs committee has !rimary res!onsibility\$ the bene its committee shall have an advisory ca!acity"

- ii" To consult with the a!!ro!riate o icers o the university whenever necessary regarding the various com!onents o the aculty Gbene its !ackage#1
- iii" The Chair o this Committee shall be an e\* o icio (non voting) member o the Faculty . airs Committee"
- iv" The voting members re!resenting the NYFC on the University ) ene its . dvisory committee will be a!!ointed by the NYFC rom the elected membershi! o this NYFC committee"

### Secti n )6. 6alary 4eview ) oard

- a) The 6alary 4eview ) oard is com! osed o 9 elected voting members o the NYFC and one alternate member
- b) The duties o the 6alary 4eview ) oard are to make recommendations to the President !ertaining to salary a!!eals in accordance with the !rocedures detailed in the Faculty Candbook"

## Secti n )). Committee on 6cholarly 4esearch

- a) The Committee on 6cholarly 4esearch is com!osed o ;> elected voting members o the NYFC" Two additional alternate seats are reserved or tenure+track and contingent aculty o the NYFC"
- b) The duties of the Committee on 6cholarly 4esearch are
  - i" To make !olicy recommendations to the NYFC on all matters !ertaining to !roviding su!!ort in the orm o released time and or direct inancial su!!ort or scholarly research!
  - ii" To meet at least once each semester to consider re8uests by aculty or su!!ort or scholarly research"

## Section )\*. Committee on the I enan Faculty: evelo!ment Fund

a) The Committee on the I enan Faculty: evelo!ment Fund is com!osed o ;E elected voting members of the NYFC"

b) The unction o the committee is to considers each semesters resuests by aculty or aculty develo! ment unding rom the I enan Trust Fund"

Secti n )+.

- b) The duties o the Committee on 6tudent . airs\( \) . thletics\( \) Publications\( \) and 6cholastic 6tanding are
  - i" To make !olicy recommendations to the NYFC on matters ound below!
  - ii" To establish and !ublish\$ in contunction with the o icers o administration\$ general standards o conduct or students1 and to review and oversee the administration o these standards1
  - iii" To act in an advisory ca!acity to the ( ice o the : ean or 6tudents1 the ( ice o the : irector o 6tudent Fi e1 the ( ice o Career Placement and Counseling1 and the activities o the student organizations under the administration o the : ean or 6tudents1
  - iv To recommend or a!!roval to NYFC aculty advisors to those student activities which all under the s!here o this committee!
  - v" To recommend the s!orts that the University should !artici!ate in on an intercollegiate and intramural basis the eligibility and recruitment criteria or !artici!ation in University athletics and the establishment o standards or awards in athletics 1
  - vi" To serve as an advisory body to the individual aculty advisors and moderators o the various student !ublications and to the : ean or 6tudents and the : irector o 6tudent Fi e regarding student

- a) The Committee on ) uildings and 5 aintenance is com!osed ;E elected voting members o the NYFC"
- b) The duties o the Committee are
  - i" To make !olicy recommendations to the NYFC concerning the state o the !hysical !lant as it im!acts on aculty interests1
  - ii" To make recommendations to the NYFC on issues o s!ace allocation"
  - iii" 5 embers o this committee will be nominated as NYFC re!resentatives to cam!us+wide or university+wide 5 aster Plan advisory committees"

## Secti n )3" Committee on Public 4elations and Public Functions

- a) The Public 4elations and Public Functions Committee is com!osed o > elected voting members o the NYFC" / hen this committee meets se!arately rom any university+wide marketing and !ublic relations committee\$ then the 3\*ecutive : irector o University 4elations\$ the , ice President or 3nrollment Planning\$ and the ,"P" or 3nrollment 5 anagement (or the !eo!le illing the e8uivalent o ices) will serve as e\* o icio members o the committee"
- b) The duties of the Public 4 elations and Public Functions Committee are
  - i" To make !olicy recommendations to the NYFC on matters ound below!
  - ii" To act in an advisory ca!acity in the ields o !ublic relations marketing and advertising1
  - iii" To act in an advisory ca! acity with regard to the honorary degrees and awards"
  - iv" 5 embers o this committee will be nominated as re!resentatives to university+wide marketing and !ublic relations committees"

- a) Thelf-fruity Council 7 rievance Committee shall be com! osed o ive regular and ive alternate aculty members who shall be elected to two+year terms"
  - i" 5 embers shall not serve more than two consecutive terms1
  - ii" The NYFC will develo! !rocedures or electing the regular and alternate members and or staggering terms"
- b) The committee shall be available to im!lement any university+wide 7 rievance\$\(\): iscrimination\$\\$ or Carassment Procedure ado!ted by the aculty and the administration"

#### Article VIII. Amen7ment\$

- Secti n ). . mendments to this constitution may be initiated either by the 3\*ecutive Committee or by a !ro!osal submitted in writing to the 3\*ecutive Committee and signed by at least ten members o the NYFC" 6uch a !ro!osed amendment shall be sent to the 6ecretary in time to be distributed in writing to the members o the Council and to the Faculty at large with the agenda or the meeting at which it is to be discussed"
- Secti n \*. The 3\*ecutive Committee shall !lace any !ro!osed amendment on the agenda o the ne\*t regular meeting" .t that meeting\$ the amendment shall be discussed\$ but shall not be voted on" .t the ne\*t regular meeting\$ the !ro!osed amendment shall be voted on" # the !ro!osed amendment receives a avorable vote o the two+thirds o voting members !resent the