DEPARTMENT AND GRADUATE PROGRAM
BYLAWS

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The Department of Africana Studies Bylaws

Article 1: Title and Purpose
This document is the Bylaws of the Department of African American Studies at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization, and operation of the academic department.

Article 2: Department Chair
2.1 The Chair of the African American Studies Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chairperson’s term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected.

2.3 The department can decide to elect deputy Chairs annually from the department’s full-time tenured faculty or from the coordinators of department minors, outcome assessment, or research. The same election process and procedures apply as for the Chair above.

2.4 The duties of a deputy Chair shall include: the coordinating, recruitment, and the academic advisement of students for the minor; publicity of the minor; quality assurance and the monitoring of student inclusion; the monitoring of learning outcomes and outcome measurement for the department; as well as the promotion of faculty and undergraduate research, and the coordination of research week.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees. 

3.2 The committee shall vote on all full-time faculty personnel actions. All actions require an absolute majority vote of the committee.

3.3 The department Chair’s role is to:
Make a full report to the president and to the college committee on faculty personnel and budget of the action taken by the department committee on personnel and budget or department committee on appointments when recommending an appointee for tenure on the following:
   a. Teaching qualifications and classroom work.
   b. Relationship of the appointee with his/her students and colleagues.
   c. Appointee’s professional and creative work.
3.4 The committee shall also approve any departmental budget proposals, and approve any expenditure plans for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly expenditure reports, in September, December, March and June to the committee and all members of the department.

3.5 The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee on Personnel and Budget.

**Article 4: Departmental Committees**

4.1 The department shall elect a Committee on Student Grade Appeals consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The Committee on Student Grade Appeals will consist of the Department Chairperson, one other tenured faculty member and a full time faculty member who need not be tenured. The full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect the two (2) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year.

4.2 The department shall elect a Curriculum Committee consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. The Curriculum Committee will consist of all full-time members of the department, as long as the department consists of less than ten (9) full-time members.

4.3 The department shall also elect additional committees as needed, including the following committees: Judicial Review Committee, Research Committee, and Learning

4.4 Members of departmental committees will be elected individually or by slate, by the full-time faculty of the department, as defined in Article I, Section 3.a.i, each of whom shall serve for one year. Each committee shall elect its own Chair by majority vote of the committee members.

**Article 5: Departmental Representatives**

5.1 The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, etc.; and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards. Departmental representatives will be elected individually or by slate, by the full-time faculty of the department, as defined in Article I, Section 3.a.i, each of whom shall serve for one year.

5.2 These representatives shall keep the department informed of the work of the college wide committees. The faculty, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

**Article 6: Undergraduate Program Governance**

The Chair shall serve as or appoint a coordinator for each of the undergraduate majors and/or minors offered by the department. Each coordinator of a major shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

**Article 7: Departmental Policy**

Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.
Article 8: Meetings, Elections and Voting

8.1 The department holds faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.
Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.2 The department Chair shall establish a schedule of meetings and circulate a proposed agenda at least five days before the meeting. A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department.

8.3 Department meetings shall follow Roberts Rules of Order.

8.4 Department elections shall follow the College Election Guidelines. The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If, after three ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after three ballots the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.5 Candidates for all positions other than Chair may be nominated and/or voted for individually or as a slate of candidates.

8.6 There shall be action minutes of all department meetings.

8.7 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption of the Bylaws

These Bylaws shall be adopted by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws

These Bylaws shall be amended by an absolute majority of the of full-time members of the department faculty, as defined in Article I, Section 3.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect on the day adopted by faculty vote.

These bylaws were adopted by faculty vote on 3rd day of May 2011
ANTHROPOLOGY DEPARTMENT BYLAWS

Article 1: Title and Purpose
This document is the Bylaws of the Department of Anthropology at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the academic department.

Article 2: Department Chair
2.1 The Chair of the Anthropology Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chairperson's term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall also approve any departmental budget proposals, and approve any expenditure plans for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide semi-annual expenditure reports to the committee and the department.

3.4 The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee on Personnel and Budget.

Article 4: Departmental Committees
4.1 All Departmental Committee memberships will be for 2-year terms. Committee Chairs will be elected by the full committee membership at the first meeting of the fall semester each year. Each committee shall elect its own Chair.

4.2 The department shall elect a Committee on Student Grade Appeals consisting of three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.3 The department shall elect a Curriculum Committee consisting of three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

Article 5: Departmental Representatives
The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards. Those
representatives will report activity to the department faculty at department meetings.

**Article 6: Undergraduate Program Governance**
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

**Article 7: Departmental Policy**
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

**Article 8: Meetings, Elections and Voting**
8.1 The department holds faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The department Chair shall establish a schedule of meetings and circulate a proposed agenda at least 5 days before the meeting.

8.4 Department meetings shall follow Roberts Rules of Order.

8.5 Department elections shall follow the College Election Guidelines.

8.6 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If, after 3 ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after 3 ballots the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.7 There shall be action minutes of all department meetings.

8.8 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

**Article 9: Adoption of the Bylaws**
These Bylaws shall be adopted by an absolute majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

**Article 10: Amendments to the Bylaws**
These Bylaws shall be amended by an absolute a majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1: Title and Purpose
This document is the Bylaws of the Department of Art & Music at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the academic department.

Article 2: Department Chair
2.1 The Chair of the Art & Music Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chairperson’s term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected. The Chairperson may choose one or two deputy Chairs.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured.

3.2 The committee shall vote on all full-time faculty personnel actions. All actions require an absolute majority vote of the committee.

3.3 The committee shall review departmental budget proposals and expenditure plans for funds allocated to the department.

3.4 The Chair shall provide quarterly or semester expenditure reports to the committee and the department.

3.5 The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee on Personnel and Budget.

Article 4: Departmental Committees
4.1 The department shall elect a Committee on Student Grade Appeals consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.2 The department shall elect a Curriculum Committee consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.3 The department may elect a Gallery Committee consisting of full- and part-time members of the faculty.

Article 5: Departmental Representatives
The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if
the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards. Such representatives will report back to their department on the work of their committees.

**Article 6: Undergraduate Program Governance**
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors, should a major in either art or music be offered by the department in the future.

**Article 7: Departmental Policy**
Departmental policy shall be established by majority vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

**Article 8: Meetings, Elections and Voting**
8.1 The department shall hold faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The department Chair shall establish a schedule of meetings and circulate an agenda.

8.4 Department meetings shall follow Roberts Rules of Order.

8.5 Department elections shall follow the College Election Guidelines.

8.6 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.7 Candidates for all positions other than Chair may be nominated and/or voted for individually or as a slate of candidates.

8.8 There shall be action minutes of all department meetings.

8.9 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

8.10 A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department or two full time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair shall schedule a meeting within 10 business days. Full time faculty is defined in Article I, Section 3.a.i of the Charter.

**Article 9: Adoption of the Bylaws**
These Bylaws shall be adopted by an absolute a majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

**Article 10: Amendments to the Bylaws**
These Bylaws shall be amended by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1: Title and Purpose
This document is the Bylaws of the Department of Communication and Theatre Arts at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of academic departments.

Article 2: Department Chair
2.1 The chair of the Communication and Theatre Arts Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the chairperson's term expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall also approve any departmental budget proposals, and approve any expenditure plans for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly expenditure reports to the committee and the department.

3.4 The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee on Personnel and Budget.

Article 4: Departmental Committees
4.1 The department shall elect a Committee on Student Grade Appeals consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

- The department may determine committee membership and structure including qualifications for committee membership.

- The department may determine that it will elect the same group to different department committees so that the group is familiar with issues facing the department. For example, the department can elect members of the Departmental Committee on Faculty Personnel and Budget to also serve on the Student Grade Appeals Committee. In the alternative, the department may provide as wide a range as possible of participation for department members.
4.2 The department shall elect a Curriculum Committee consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.3 The department may determine committee membership and structure including qualifications for committee membership.

**Article 5: Departmental Representatives**

The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and the Committee on Undergraduate Curriculum and Academic Standards.

- *The faculty, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.*

**Article 6: Undergraduate Program Governance**

The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

**Article 7: Departmental Policy**

Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

**Article 8: Meetings, Elections and Voting**

8.1 The department holds faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The department chair shall establish a schedule of meetings and circulate a proposed agenda at least 3 to 5 days before the meeting.

8.4 Department meetings shall follow Roberts Rules of Order.

8.5 Department elections shall follow the College Election Guidelines.

8.6 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If, after 5 ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If, after 5 ballots, the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.7 Candidates for all positions other than chair may be nominated and/or voted for individually or as a slate of candidates.

8.8 There shall be action minutes of all department meetings.

8.9 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.
**Article 9: Adoption of the Bylaws**

These Bylaws shall be adopted by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws must then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

**Amendments to the Bylaws**

These Bylaws shall be amended by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment must then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
COUNSELING DEPARTMENT BYLAWS

Article 1: Title and Purpose
The purpose of the Bylaws of the Department of Counseling is to define the governance, organization and operation of the academic department.

Article 2: Department Chair
2.1 The Chair of the Counseling Department shall be the Vice President for Student Development. He or she shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws.

2.2 A Deputy Chair may be appointed by the Chair following a recommendation by vote of an absolute majority of the voting members of the Department.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Committee on Faculty Personnel and Budget shall be chaired by the Chair of the Department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. The committee shall vote on all full-time faculty personnel actions. All actions shall require an absolute majority vote of the committee.

3.2 The committee shall also approve any Departmental budget proposals, and approve any expenditure plans for funds allocated to the Department, including the department’s share of any grant overhead monies. The Chair shall provide quarterly expenditure reports to the committee and the department.

3.3 The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee on Faculty Personnel and Budget.

Article 4: Departmental Committees
The Department shall elect a Committee on Student Grade Appeals consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the charter. The Chair of the Department shall not serve on any panel considering individual student grade appeals.

The department shall elect a Curriculum Committee consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

Article 5: Departmental Representatives
5.1 The Department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards.

5.2 The faculty, by a majority vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

5.3 Individuals who are elected as representatives to serve on committees must report back to the department on their work to the committees in a timely manner.
Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

Article 7: Departmental Policy
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

Article 8: Meetings, Elections and Voting
8.1 The Department shall hold faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The department Chair shall establish a schedule of meetings and circulate a proposed agenda at least three days before the meeting.

8.4 Department meetings shall follow Robert’s Rules of Order and College Election Guidelines.

8.5 The election of the members of the Department Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If, after five ballots, a candidate does not receive the necessary number of votes for each position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation.

8.6 Candidates for all positions other than Chair may be nominated individually or as a slate of candidates. Elections, for all but the Chair and members of the Committee on Faculty Personnel and Budget, may be by show of hands.

8.7 A special meeting may also be called by a petition signed by at least 25% of the full-time faculty of the department or two full time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair shall schedule a meeting within 10 business days. Full-time faculty is defined in Article I, Section 3.a.i of the Charter.

8.8 There shall be action minutes of all department meetings.

8.9 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and if requested by any member of the full-time faculty, the evaluation shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The Bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the Bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by an absolute majority of the full-time faculty in a meeting for which at least two week notice in advance, as defined in Article I, Section 3.a.i of the Charter, has been given in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1: Title and Purpose
In conformity with Article II, Section 3 of the John Jay College of Criminal Justice Charter of Governance (“Charter”), this document shall serve as the Bylaws of the Department of Criminal Justice at John Jay College of Criminal Justice, City University of New York (CUNY). The purpose of these Bylaws is to define the governance, organization and operation of the Department of Criminal Justice. These Bylaws shall be adopted as provided by Article 9 of this document.

Article 2: Department Chair
The Chair of the department shall be the chief executive officer and shall assume the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

Elections shall be held in May of the year in which the Chair’s term expires. The new Chair shall take office as of July 1 of the year in which he or she is elected.

The Chair shall present for discussion and approval at department meetings all issues of significance to the department. Any member of the full-time faculty may also petition the chair, in writing, to place an item on a department meeting agenda. Upon receiving such petition, the chair shall place the item for discussion at the next scheduled faculty meeting.

The Chair of the department may recommend, subject to approval by an absolute majority of all full-time faculty of the department eligible to vote, a member of the department to serve as Deputy Chair.

The term of the Deputy Chair shall be coterminous with the term of the recommending Chair, subject to removal by the Chair.

Article 3: Department Committee on Faculty Personnel and Budget
a. Committee Membership
The Department Committee on Faculty Personnel and Budget (P&B) shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i of the Charter, shall elect four full-time members of the faculty, each of whom shall serve for one year. All of the committee members shall be tenured.

b. Faculty Searches
For each faculty search, the Chair of the department shall, with the advice and consent of the P&B, establish an ad hoc search committee consisting of a minimum of three members of the full-time faculty, including, if possible, one or more faculty familiar with the courses and scholarship in the field of the search. The Chair of the department shall appoint the chair of the search committee.

The ad hoc search committee shall be responsible for all aspects of the search process. It shall seek written evaluations of each candidate’s scholarship by individuals outside of the department familiar with the scholarly field. Such evaluations shall be treated as confidential. The search committee shall also encourage members of the department’s faculty to critique this scholarship, in writing, sharing such reviews with all department members.

The ad hoc committee shall identify finalists who shall be brought in for campus visits, which
should include meetings with as many members of the department as practical and a scholarly presentation to the department faculty with an opportunity for questions and answers. The ad hoc committee shall ensure that the entire department has access to the CVs of the finalists, to non-confidential faculty reviews of scholarship and to the scholarly presentation.

After the candidate interview process has ended, the search committee shall schedule with the full-time faculty a meeting to discuss the finalists. At such meeting, the faculty shall be invited to engage in a discussion of the finalists being considered. Faculty absent from the discussion meeting may share their views either in writing or through an oral presentation by members of the search committee with whom they have spoken. No action shall be taken during such discussion meetings. The search committee shall report its evaluation of the faculty candidates to the P&B. The P&B shall then decide which candidate, if any, to recommend to the College.

c. Personnel Actions
The responsibility of the P&B shall also include voting on all full-time faculty personnel actions.

d. Department Budgets
In addition to those matters discussed above, the P&B is also responsible for approving any department budget proposals and any expenditure plans for funds allocated to the department, including the department’s share of grant overhead monies. The Chair shall provide, at least once each semester, expenditure reports to the P&B and the department.

Article 4: Department Committees
The department shall elect a Committee on Student Grade Appeals consisting of five full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The department shall elect a Curriculum Committee consisting of five full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

The department may from time to time create additional committees to serve various department functions. The department shall determine committee membership and structure, including qualifications for committee membership.

Committee members shall serve one year terms. Each committee shall elect its own chair.

Article 5: Department Representatives
The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, unless the chair serves him/herself, to the Committee on Undergraduate Curriculum and Academic Standards. Department representatives who serve on these committees shall report back to the department on the work of their committees.

Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

Recognizing their obligations to the education and academic advisement of undergraduate students, all members of the department, regardless of rank, agree to teach courses within the Core and serve as faculty advisers to students majoring in at least one of the undergraduate majors offered by the department. The Chair shall be responsible for equitably distributing these responsibilities among members of the department.
Article 7: Department Policy

Department policy shall be established by a vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a properly noticed department meeting held in accordance with Article 8 of these Bylaws.

Article 8: Meetings, Elections and Voting

The department shall hold faculty meetings not less than once each semester. In addition to meetings called by the Chair, a meeting also shall be scheduled within ten business days of the presentation to the Chair of a petition, approved by at least twenty-five percent of the full-time faculty, requesting such a meeting on specific matters.

The department Chair shall establish a schedule of meetings at the beginning of each semester and, at least five business days before each meeting, shall circulate an agenda to all members of the department.

Department meetings shall follow Roberts Rules of Order. A quorum shall consist of a majority of the full-time faculty in the department. There shall be action minutes of all department meetings. The Chair shall make a copy of these minutes available to the faculty as soon as is reasonably possible.

Elections shall be held during a regularly scheduled department meeting in May of each year. Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one vote in all College and department elections.

All department elections shall be by secret ballot and shall follow the College Election Guidelines. The election of the Chair shall require a majority of the eligible voting faculty members in the department (an "absolute majority"). If, after five ballots, no candidate for chair receives an absolute majority then the candidate receiving the highest number of votes shall be recommended to the President of the College, who may accept or reject the recommendation or reopen elections. If after five ballots the vote for Chair results in a tie, the vote may be referred to the President, who shall be asked to break the tie.

The organizational meeting of the department shall be chaired by the Chair of the department unless he or she is a candidate for re-election in which case the meeting shall be chaired by the most senior faculty member in the Department, seniority defined by years of service to the College. All elections other than the election of the Chair shall follow Hare proportional voting in determining an absolute majority. The Hare system is described in the Appendix.

The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption and Amendment of the Bylaws

a. Adoption

These Bylaws shall be adopted by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting at which a quorum of the full-time faculty who are eligible to vote is present. The Bylaws must then be submitted to the Executive Committee of the College Council.

b. Implementation and Severability

When the Executive Committee of the College Council approves the Bylaws, they shall take effect immediately. In the event the Executive Committee of the College Council approves some provisions but not others, the unchallenged provisions shall take effect immediately.
c. Amendment

These Bylaws shall be amended by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting at which a quorum of the full-time faculty who are eligible to vote is present. The amendment must then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
DEPARTMENT OF ECONOMICS BYLAWS

Article 1: Title and Purpose
This document is the Bylaws of the Department of Economics at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the academic department.

Article 2: Department Chair
2.1 The Chair of the Economics Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chairperson’s term expires. The new Chair shall take office as of July 1 of the year in which he or she is elected.

2.3 The Chair may appoint one or more deputy Chairs and shall specify their authority and function. The deputy Chairs’ appointments shall terminate at the discretion of the Chair or by an absolute majority of all full-time faculty of the department who are eligible to vote.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall also approve any departmental budget proposals, and approve any expenditure plans for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly expenditure reports to the committee and the department.

3.4 The committee shall act as the search committee for each faculty search, or may designate one or more search committees to make recommendations to the Departmental Committee on Personnel and Budget. The Departmental Committee on Personnel and Budget or its designated search committee shall consider the recommendations of all full time faculty members.

Article 4: Departmental Committees
4.1 The Departmental Committee on Student Grade Appeals shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect two (2) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. In the event a student appeals a grade assigned by a member of the Departmental Committee on Student Grade Appeals, that member shall be recused for that appeal and the Chair shall appoint a full-time member of the faculty, as
defined in Article I, Section 3.a.i of the Charter, for that appeal. In the event a student appeals a grade assigned by the Chair, the full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, shall elect a full-time member of the faculty, as defined in Article I, Section 3.a.i of the Charter, to replace the Chair for that appeal; the three committee members shall elect a Chair for that appeal.

4.2 The Departmental Curriculum Committee shall be co-chaired by the departmental representative to the Committee on Undergraduate Curriculum and Academic Standards and the department Chair. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i of the Charter, shall elect three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. In the event the department Chair also serves as the departmental representative to the Committee on Undergraduate Curriculum and Academic Standards, the faculty shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year.

Article 5: Departmental Representatives
5.1 The full-time faculty of the department, as defined in Article I, Section 3.a.i of the Charter, shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards. These representatives shall report activities at department meetings.

5.2 The full-time faculty of the department, as defined in Article I, Section 3.a.i of the Charter, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a Deputy Chair for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

Article 7: Departmental Policy
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

Article 8: Meetings, Elections and Voting
8.1 The department holds faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The department Chair shall establish a schedule of meetings and circulate a proposed agenda at least 3 days before the meeting.

8.4 Department meetings shall follow Roberts Rules of Order.

8.5 Department elections shall follow the College Election Guidelines.

8.6 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If, after three ballots, a candidate does not
receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after three ballots, the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.7 Candidates for all positions other than Chair may be nominated and/or voted for individually or as a slate of candidates.

8.8 There shall be action minutes of all department meetings.

8.9 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

8.10 A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department or two full time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair or the Department Committee on Personnel and Budget shall schedule a meeting within 10 business days. Full time faculty is defined in Article I, Section 3.a.i of the Charter.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute majority of the full-time members of the Department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The Bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
ENGLISH DEPARTMENT BYLAWS

Article 1: Title and Purpose
This document is the Bylaws of the Department of English at John Jay College of Criminal Justice, The City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the English Department.

Article 2: Department Chair
2.1 The Chair of the English Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws [see appendix]. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the Department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the chairperson's term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected.

2.3 The Chair may appoint one or more deputy Chairs and shall specify their authority, function, and reassigned time. The deputy Chairs' appointments shall terminate upon completion of the Chair’s term or before, at the discretion of the Chair.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the Department. In addition, the full-time faculty of the Department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured.

3.2 The Committee shall vote on all full-time faculty personnel actions.

3.3 The Departmental Committee on Personnel and Budget shall conduct each faculty search or, alternatively, it shall designate search subcommittees to make recommendations to the P&B Committee. If it chooses the latter course, the committee shall establish subcommittees for each search, chaired by a member of the P&B Committee and composed of full-time faculty from the Department chosen by the committee. The subcommittees shall make recommendations to the P & B Committee, which shall decide which candidate to forward to the Provost and President for hiring.

3.4 The P & B shall designate a Budget Director from its membership. The dispersal of departmental monies shall be determined by the committee. The Budget Director shall provide revenue and expenditure reports to the P&B and the Department twice annually.

Article 4: Departmental Committees
4.1 The Department shall annually elect a Committee on Student Grade Appeals consisting of 7 (seven) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.2 The Department shall annually elect a Curriculum Committee consisting of 5 (five) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.3 An Outcomes Assessment Committee shall regularly conduct and review the evaluation and assessment of the following: all writing programs (composition, EAP); general education literature
courses; English major; all English department minors. The composition of this committee (and ancillary sub-committees) shall be determined annually, by appointment or by election, as decided by the Curriculum Committee.

4.4 The Department shall establish other committees as needed and shall determine committee membership and structure, including qualifications for membership and terms of office.

4.5 The Chairs of these departmental committees shall report to their colleagues at department meetings at least once a semester.

4.6 For the Major Advisory Committee, see Article 6.

**Article 5: Departmental Representatives**

5.1 The Department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards. As representatives of departmental interests, these delegates shall keep the Department informed of issues important to the Department and to the college. They shall make their report at department meetings at least once a semester.

5.2 Faculty hired in the Assistant Professor rank shall not be eligible for nomination or election as the Department representatives to these College committees until the May election meeting at the end of their second full year as full-time members of the Department.

**Article 6: Undergraduate Program Governance**

6.1 The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the Department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

6.2 The full-time faculty of the Department shall annually elect a Major Advisory Committee consisting of at least four full-time members of the faculty. The MAC shall be responsible for recruiting students to the major, overseeing student advising in the major, scheduling courses in the major, and determining outcomes assessment in the major. The MAC shall draw upon colleagues from the department at large to help with these tasks as needed, creating sub-committees chaired by a MAC member.

6.3 The Chair shall serve as or shall appoint one or more coordinators for the undergraduate minors.

**Article 7: Departmental Policy**

Departmental policy shall be established by a vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular Department meeting.

**Article 8: Meetings, Elections and Voting**

8.1 The Department shall hold no fewer than two faculty meetings each semester. These meetings will be called by the Chair, who shall establish a schedule of meetings and circulate a proposed agenda at least five days in advance of the meeting.

8.2 Department meetings may also be called by petition of at least 25% of full-time members eligible to vote in departmental elections (with full-time being defined in Article I, Section 3.a.i of the Charter). Upon receipt of the faculty petition, the Chair or the Department P&B shall schedule a meeting within 10 business days.
8.3 The Chair shall appoint a member of the Department to serve as Departmental amanuensis, responsible for taking minutes at Department meetings. These minutes shall be distributed to all members of the faculty. There shall be action minutes of all Department meetings or, when deemed necessary, more detailed minutes taken that record discussions of specific issues.

8.4 The Chair shall offer a Report on the State of the Department that is based upon the Chair’s annual self-evaluation presented to and discussed with the President and Provost during the summer. Their response -- their annual evaluation of the Chair -- shall also be distributed. A discussion of both reports shall take place during a fall Department meeting.

8.5 Department meetings shall follow Roberts Rules of Order.

8.6 Elections shall be held during a regularly scheduled Department meeting in May of each year. Department elections shall follow the College Election Guidelines.

8.7 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.8 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the Department. Other committee votes shall also be conducted by secret ballot, although a simple majority of those present will be sufficient to determine the outcome of the elections. These committees include but are not limited to Department Curriculum Committee and the Major Advisory Committee. Also Faculty Senate and College Council representatives shall be elected by secret ballot.

8.9 For all elected positions, other than the Chair, after nominations have been made and closed, eligible faculty shall cast votes equal to the number of positions to be filled.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute majority of full-time members of the Department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by an absolute a majority of the full-time members of the Department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1: Title and Purpose
This document is the Bylaws of the Department of Foreign Languages and Literatures at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the academic department.

Article 2: Department Chair
2.1 The Chair of the Department of Foreign Languages and Literatures shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees. Elections shall be held in May of the year in which the Chairperson’s term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected.

2.2 The Department Chair may appoint one tenured or tenure track member of the department to act “Deputy Chair.” The Deputy Chair’s duties and responsibilities will be described in writing at the time of appointment. Appointment is for one year and is renewable upon mutual agreement.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall also approve any departmental budget proposals, and approve any expenditure plans for funds allocated to the department including the department’s share of grant overhead monies.

3.4 The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee on Personnel and Budget.

Article 4: Departmental Committees
4.1 The department shall have a Committee on Student Grade Appeals consisting of all full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The Department Chair serves as Chair of this committee.

4.2 The department shall elect a Curriculum Committee consisting of a minimum of three full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The term of service is for one year and is renewable upon reelection. The Department Chair will appoint the committee Chair.

4.3 The department shall elect an Assessment Committee consisting of a minimum of three full-
Article 5: Departmental Representatives
5.1 The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards.

5.2 The faculty, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance
Should the Department develop majors, the Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

Article 7: Departmental Policy
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

Article 8: Meetings, Elections and Voting
8.1 The department Chair shall establish a schedule of monthly meetings during the academic years and circulate a proposed agenda at least three days before the meeting.

8.2 Department meetings shall follow Roberts Rules of Order.

8.3 There shall be action minutes of all department meetings.

8.4 Elections shall be held during a regularly scheduled department meeting in May of each year. Department elections shall follow the College Election Guidelines.

8.5 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If, after three ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation.

If, after three ballots, the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.6 Candidates for all positions other than Chair may be nominated and/or voted for individually or as a slate of candidates.

8.7 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

**Article 10: Amendments to the Bylaws**

These Bylaws shall be amended by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1: Title and Purpose
This document is the Bylaws of the Department of Health and Physical Education at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the academic department.

Article 2: Department Chair
2.1 The Chair of the department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chairperson’s term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured.

3.2 The committee shall vote on all full-time faculty personnel actions. All actions require an absolute majority vote of the committee members.

3.3 The committee shall also approve any departmental budget proposals, and approve any expenditure plans for funds allocated to the department. The Chair shall provide quarterly expenditure reports to the committee and the department. The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee on Faculty Personnel and Budget.

Article 4: Departmental Committees
4.1 The department shall elect a Committee on Student Grade Appeals consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

The department shall elect four (4) full-time members of the faculty to serve for one year on the Student Grade Appeals Committee. The department Student Grade Appeals Committee shall be chaired by the Chair of the department.

4.2 The department shall elect a Curriculum Committee consisting of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The department shall elect four (4) full-time members of the faculty to serve for one year on the department Committee on Faculty Personnel and Budget. The department Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department.

4.3 The Chair of the department shall recommend two (2) students in the HPE minor to serve for one year on the department Curriculum Committee. The students recommended by the Chair shall be presented to the department P&B Committee, who will vote to select one student to serve on the
Curriculum Committee.

Article 5: Departmental Representatives
5.1 The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards. These representatives shall report back to the faculty at department meetings.

5.2 The faculty, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for the undergraduate minor offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Charter Article I, Section 9.j.

Article 7: Departmental Policy
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regularly scheduled department meeting. Alternatively, departmental policy may be established by the Departmental Committee on Faculty Personnel and Budget, or the Department Curriculum Committee, provided however that the policy shall not take effect until after the policy has been placed on the agenda of the next scheduled department meeting and the faculty votes to adopt, modify or disapprove the policy. If the policy is approved at such a meeting, it takes effect.

Article 8: Meetings, Elections and Voting
8.1 The department shall hold faculty meetings not less than twice each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The department Chair shall establish a schedule of meetings at the first meeting of each semester.

8.4 Department meetings shall follow Roberts Rules of Order.

8.5 Department elections shall follow the College Election Guidelines.

8.6 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If, after three ballots, a candidate does not receive the necessary number of votes for each position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation.

8.7 Candidates for all positions other than Chair may be nominated and/or voted for individually or as a slate of candidates.

8.8 There shall be action minutes taken of all department meetings.

8.9 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.
Article 9: Adoption of the Bylaws
These Bylaws shall be amended by vote of a majority of the department full-time faculty in a noticed meeting where a quorum of the full-time faculty is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
HISTORY DEPARTMENT BYLAWS

Article 1: Title and Purpose
This document comprises the Bylaws of the Department of History at John Jay College of Criminal Justice, City University of New York. Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the department.

Article 2: Department Chair and Deputy Chair
2.1 The chair of the department shall be the chief executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all voting members of the full-time faculty of the department, as defined in Article I, Section 3.a.i of the College Charter, subject to the approval of the President and the CUNY Board of Trustees. Election shall be held in May of the year in which the term of the chairperson expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected.

2.2 The deputy chair of the department must hold professorial rank and shall be appointed by the chairperson for a term of one (1) year. The new deputy chairperson shall take office as of July 1 of the year in which he or she is appointed.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Committee on Faculty Personnel and Budget shall be chaired by the chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall act as the search committee for each faculty search or may designate a search committee to make recommendations to the committee.

3.4 The committee shall also approve any departmental budget proposals, and approve any expenditure plan for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly or semester expenditure reports to the committee and the department.

Article 4: Departmental Committees
4.1 The department shall elect a Committee on Student Grade Appeals consisting of full-time members of the faculty as defined in Article I, Section 3.a.i of the College Charter.

4.2 The department shall elect a Curriculum Committee consisting of full-time members of the faculty as defined in Article I, Section 3.a.i of the College Charter.

4.3 The department shall elect a Committee on Funds consisting of full-time members of the faculty as defined in Article I, Section 3.a.i of the College Charter. The members of the committee shall include the chair of the department, one member of the full-time faculty, and one member of...
the adjunct faculty.

Article 5: Departmental Representatives

5.1 The department shall elect representatives to college governance committees as provided by the charter, including representatives to the College Council, the Faculty Senate, and the Committee on Undergraduate Curriculum and Academic Standards. Department representatives who serve on these committees shall report back to their department on the work of each committee.

5.2 The faculty by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance

The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the College Charter.

Article 7: Departmental Policy

Departmental policy may be established by vote of the eligible faculty at a regular meeting.

Article 8: Meetings, Elections, and Voting

8.1 The department holds faculty meetings not less than twice each semester. Elections shall be held in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the College Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The election of the Chair and the members of the Committee on Faculty Personnel and Budget shall be by secret ballot. Election shall require a majority of the eligible voting faculty members in the department. If, after three ballots, a candidate does not receive the necessary number of votes for each position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation.

8.4 Candidates for all other positions may be nominated individually or as a slate of candidates and the election may be by show of hands.

8.5 There shall be minutes taken of all department meetings.

8.6 A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department or two full-time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair shall schedule a meeting within 10 business days. Full time faculty is defined in Article I, Section 3.a.i of the Charter.

8.7 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption of the Bylaws

These Bylaws shall be adopted by an absolute majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.
Article 10: Amendments to the Bylaws
These Bylaws shall be amended by vote of a majority plus one of the department full-time faculty in a noticed meeting where a quorum of the full-time faculty is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1: Title and Purpose
This document is the Bylaws of the Interdisciplinary Studies Program at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the program.

Article 2: Program Chair
2.1 The Chair of the Interdisciplinary Studies Program shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full time faculty of the Program eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chairperson’s term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected. The Chair may appoint one or more deputy Chairs and shall specify their authority and function. The deputy Chairs’ appointments shall terminate upon completion of the Chair’s term or before, at the discretion of the Chair.

Article 3: Program Committee on Faculty Appointments and Budget
3.1 The Program’s Committee on Faculty Appointments and Budget shall be chaired by the Chair of the Program. In addition, the full-time faculty currently teaching in the Program, as defined in Article I, Section 3.a.i of the Charter, shall elect four (4) members from among the full-time faculty currently teaching in the Program, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one (1) year. At least four (4) of the committee members shall be tenured.

3.2 The committee shall approve all faculty teaching appointments in the Program.

3.3 The committee shall also approve any Program budget plans for funds allocated to the Program. The Chair shall provide semi-annual expenditure reports to the committee and the Program.

Article 4: Program Committees
4.1 The Program shall elect a Committee on Student Grade Appeals consisting of five (5) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter for a term of one (1) year. The members of the Committee shall elect a Chair.

4.2 The Program shall elect a Curriculum Committee consisting of five (5) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, for a term of one (1) year. The members of the Committee shall elect a Chair.

4.3 The Program shall establish other committees as needed and shall determine committee membership and structure, including qualifications for membership.

Article 5: Program Representatives
The Program shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards. As representatives of the Program, these delegates shall keep the Program
informed of issues important to the Program and to the college.

Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for each of the Themes offered by the Program.

Article 7: Program Policy
Program policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular Program meeting.

Article 8: Meetings, Elections and Voting
8.1 The Program shall hold no fewer than two faculty meetings each semester. These meetings shall be called by the Chair, who shall establish a schedule of meetings and circulate a proposed agenda.

8.2 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

8.3 Program meetings shall follow Roberts Rules of Order.

8.4 There shall be action minutes of all Program meetings.

8.5 Elections shall be held during a regularly scheduled Program meeting in May of each year.

8.6 Program elections shall follow the College Election Guidelines.

8.7 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and Program elections.

8.8 The election of the Chair and of the members of the Committee on Faculty Appointments and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the Program.

Article 9: Adoption of the Bylaws
These bylaws shall be adopted by an absolute majority of the full-time faculty members of the Program, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These bylaws shall be amended by an absolute majority of the full-time faculty members of the Program, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1A: Title and Purpose
This document is the Bylaws of the Department of Latin American and Latina/o Studies (LLS) at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the Department.

Article 1B: Mission of the Department of Latin American and Latina/o Studies
The mission of the Department of Latin American & Latina/o Studies is inspired by John Jay College’s core mission, “Educating for Justice.” The LLS Department seeks to advance knowledge about Latin America and its diaspora in the United States. Our aim is to enhance the scope, quality and quantity of research, publications, teaching, and outreach in Latin America and in U.S. Latina/o communities at John Jay College of Criminal Justice. The Department centers on subject areas that provide students with an understanding of the historical, political, socio-cultural, economic, and legal forces that have long inhibited the attainment of justice and equality in Latin American societies and in Latina/o communities in the United States. Foremost among these are: political violence, the abuse of power, and the violation of political, civil, and human rights; obstacles to the creation of a culture of peace and reconciliation; socioeconomic inequality; the experience and plight of indigenous and black populations; racial prejudice and discrimination; the status of women and gender relations; the impact of transnational forces (colonialism, neo-colonialism, dependency, and globalization) in the hemisphere, emigration, and immigrant rights and integration into US society.

Article 2: Department Chair
2.1 The Chair of the Department of Latin American and Latina/o Studies shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. The Chair shall carry out those duties in furtherance of the Department’s mission. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chair’s term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the Department. In addition, the full-time faculty of the Department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the Department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall also approve any departmental budget proposals, and approve any
expenditure plans for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly or semester expenditure reports to the committee and the department.

3.4 The committee shall act as the search subcommittee for each faculty search, or may designate a search subcommittee to make recommendations to the Departmental Committee on Personnel and Budget. In conducting the search and interview process, the search subcommittee shall seek the participation of all full-time members of the Department in the process. Once all interviews are completed, the Chair shall call a meeting of all full-time members of the Department to discuss the candidates. The Personnel and Budget Committee shall then meet to make their hiring recommendations. All actions of the Committee require an absolute majority vote of the committee members. The Chair will forward the recommendations in accordance with the protocol established by the Provost.

Article 4: Departmental Committees
4.1 The Department shall elect a Committee on Student Grade Appeals consisting of three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.2 The Department shall elect a Curriculum Committee consisting of three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.3 The same three faculty members will be elected to both committees and must include the person elected as Undergraduate Program Coordinator who will serve as Chair of both committees (see Article 6 below).

Article 5: Departmental Representatives
The Department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, if the Chair does not serve and the Committee on Undergraduate Curriculum and Academic Standards. Department representatives who serve on committees must report back to the department on the work of their committees. The faculty, by a vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance
The Department, in accordance with the provisions of Article 8, shall elect an Undergraduate Coordinator for the LLS major. The Coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter. The Coordinator shall also serve as the Chair of the Department’s Curriculum Committee and Student Grade Appeals Committees. The Coordinator, in consultation with the Department Chair, will designate one member of the Curriculum Committee as the coordinator for the Department’s minor and the other member of the Curriculum Committee as the coordinator for the Department’s honors program. The Undergraduate Coordinator shall be responsible for planning and leading the Department’s efforts to recruit students for the major, minor and honors programs, assessing the B.A.’s learning outcomes, and working with the Department Chair on the course schedule to insure that the necessary courses for the major are offered each semester.

Article 7: Departmental Policy
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

Article 8: Meetings, Elections and Voting
8.1 The Department shall schedule no fewer than two faculty meetings each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The Department Chair shall establish a schedule of meetings at the beginning of the semester and circulate a proposed agenda at least 5 days in advance each meeting, inviting members of the Department to add other items to the agenda. The final agenda will be circulated two days before the meeting.

8.4 A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department or two full time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair shall schedule a meeting within 10 business days. Full time faculty is defined in Article I, Section 3.a.i of the Charter.

8.5 There shall be action minutes of all department meetings. The minutes will be taken and kept by the departmental assistant, who will circulate them to all full-time faculty prior to the next faculty meeting, at which time they will be approved by the faculty present at the meeting.

8.6 Department meetings shall follow Roberts Rules of Order.

8.7 Department elections shall follow the College Election Guidelines.

8.8 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the Department. If, after 3 ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after 3 ballots the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.9 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

**Article 9: Adoption of the Bylaws**

These Bylaws shall be adopted by an absolute a majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

**Article 10: Amendments to the Bylaws**

These Bylaws shall be amended by an absolute a majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1: Title and Purpose
This document is the Bylaws of the Department of Law, Police Science, and Criminal Justice Administration at John Jay College of Criminal Justice, City University of New York (CUNY).

Article 2: Department Chair
2.1 The Chair of the Department of Law, Police Science, and Criminal Justice Administration shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the Department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the chairperson's term expires. The new Chairperson shall take office on July 1 of the year in which he or she is elected.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the Department. In addition, the full-time faculty of the Department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the Department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee on Personnel and Budget.

3.4 While the authority to recommend Departmental appointments is vested in the Personnel and Budget Committee, the committee, consistent with the requirements of confidentiality, should make every practical effort to seek input from all members of the Department.

3.5 The Chair shall prepare a Department budget, to be approved by the Personnel and Budget Committee, and transmitted, with the Chair’s own recommendation to the President. The proposed budget shall include a request for travel monies, along with principles for the distribution of travel monies. The Personnel and Budget Committee shall also approve expenditure plans for funds allocated to the Department including the Department's share of grant overhead monies. The Chair shall provide quarterly expenditure reports to the committee and the Department.

Article 4: Departmental Committees
4.1 The Department shall elect a Committee on Student Grade Appeals consisting of five (5) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The members of the committee shall serve for one year. The committee members shall elect a Chair.

4.2 The Department shall elect a Curriculum Committee consisting of five (5) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The members of the committee
shall serve for one year. The committee members shall elect a chair.

4.3 Department committees shall keep minutes of their proceedings, and conduct their meetings, so far as practicable, in accordance with Robert’s Rules of Order. Except for the minutes of the Personnel and Budget Committee, the Department Chair shall distribute committee minutes to all members of the Department.

Article 5: Departmental Representatives
5.1 The Department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Department Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards.

5.2 The faculty, by vote at a Department meeting, may instruct the Department representatives to college committees how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the Department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j, of the Charter.

Article 7: Departmental Policy
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular Department meeting.

Article 8: Meetings, Elections and Voting
8.1 The Department shall hold faculty meetings at least twice each semester. Elections shall be held during a regularly scheduled Department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and Departmental elections. Members of the Department have the right to vote according to their own best judgment. When voting for committee memberships, members of the Department shall be mindful of the diverse disciplines within the Department.

8.3 Department meetings shall follow Robert’s Rules of Order.

8.4 Department elections shall follow the College Election Guidelines.

8.5 There shall be action minutes of all Department meetings.

8.6 Although Department meetings ordinarily will be scheduled by the Chair, additional meetings may be called if 25% of the full-time members of the Department petition in writing for such additional meetings.

8.7 All current full-time and part-time members of the Department are entitled to attend Department meetings. In special circumstances, the Chair, in consultation with the Personnel and Budget Committee, may restrict attendance at a meeting to full-time members of the Department.

Article 9: Room Assignments
Office room assignments are the prerogative of the Chair. Consideration shall be given first to seniority. Where offices must be shared, account shall be taken of room size, class
scheduling, and other factors which will minimize inconvenience and inequity.

**Article 10: Adoption of the Bylaws**

10.1 These Bylaws shall be adopted by a majority of the of full-time members of the Department faculty, as defined in Article I, Section 3.a.i of the Charter. Such adoption may occur (1) in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present, or (2) by submission of a written copy of the Bylaws to each full-time member of the Department faculty, and the approval in writing of the Bylaws by a majority of the full-time members of the Department faculty, as defined in Article I, Section 3.a.i of the Charter.

10.2 Upon adoption by the Department, the Bylaw shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

**Article 11: Amendments to the Bylaws**

These Bylaws shall be amended by an absolute a majority of the of full-time members of the Department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
LIBRARY DEPARTMENT BYLAWS

Article 1: Library Department
The Chief Librarian is the chair of the Library Department and shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be appointed by the President subject to approval by the CUNY Board of Trustees.

Article 2: Membership
2.1 The membership of the Library Department shall consist of the department faculty as defined by the John Jay Charter of Governance Section 3.a.i:

2.2 All full-time members of the Department as defined by the John Jay Charter of Governance Section 3.a.i have the right to vote on departmental matters as defined by the Board of Trustees Bylaws and the John Jay Charter of Governance

Article 3: Meetings
3.1 The Department Chair shall preside at meetings of the Department (BoT 9.3a.5)

3.2 Regular meetings of the Department shall be held at least 6 times a year. Elections shall be held at the May meeting.

3.3 A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department or two full time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair shall schedule a meeting within 10 business days. Full time faculty is defined in Article I, Section 3.a.i of the Charter.

Article 4: Department Secretary
4.1 The Department Secretary shall be elected at the May meeting for a one-year term. The term of office begins July 1 following that meeting.

4.2 The Secretary shall, in consultation with the Chair, prepare an agenda for Departmental meetings, take attendance, and record action minutes at all Department meetings

4.3 The Secretary shall be responsible for the prompt distribution of the minutes to Department members. Copies of the minutes shall be retained in the Department archives, in the Secretary’s files, and electronically in a manner limited to members of the department.

Article 5: Committees
a. The Committee on Faculty Personnel and Budget shall be chaired by the Department Chair. In addition, the full-time faculty of the department shall elect four (4) full-time members of the faculty at the May department meeting, as defined in the Charter of Governance Article I, Section 3.a.i, each of whom shall serve for one year, beginning July 1 following the May meeting. At least four (4) of the committee members shall be tenured. The Committee shall make recommendations on all appointments, reappointments, reappointments with tenure, and promotions to the College Personnel Committee (BoT Sec. 9.7b and 9.8a). All actions require an absolute majority vote of the committee.

b. The Committee shall also make recommendations to the Chair on sabbatical leaves and leaves for special purposes (without pay). (BoT Sec.13.1c and 13.5b)
c. The Department Personnel and Budget Committee is responsible for approving the Department Chairperson’s tentative department budget (BoT Bylaws 9.3.a.7)

d. The committee shall also review departmental budget proposals, and review expenditure plans for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide semester expenditure reports to the committee and the department.

5.2 Curriculum Committee. At the May meeting the department shall elect a Curriculum Committee consisting of full-time members of the faculty (Charter of Governance Section 3.a.i) (BoT Bylaws 9.1.a). Adjunct faculty may serve on a non-voting basis.

5.3 Departmental Committee on Student Grade Appeals. Should the Department offer credit-bearing courses, it shall elect a Committee on Student Grade Appeals consisting of full-time members of the faculty as defined in the John Jay Charter (Charter of Governance Section 3.a.i).

5.4 Assessment and Student Input Committee:
   a. The Assessment and Student Input Committee shall be elected at the May meeting of the Department. Membership may consist of any professional, clerical, or student employee assigned to the Library.
   b. The Committee is charged with providing for systematic student input on all aspects of the Library’s functions as well as developing a continuing assessment plan.
   c. Should the Department offer credit-bearing courses, the Committee is charged with overseeing the student assessment of the course.

5.5 Ad Hoc Committees. Other committees may be formed as necessary and elected as necessary.

Article 6: Elections

6.1 The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and the Committee on Undergraduate Curriculum and Academic Standards. The faculty, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

6.2 All elections shall follow the John Jay College “Procedures for Department Elections” dated April 30, 2007 or subsequent.

6.3 Department representatives who serve on committees will report back to the department on the work of their committees.

Article 7: Adoption of the Bylaws

These Bylaws shall be adopted by an absolute majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

Article 8: Amendments to the Bylaws

These Bylaws shall be amended by vote of a half plus one of the department full-time faculty in a noticed meeting where a quorum of the full-time faculty is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the
Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.

--Approved by vote of the Library Department, May 11, 2010
DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE BYLAWS JOHN JAY
COLLEGE OF CRIMINAL JUSTICE

Article 1: Title and Purpose
This document is the Bylaws of the Department of Mathematics and Computer Science at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the academic department.

Article 2: Department Chair
2.1 The Chair of the Department of Mathematics and Computer Science shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chairperson’s term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected. Deputy Chairs, if any, shall be appointed by the Chairperson and serve at the pleasure of the Chairperson.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year.

3.2 The Committee shall vote on all full-time faculty personnel actions.

3.3 The Committee shall act as the search committee for each faculty search, or may designate a separate search committee to make recommendations to the committee.

3.4 The Committee shall also approve any departmental budget proposals, and approve any expenditure plan for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly or semester expenditure reports to the Committee and the department.

3.4 The Chair shall prepare the tentative Departmental budget and submit this budget to the Committee for approval.

Article 4: Departmental Committees
4.1 The department shall elect a Committee on Student Grade Appeals consisting of five full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.2 The department shall elect a Curriculum Committee consisting five of full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

Article 5: Departmental Representatives
The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards.
Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

Article 7: Departmental Policy
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

Article 8: Meetings, Elections and Voting
8.1 The department holds faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled department meeting in May of each year. The election meeting will take place on the first Friday in May, whenever possible or as soon thereafter as practicable.

8.2 A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department or two full time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair shall schedule a meeting within 10 business days. Full time faculty is defined in Article I, Section 3.a.i of the Charter.

8.3 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.4 The department Chair shall establish a schedule of meetings. The department Chair shall circulate a proposed agenda at least 3 days before the meeting.

8.5 Department meetings shall follow Roberts Rules of Order.

8.6 Department elections shall follow the College Election Guidelines.

8.7 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department.

8.8 There shall be action minutes of all department meetings.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by a an absolute majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by an absolute a majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
PHILOSOPHY DEPARTMENT BYLAWS

Article 1: Title and Purpose
This document is the Bylaws of the Department of Philosophy at John Jay College of Criminal Justice, The City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the Philosophy department.

Article 2: Department Chair
2.1 The Chair of the Philosophy Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws [see appendix]. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chairperson’s term expires. The new Chairperson shall take office as of July 1 of the year in which he or she is elected.

2.3 The co-Chair shall be elected by a majority of the faculty and the Chair and co-Chair shall divide responsibilities, function, and reassigned time among themselves.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. The committee shall vote on all full-time faculty personnel actions.

3.2 The Departmental Committee on Personnel and Budget shall conduct each faculty search, or alternatively it shall designate search subcommittees to make recommendations to the Committee on Faculty Personnel and Budget. If it chooses the latter course, the committee shall establish a subcommittee for each search, chaired by a member of the Committee on Faculty Personnel and Budget and composed of interested faculty from the department chosen by the committee. The subcommittees shall make recommendations to the Committee on Faculty Personnel and Budget, which shall decide which candidates to forward to the Provost and President for hiring.

3.3 The Committee on Faculty Personnel and Budget shall elect a Budget Director from its membership. The committee shall approve any departmental budget proposals, and approve any expenditure plan for funds allocated to the department including the department’s share of grant overhead monies. The Budget Director shall provide biannual revenue and expenditure reports to the Committee on Faculty Personnel and Budget and the department.

Article 4: Departmental Committees
4.1 The department each year shall elect a Committee on Student Grade Appeals consisting of five full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.2 The department each year shall elect a Curriculum Committee consisting of five full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.
4.3 The department shall establish other committees as needed and shall determine committee membership and structure including qualifications for membership.

**Article 5: Departmental Representatives**

5.1 The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards.

5.2 As representatives of departmental interests, these delegates shall keep the department informed of issues important to the department and to the college by reporting back regularly on their activities as representative. The faculty, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

**Article 6: Undergraduate Program Governance**

6.1 The Chair shall, in consultation with the full-time faculty, serve as or appoint a coordinator for the undergraduate Philosophy major. The Philosophy major coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

6.2 The department Curriculum Committee shall, along with the major coordinator, constitute the Philosophy Major Advisory Committee (MAC). The MAC shall be responsible for recruiting students to the major, overseeing student advising in the major, scheduling courses in the major and determining outcomes assessment in the major.

6.3 The department Curriculum Committee shall elect a coordinator for the undergraduate Philosophy minors. The coordinator for the undergraduate minors will also be a member of the MAC.

**Article 7: Departmental Policy**

Departmental policy shall be established by a vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

**Article 8: Meetings, Elections and Voting**

8.1 The department shall schedule no fewer than two faculty meetings each semester. These meetings will generally be called by the Chair, who shall establish a schedule of meetings and circulate a proposed agenda at least two days in advance of the meeting.

8.2 Each department faculty meeting shall be chaired by a (rotating) volunteer from among the members of the full-time faculty. The Chair shall seek out, for each department meeting, a volunteer from the faculty members attending, an amanuensis responsible for taking minutes at that meeting. These minutes shall be distributed to all members of the faculty. There shall be action minutes of all department meetings.

8.3 A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department or two full time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair shall schedule a meeting within 10 business days. Full time faculty is defined in Article I, Section 3.a.i of the Charter.

8.4 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed for discussion on the agenda of the next faculty meeting.
8.5 Department meetings shall follow Roberts Rules of Order.

8.6 Elections shall be held during a regularly scheduled department meeting in May of each year. Department elections shall follow the College Election Guidelines. Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.7 The election of the Chair shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. In the event of two successive tie votes, or two votes in which no candidate gets an absolute majority of the votes of eligible voting faculty, the matter will be referred to the college President, who shall cast the deciding vote.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute majority of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by an absolute a majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
The Department of Political Science at John Jay College offers programs designed to enhance students’ knowledge of politics, policy, governance, and government ranging from a global to a local perspective. The Department plays a central role within the John Jay community in highlighting issues of key importance to the College’s mission like public affairs, public service, and citizenship. Committed to research, scholarship, teaching, and mentoring a diverse student population, our faculty consists of nationally and internationally prominent scholars in areas such as comparative politics, human rights, international relations, judicial behavior, law and society, political theory, and national and urban politics and policy.

**Article 1: Purpose**
The purpose of the By-Laws of Department of Political Science is to define the governance, organization and operation of the Department.

**Article 2: Department Chair**
2.1 The Chair of the Department shall be the executive officer. He or she must hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all voting members of the full-time faculty of the Department, as defined in Article I, Section 3.a.i in the College Charter, subject to the approval of the President and the CUNY Board of Trustees.
2.2 Elections shall be held in May of the year in which the Chairperson’s term expires.
2.3 A Deputy Chair may be appointed by vote of an absolute majority of the voting members and the consent of the Chair.

**Article 3: Departmental Committee on Faculty Personnel and Budget**
3.1 The Chair of the Department shall chair the Committee on Faculty Personnel and Budget. In addition, the full-time faculty of the Department, as defined in Article I, Section 3.a.i of the Charter, shall elect four (4) full-time members of the faculty, as defined in Charter Article I, Section 3.a.i, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured.
3.2 The committee shall vote on all faculty personnel actions affecting full-time faculty. All actions require an absolute majority vote of the committee.
3.3 The committee shall also approve any Departmental budget proposals, and approve any expenditure plans for funds allocated to the Department. The Chair shall report to the Committee on funds available in Department accounts once a semester.
3.4 The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee.

**Article 4: Departmental Committees**
4.1 At its annual elections in May the Department shall elect a Committee on Student Grade Appeals consisting of from three to five full-time members of the faculty, as defined in Charter Article I, Section 3.a.i. The size of the Committee in any specific year shall be determined by vote of an absolute majority of those eligible to vote. Each member shall be elected for a term of one year. Members shall be eligible for re-election without term limits. The Committee will elect its own Chair. Individual student grade appeals shall be considered by a panel of at least three faculty
designated by the Chair of the Grade appeals Committee. If a grade given by a member of the Grade Appeals Committee is the subject of an appeal, another full-time member of the Department shall be assigned by the Chair of the Grade Appeals Committee to serve in his/ her place for the specific grade appeal. If a grade given by the Chair of the Grade Appeals Committee is the subject of an appeal, the Chair of the Committee shall not participate. In her/ his place, the most senior member of the Grade Appeals Committee, not the Chair, will designate an alternate to be a member of the panel considering the appeal. The Chair of the Department shall not serve on any panel considering individual student grade appeals.

4.2 At its annual elections the Department shall elect a Curriculum Committee consisting of up to five full-time members of the faculty, as defined in Charter Article I, Section 3.a.i. The size of the Committee in any specific year shall be determined by vote of an absolute majority of those eligible to vote. Curriculum Committee members serve for one-year terms with the possibility of re-election. There shall be no term limits. The Department Curriculum Committee shall elect its Chair each year from among its members.

Article 5: Departmental Representatives
5.1 The Department shall elect representatives to college governance committees as provided by the charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards. These representatives shall report back at regular Departmental meetings.

5.2 The faculty, by a majority vote at a Department meeting, may instruct the Department representatives to college committees as to how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the Department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Charter Article I, Section 9.j.

Article 7: Departmental Policy
Departmental policy may be established by vote of the full-time faculty at a regular meeting.

Article 8: Meetings, Elections and Voting
8.1 The Department shall hold faculty meetings not less than twice each semester. Elections shall be held in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i, shall be allowed one (1) vote in all College and Departmental elections.

8.3 The election of the Chair and the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require an absolute majority vote of the eligible voting faculty members in the Department. If, after five ballots, a candidate does not receive the necessary number of votes for any position, the candidate receiving the lowest number of votes in the sixth and subsequent ballots shall be dropped and a vote from among the remaining candidates shall occur. This process of dropping the candidate with the lowest vote total shall continue until one candidate obtains the necessary absolute majority. In the event of a tie vote after nine ballots, the position shall be determined by the President of the College.

8.4 Candidates for all other positions may be nominated individually or as a slate of candidates, and the election may be by show of hands.

8.5 There shall be action minutes of all Department meetings.
8.6 The Chair shall distribute the annual evaluation of the Chair by the President and Provost to the faculty upon receipt, and, if requested by any member of the full-time faculty, the evaluation shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption Mechanism and Amendments
These By Laws and any subsequent amendments shall be adopted by a vote of an absolute majority of full-time Tenure/ CCE Track faculty at a meeting for which at least two weeks notice in advance has been given where a quorum of the full-time faculty is present. These By Laws and any subsequent amendments shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the By Laws and any subsequent amendment(s), they shall then be considered final and shall take effect immediately.

Approved by a vote of 14 to 0 at Department meeting on March 9, 2011
Article 1: Title and Purpose
This document is the Bylaws of the Department of Public Management at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of academic departments.

Article 2: Department Chair
2.1 The chair of the Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the chairperson’s term expires. The new chair shall take office as of July 1 of the year in which he or she is elected.

2.3 The Chair shall appoint Deputy Chairs, after consultation with the Departmental Committee on Faculty Personnel and Budget, including Deputy Chairs for each undergraduate major.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall also approve any departmental budget proposals, and approve any expenditure plans for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly expenditure reports to the committee and the department.

3.4 The committee shall act as the search committee for each faculty search, and may designate one or more search committees to make recommendations to the Departmental Committee on Personnel and Budget.

Article 4: Departmental Committees
4.1 The Departmental Committee on Faculty Personnel and Budget shall also serve as the Committee on Student Grade Appeals as defined in Article I, Section 3.a.i of the Charter.

4.2 The Departmental Committee on Faculty Personnel and Budget shall also serve Curriculum Committee, as defined in Article I, Section 3.a.i of the Charter.

Article 5: Departmental Representatives
5.1 The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and the Committee on Undergraduate Curriculum and Academic Standards.
5.2 The faculty, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

**Article 6: Undergraduate Program Governance**
6.1 The Chair shall serve as or appoint a Deputy Chair for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

**Article 7: Departmental Policy**
7.1 Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

**Article 8: Meetings, Elections and Voting**
8.1 The department holds faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The department chair shall establish a schedule of meetings and circulate a proposed agenda at least 3 days before the meeting.

8.4 Department meetings shall follow Roberts Rules of Order.

8.5 Department elections shall follow the College Election Guidelines.

8.6 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If, after three ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after three ballots, the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.7 Candidates for all positions other than chair may be nominated and/or voted for individually or as a slate of candidates.

8.8 There shall be action minutes of all department meetings.

8.9 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

**Article 9: Adoption of the Bylaws**
9.1 These Bylaws may be adopted by an absolute a majority of the of full-time members of the Department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present.

9.2 The Bylaws must then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

**Article 10: Amendments to the Bylaws**
10.1 These Bylaws may be amended by an absolute a majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a
quorum of the full-time faculty who are eligible to vote is present.

10. 2  The amendment must then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1: Title and Purpose
In conformity with Article II, Section 3 of the John Jay College of Criminal Justice Charter of Governance (“Charter”), this document shall serve as the Bylaws of the Department of Psychology at John Jay College of Criminal Justice, City University of New York (CUNY). The purpose of these Bylaws is to define the governance, organization and operation of the Department of Psychology. These Bylaws shall be adopted as provided by Article 9 of this document.

Article 2: Department Chair
2.1 The Chair of the Department shall be the executive officer and shall assume the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank (i.e., assistant professor, associate professor, full professor, or distinguished professor), and shall be elected by secret ballot for a term of three years by an absolute majority of all full-time faculty of the Department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chair’s term expires. The new Chair shall take office as of July 1 of the year in which he or she is elected.

2.3 In the event that an elected Chair does not complete her or his term of office, an election for a replacement Chair shall be held, at the earliest reasonable opportunity on a date set by a majority of the department Personnel and Budget Committee (Article 3, below), according to uniform John Jay College policy. However, absent any such policy, the election will be held with at least two (2) week’s notice, for a replacement Chair to serve out the remainder of the Chair’s term, by secret ballot, requiring an absolute majority of all full-time faculty of the Department eligible to vote, as defined in Article I, Section 3.a.i of the Charter.

2.4 In the interest of transparency the Chair shall present for discussion and approval at department meetings all issues of significance to the Department. The preceding is not intended to derogate from the lawful authority of the Department Committee on Faculty Personnel and Budget, the right of any voting faculty member to place items on the agenda at the next available department meeting, or to prevent the Chair from disposing of ministerial matters without department approval.

2.5 The Chair of the Department may appoint, subject to approval by a majority of all full-time faculty of the Department eligible to vote and present for the vote, a member or members of the Department to serve as Deputy Chair or Deputy Chairs.

2.6 The term of a Deputy Chair shall coincide with the current term of the Chair, subject to removal by the Chair. In the event that a Deputy Chair does not complete his or her term, a replacement may be appointed and approved, as described above, to fill out the remainder of that term. All Deputy Chairs’ appointments terminate at the end of the Chair’s term of office.

Article 3: Department Committee on Faculty Personnel and Budget
3.1 Committee Membership
The Department Committee on Faculty Personnel and Budget (P&B) shall be chaired by the Chair of the Department. In addition, the full-time faculty of the Department, as defined in Article I, Section 3.a.i of the Charter, shall elect four full-time members of the faculty, each of whom shall serve for one year. All of the committee members shall be tenured.

3.2 Personnel Actions
The responsibility of the P&B shall include voting on all full-time faculty personnel actions.

3.3 Department Budgets
In addition to those matters discussed above, the P&B is also responsible for approving any department budget proposals and any expenditure plans for funds allocated to the Department, including the Department’s share of grant overhead monies. The Chair shall provide, at least once each semester, expenditure reports to the P&B and the Department.

Article 4: Department Committees
4.1 The Department shall elect a Committee on Student Grade Appeals consisting of five (5) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The Committee shall elect its own chair and establish its own procedures consistent with the College Charter and CUNY Bylaws.

4.2 The Department shall elect a Curriculum Committee consisting of a minimum of three (3) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. The Committee shall elect its own Chair and establish its own procedures consistent with the College Charter and CUNY Bylaws.

4.3 The Department shall establish an Executive Committee, which shall also serve as a Strategic Planning Committee, and which shall be composed of the following members: The Department Chair (who shall be the Chair of the committee), a Deputy Chair (selected by the Chair), the Directors of the Psychology Department Graduate Programs, the Director of Experimental Training and Director of Clinical Training of the CUNY doctoral sub-program in Forensic Psychology, the Distinguished Professors in the Department, and two full-time members of the Department elected at large. The Executive Committee may establish appropriate sub-committees from amongst its membership with specific responsibilities. The Executive Committee, or an appropriate designated sub-committee of the Executive Committee, shall be consulted by the Chair regarding major departmental decisions not within the purview of another Committee and not appropriate for initial planning or implementation by the Department as a whole. However, as described in Article 7, and unless otherwise specified by these Bylaws, the College Charter, or CUNY Bylaws, all major decisions affecting the future of the Department shall be made by the full-time faculty membership of the Department by majority votes of the membership of the Department present at meetings of the Department that have been scheduled with at least one week’s notice.

4.4 The Department may from time to time create additional committees to serve various department functions. The Department shall determine committee membership and structure, including qualifications for committee membership.

Article 5: Department Representatives
5.1 The Department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve as representative, the Committee on Undergraduate Curriculum and Academic Standards.

5.2 The Department’s full-time faculty, by vote at a department meeting, may instruct the Department representatives to college committees as to how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the Department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

Article 7: Department Policy
The Department shall develop a Policy and Procedure manual to cover the specific procedures to be followed for Allocation of Funds from the Travel, Research Overhead and Textbook accounts, Personnel Searches, Assignment of Research Laboratory Space and Teaching Assignments and other policies deemed necessary. Department policy shall be established by a majority vote of the permanent full-time faculty, as defined in Article I, Section 3.a.i. of the Charter in accordance with Article 8 of these Bylaws. A quorum will consist of a majority of the full-time faculty. Any policy changes must be supported by a simple majority of those present and voting. Department policies may be developed to determine which issues must be voted on at a convened meeting.

Article 8: Meetings, Elections and Voting

8.1 The Department shall hold faculty meetings not less than once each semester. In addition to meetings called by the Chair, a meeting also shall be scheduled within ten business days of the presentation to the Chair of a petition, approved by at least twenty-five percent of the full-time faculty, requesting such a meeting on specific matters.

8.2 The Department Chair shall establish a schedule of meetings at the beginning of each semester and, at least three business days before each meeting, shall circulate an agenda to all members of the Department. In addition, with the agreement of the Executive Committee, the Chair may schedule additional departmental meetings with at least one week’s notice to the Department.

8.3 Department meetings shall follow Roberts Rules of Order. A quorum shall consist of a majority of the full-time faculty in the Department. There shall be action minutes of all department meetings. The Chair shall make a copy of these minutes available to the faculty as soon as is reasonably possible.

8.4 Elections (other than elections to fill vacated elected positions) shall be held during a regularly scheduled department meeting in May of each year. Elections to fill vacated positions shall be held at the next regularly scheduled meeting after the position becomes vacant, provided that there have been at least 5 business days between the position becoming vacant and the following meeting. Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one vote in all College and department elections.

8.5 All department elections shall be by secret ballot and shall follow the College Election Guidelines. The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall require a majority of the eligible voting faculty members in the Department (an "absolute majority"). If, after five ballots, no candidate for Chair receives an absolute majority then the candidate receiving the highest number of votes shall be recommended to the President of the College, who may accept or reject the recommendation. If after five ballots the vote for Chair results in a tie, the vote may be referred to the President, who shall be asked to break the tie. If, after 5 ballots for the P & B Committee, there are not four faculty members, then the Department may reopen the election or may refer the vote to the President. All other committees shall be chosen by a simple majority of the eligible faculty present and voting.

8.6 Meetings of the Department shall be chaired by the Chair of the Department or his or her designee unless he or she is a candidate for re-election at a meeting, in which case the election for Chair shall be chaired by the most senior faculty member in the Department who is not a candidate for Chair, seniority defined by years of service to the College.

8.7 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption and Amendment of the Bylaws

9.1 These Bylaws shall be adopted by an absolute majority of the permanent full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting at which a quorum of the full-time faculty who are eligible to vote is
present. The Bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the Bylaws, they shall take effect immediately.

9.2 These Bylaws shall be amended by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting at which a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Article 1: Title and Purpose
This document is the Bylaws of the Department of Protection Management at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of academic departments.

Article 2: Department Chair
2.1 The Chair of the Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the Chairperson’s term expires. The new Chair shall take office as of July 1 of the year in which he or she is elected.

2.3 The Chair shall appoint Deputy Chairs for a one year term, after consultation with the Departmental Committee on Faculty Personnel and Budget, for each undergraduate major.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall also approve any departmental budget proposals, and approve any expenditure plans for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly expenditure reports to the committee and the department.

3.4 The committee shall act as the search committee for each faculty search, and may designate one or more search committees to make recommendations to the Departmental Committee on Personnel and Budget.

Article 4: Departmental Committees
4.1 The Departmental Committee on Faculty Personnel and Budget shall also serve as the Committee on Student Grade Appeals as defined in Article I, Section 3.a.i of the Charter. The Chair of the Departmental Committee on Faculty Personnel and Budget shall also serve as chair of the Committee on Student Grade Appeals.

4.2 The Departmental Committee on Faculty Personnel and Budget shall also serve as the Departmental Curriculum Committee, as defined in Article I, Section 3.a.i of the Charter.

Article 5: Departmental Representatives
5.1 The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty
Senate, and the Committee on Undergraduate Curriculum and Academic Standards. Department representatives who serve on committees shall report back to the department on the work of their committees.

5.2 The faculty, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

**Article 6: Undergraduate Program Governance**
The Chair shall serve as or appoint a Deputy Chair for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter.

**Article 7: Departmental Policy**
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

**Article 8: Meetings, Elections and Voting**
8.1 The department holds faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled department meeting in May of each year. A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department or two full time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair shall schedule a meeting within 10 business days. Full time faculty is defined in Article I, Section 3.a.i of the Charter.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The department chair shall establish a schedule of meetings and circulate a proposed agenda at least 3 days before the meeting.

8.4 Department meetings shall follow Roberts Rules of Order.

8.5 Department elections shall follow the College Election Guidelines.

8.6 The election of the Chair and of the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department. If, after three ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after three ballots, the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.7 Candidates for all positions other than Chair may be nominated and/or voted for individually or as a slate of candidates.

8.8 There shall be action minutes of all department meetings.

8.9 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

**Article 9: Adoption of the Bylaws**
9.1 These Bylaws shall be adopted by an absolute majority of the of full-time members of
the Department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present.

9.2 The Bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

**Article 10: Amendments to the Bylaws**

10.1 These Bylaws shall be amended by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present.

10.2 The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
DEPARTMENT OF SCIENCES BYLAWS JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Article 1: Title and Purpose
This document is the Bylaws of the Department of Sciences at John Jay College of Criminal Justice, The City University of New York. Bylaws are required pursuant to Article II Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the Department of Sciences.

Article 2: Department Chair
2.1 The Chair of the Department shall be the executive officer. He or she must be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all voting members of the full-time, tenure track faculty of the Department, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees.

2.2 Elections shall be held in May of the year in which the chairperson's term expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected. The Chair may appoint, at his or her discretion, one or more deputy chairs to assist in the day to day operation and management of the Department and whose duties will be decided by the chair and the individual deputy.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Committee on Faculty Personnel and Budget shall be chaired by the Chair of the Department. In addition, the full-time faculty of the department, as defined in Charter Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Charter Article I, Section 3.a.i, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured.

3.2 The committee shall vote on all full-time faculty personnel actions. All actions require an absolute majority vote of the committee.

3.3 The Chair shall provide the committee with an annual assessment of the Department’s budget.

3.4 The committee, or a committee of full-time faculty designated by the Chair, shall act as the search committee for each faculty search and make recommendations to the Faculty Personnel and Budget Committee.

Article 4: Departmental Committees
4.1 The Department shall elect a Committee on Student Grade Appeals consisting of 5 full-time members of the faculty, as defined in Charter Article I, Section 3.a.i. Committee members shall serve a one year term. The Chair shall be elected by members of the Department.

4.2 The Department shall elect a Curriculum Committee consisting of 5 full-time members of the faculty, as defined in Charter Article I, Section 3.a.i. Committee members shall serve a one year term. The Chair shall be elected by members of the Department.

Article 5: Departmental Representatives
5.1 The Department shall elect representatives to College governance committees as provided by the charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards. These representatives shall report back to the faculty at Departmental meetings at the request of
the Chair.

5.2 The faculty by a majority vote at a Department meeting, may instruct the Department representatives to College committees as to how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the Department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Charter Article I, Section 9.j.

Article 7: Departmental Policy
Departmental policy may be established by vote of the full-time, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting. Alternatively, departmental policy may be established by the Departmental Committee on Faculty Personnel and Budget, provided however that the policy shall not take effect until the policy is placed on the agenda of the next scheduled department meeting when the faculty may vote to approve, modify or disapprove the policy. If the policy is approved at such a meeting, it takes effect.

Article 8: Meetings, Elections and Voting
8.1 The Department shall hold faculty meetings not less than twice each semester. Elections shall be held in May of each year and shall be announced in advance.

8.2 Each member of the full-time faculty, as defined in Charter Article I, Section 3.a.i, shall be allowed one (1) vote in all College and Departmental elections.

8.3 The election of the Chair and the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the Department. If, after three ballots, a candidate for any of these positions does not receive the necessary number of votes to fill a position, the Chair may decide whether to hold additional ballots or forward the name of the candidate receiving the highest number of votes, or in the case of a tied vote the names of the candidates on the ballot, to the President, who may accept or reject the submitted vote.

8.4 Candidates for all other positions may be nominated individually or as a slate of candidates, and the election may be by show of hands.

8.5 There shall be action minutes of all Department meetings.

8.6 All Elections and voting shall follow the election guidelines of the College.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute a majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter. The bylaws shall be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by vote of a majority plus one of the Department full-time, tenure track faculty in a noticed meeting where a quorum of the full-time, tenure track faculty is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
Adopted May 13, 2009 by unanimous vote of the faculty of the Department of Sciences, John Jay College of Criminal Justice, CUNY. Amended February 8, 2011 by unanimous vote of the faculty of the Department of Sciences, John Jay College of Criminal Justice, CUNY.
SEEK DEPARTMENT BYLAWS

Article 1: Title and Purpose
This document is the Bylaws of the SEEK Department at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article II, Section 3 of the College Charter. The purpose of the document is to define the governance, organization and operation of the academic department.

Article 2: Department Chair
The Chair of the SEEK Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be appointed by the President subject to approval by the CUNY Board of Trustees.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Departmental Committee on Faculty Personnel and Budget shall be chaired by the Chair of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

3.2 The committee shall vote on all full-time faculty personnel actions.

3.3 The committee shall also approve any departmental budget proposals, and approve any expenditure plans for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly expenditure reports to the committee and the department.

3.4 The committee shall act as the search committee for each faculty search, or may designate a search committee to make recommendations to the Departmental Committee on Personnel and Budget.

Article 4: Departmental Committees
4.1 The department shall elect a Committee on Student Grade Appeals consisting of 3 full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter.

4.2 The department shall elect a Curriculum Committee consisting of 5 full-time members of the faculty, as defined in Article I, Section 3.a.i of the Charter. SEEK joint faculty from Communications and Theatre Arts, English, Math must be members of this committee.

4.3 The department shall elect an Academic Review/Probation Committee consisting of both 5 full- and part-time members of the faculty and professional staff, as defined in Article I, Section 3.a.i of the Charter.

4.4 The department shall elect a SEEK Awards consisting of 5 full-time and part-time members of the faculty and professional staff, as defined in Article I, Section 3.a.i of the Charter.

4.5 All department committee members shall serve a one year term. Each department committee shall elect its own Chair.
Article 5: Departmental Representatives
5.1 The department shall elect representatives to college governance committees as provided by the Charter, including representatives to the College Council, the Faculty Senate, and, if the Chair does not serve, the Committee on Undergraduate Curriculum and Academic Standards.

5.2 The faculty, by vote at a department meeting, may instruct the department representatives to college committees as to how to vote on an upcoming issue.

Article 6: Undergraduate Program Governance
The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Article I, Section 9.j of the Charter. Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

Article 7: Departmental Policy
Departmental policy shall be established by vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular department meeting.

Article 8: Meetings, Elections and Voting
8.1 The department holds faculty meetings not less than four each semester. Elections shall be held during a regularly scheduled department meeting in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, shall be allowed one (1) vote in all College and departmental elections.

8.3 The department chair shall establish a schedule of meetings and circulate a proposed agenda at least 2 days before the meeting.

8.4 Department meetings shall follow Roberts Rules of Order.

8.5 Department elections shall follow the College Election Guidelines.

8.6 The election of the members of the Department Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the department.

8.7 Candidates for all positions other than Chair may be nominated and/or voted for individually or as a slate of candidates.

8.8 There shall be action minutes of all department meetings.

8.9 The annual evaluation of the Chair by the President and Provost shall be distributed to the faculty upon receipt by the Chair, and shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute majority of the of full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.
**Amendments to the Bylaws**

These Bylaws shall be amended by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.

Adopted February 22, 2011
The Department of Sociology at John Jay College offers programs designed to enhance students' knowledge of the nature and structure of society and its institutions from a sociological perspective. The Bachelor of Arts in Criminology offered by the department provides students with both traditional and groundbreaking theoretical and empirical understandings of the causes, consequences and processing of crimes. The Department plays a central role within the John Jay community in highlighting issues of key importance to the College's mission like the social construction of crime and the role of publics in the development of social control policies and practices. Committed to research, scholarship, teaching, and mentoring a diverse student population, our faculty consists of nationally and internationally prominent scholars in areas such as urban sociology, race and ethnic relations, theories of social control, juvenile delinquency, mass media and crime, domestic violence, penology, and drugs and society.

Article 1: Purpose
The purpose of the By-Laws of the Department of Sociology is to define the governance, organization and operation of the Department.

Article 2: Department Chair
2.1 The chair of the Sociology Department shall be the executive officer and shall undertake the duties set forth in Section 9.3 of the CUNY Bylaws. He or she shall be tenured, hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all full-time faculty of the department eligible to vote, as defined in Article I, Section 3.a.i of the Charter, subject to the approval of the President and the CUNY Board of Trustees. Elections shall be held in May of the year in which the chairperson's term expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected.

2.2 A Deputy Chair may be elected by vote of an absolute majority of the voting members of the department and the consent of the Chair. The Deputy Chair will serve for one year.

Article 3: Departmental Committee on Faculty Personnel and Budget
3.1 The Committee on Faculty Personnel and Budget shall be chaired by the Chair of the Department. In addition, the full-time faculty of the Department, as defined in Article I, Section 3.a.i of the Charter, shall elect four (4) full-time members of the faculty, as defined in Charter Article I, Section 3.a.i, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured.

3.2 The committee shall vote on all faculty personnel actions affecting full-time faculty. All actions require an absolute majority vote of the committee.

3.3 The committee shall also approve any departmental budget proposals, and approve any expenditure plan for funds allocated to the department including the department’s share of grant overhead monies. The Chair shall provide quarterly or semester expenditure reports to the committee and the department.

3.4 The committee shall act as the search committee for each faculty search, or may designate a search committee, to make recommendations to the Departmental Faculty Personnel Committee.

Article 4: Departmental Committees
4.1 Each departmental committee will consist of at least three members of the full-time faculty who will serve for a term of one year. The committee chair will be selected by those elected to the committee.

4.2 The Department shall elect a Committee on Student Grade Appeals consisting of full-time members of the faculty, as defined in Charter Article I, Section 3.a.i. The Chair of the Department shall not serve on any panel considering individual student grade appeals. The Department shall elect a Curriculum Committee consisting of full-time members of the faculty, as defined in Charter Article I, Section 3.a.i.

**Article 5: Departmental Representatives**

5.1 The Department shall elect representatives to college governance committees as provided by the charter, including representatives to the College Council, the Faculty Senate, and, if the Chair is does not serve, the Committee on Undergraduate Curriculum and Academic Standards. Department representatives who serve on committees shall report back to their department on the work of their committees.

5.2 The faculty by majority vote at a Department meeting, may instruct the Department representatives to college committees as to how to vote on an upcoming issue.

**Article 6: Undergraduate Program Governance**

The Chair shall serve as or appoint a coordinator for each of the undergraduate majors offered by the Department. Each coordinator shall serve on the Council of Undergraduate Program Coordinators as defined in Charter Article I, Section 9.j.

**Article 7: Departmental Policy**

Departmental policy may be established by a majority vote of the full-time faculty, as defined in Article I, Section 3.a.i of the Charter, at a regular meeting.

**Article 8: Meetings, Elections and Voting**

8.1 The Department shall hold faculty meetings not less than twice each semester. Elections shall be held in May of each year.

8.2 Each member of the full-time faculty, as defined in Article I, Section 3.a.i, shall be allowed one (1) vote in all College and Departmental elections.

8.3 The election of the Chair and the members of the Committee on Faculty Personnel and Budget shall be by secret ballot, and election shall require a majority of the eligible voting faculty members in the Department. If, after five ballots, a candidate does not receive the necessary number of vote for each position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. In the case of tie votes, the process will be repeated up to three times. If the situation is not resolved a new set of candidates will be selected, this can include those originally put forward. Candidates for all other positions may be nominated individually or as a slate of candidates, and the election may be by show of hands.

8.4 There shall be action minutes of all Department meetings.

8.5 A special meeting may also be called by a petition signed by at least 25% of the full time faculty of the department or two full time faculty members, whichever is more. Upon receipt of the faculty petition, the Chair shall schedule a meeting within 10 business days. Full time faculty is defined in Article I, Section 3.a.i of the Charter.
Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute majority of the full-time members of the department faculty, as defined in Article I, Section 3.a.i of the Charter, in a noticed meeting where a quorum of the full-time faculty who are eligible to vote is present. The bylaws shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by vote of an absolute majority of the Department full-time faculty in a meeting for which at least two weeks’ notice in advance has been given where a quorum of the full-time faculty is present. The amendment shall then be submitted to the Executive Committee of the College Council. When the Executive Committee of the College Council approves the amendment, it shall then be considered final and shall take effect immediately.
GRADUATE BYLAWS

MASTER OF SCIENCE IN FORENSIC COMPUTING PROGRAM BY-LAWS

Program Bylaws are required by Article III Section 1 of the College Charter. Such Bylaws shall be adopted by the faculty of the program and require review and approval by the Committee on Graduate Studies and the Executive Committee of the College Council.

Article 1: Title and Purpose
This document is the Bylaws of the Forensic Computing Program at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article III, Section 1 of the College Charter. The purpose of the Bylaws is to define the governance, organization and operation of the Forensic Computing Program.

Article 2: The Faculty
2.1 The faculty of the program is constituted pursuant to Article III Section 1 of the College Charter which provides that graduate program faculties shall consist of those members of the faculty who pursue an active research or creative agenda or have appropriate professional experience and meet other requirements as established in program Bylaws, and who have been nominated by the members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs.

2.2 There are two categories of faculty, Core Program Faculty and Associate Program Faculty. Core Program Faculty are full-time faculty as defined in Article I, Section 3.a.i of the Charter, who are recommended by the existing Core Program Faculty and/or are nominated by the faculty of the Committee on Graduate Studies and approved by the Provost. Any member of the Core Program Faculty may recommend an individual for admission to the Core Program Faculty. A recommendation is affirmed by majority vote of the Core Program Faculty, in which case the candidate is submitted to the Committee on Graduate Studies for its consideration. Core Program Faculty have full voting rights on program policies and the election of the Program Director. Membership in the Core Program Faculty is maintained by one or more of the following activities:
   a. Teaching courses within the program of study;
   b. Maintaining an active research program germane to Forensic Computing;
   c. Supervising related student theses and independent studies;
   d. Making substantive curricular contributions to existing program courses, laboratories, and formulating new ones; and
   e. Attending Forensic Computing faculty meetings and other functions on a regular basis.

2.3 The absence of all such activity within 24 months, as determined by the Program Director, may result in the faculty membership lapsing, with membership renewal upon renomination following the above Core Program Faculty protocol.

2.4 Associate Program Faculty are full-time faculty, adjuncts, and other professionals, who have limited participation in the program and do not have voting rights. Any member of the Core Program Faculty may nominate an individual for admission to the Associate Program Faculty. Nomination is affirmed by majority vote of the Core Program Faculty, in which case a positive recommendation is made to the Committee on Graduate Studies.

Article 3: Program Director
3.1 The Program Director shall be nominated and elected by vote of the Core Program Faculty to a three-year term of office, subject to approval by the Provost and Senior Vice
President for Academic Affairs. The Program Director shall serve on the Committee on Graduate Studies. Program elections must follow the College’s Election Guidelines which are issued by the Provost’s Office each academic year.

3.2 The Program Director shall be evaluated annually by the Dean of Graduate Studies, based on criteria established in consultation with the members of the faculty of the Committee on Graduate Studies. The Program Director can be removed by the President for cause. The responsibilities of the Program Director, include:

- a. Provide vision and leadership for the graduate program, its faculty and students;
- b. Represent the master’s program before the Department Chair or Chairs and relevant committees;
- c. Administer the process of identifying new faculty to teach graduate program courses and propose them to the faculty representatives of the Committee on Graduate Studies for approval;
- d. Convene the graduate program faculty for regular meetings;
- e. Develop and seek program faculty approval for program policies and procedures;
- f. Conduct regular review of the functioning of appointed faculty relative to the Bylaws;
- g. Suggest amendments and updating to the Bylaws, as necessary;
- h. Oversee academic advisement for program students;
- i. Oversee and manage a thesis option for program students;
- j. Develop the schedule of courses;
- k. Direct the development of regular program review studies;
- l. Coordinate the ongoing review and enhancement of the curriculum, along with the revision of and development of courses subject to approval by the Committee on Graduate Studies and the College Council;
- m. Participate in the admissions process;
- n. Offer student activities and services related to the program.

3.3 In the event that a Program Director is unable or unfit to fulfill the duties of office, the Dean of Graduate Studies shall summon within one month a meeting of the Core Program Faculty to select a candidate who will serve as a director to complete the preceding director’s term of office. The Dean of Graduate Studies may appoint an interim director until a program director is elected.

Article 4: Curriculum and Degree Requirements
Curriculum proposals shall be initiated through an action of the Core Program Faculty and submitted to the Committee on Graduate Studies and the College Council for review and approval.

Article 5: Program Operational Rules and Guidelines
The Program Director shall develop operating rules and guidelines relating to the ongoing operation of the program and provision of services to students. The rules must be approved by a majority of the Core Program Faculty present and voting at a regularly scheduled meeting, and may be amended by a majority of the Core Program Faculty present and voting at a regularly scheduled meeting.

Article 6: Course Schedules
The Program Director shall develop and maintain a multi-year cycle of anticipated course offerings, and will make every reasonable effort to schedule such courses in the semester indicated, with a sufficient number of sections. The development of the schedule each semester is the responsibility of the Program Director. Implementation of the schedule is a shared responsibility with one or more Department Chairs.
Article 7: Admission and Certification of Students
The Core Program Faculty shall establish and maintain selective requirements for admission into the Program, subject to review by the Committee on Graduate Studies and the College Council. The Director will form an admissions committee comprised of Core Program Faculty to review applications and accept students. The admissions committee shall be comprised of the Program Director and three other members of the Core Faculty who are elected by majority vote of the Core Faculty to one year terms.

Article 8: Meetings, Elections and Voting
8.1 The program shall hold faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled meeting in May 2010 and thereafter on the third Friday of March of each year. The Program Director and committee members will take office on July 1 of the year in which they are elected.

8.2 Each member of the Core Program Faculty shall be allowed one (1) vote in all program elections. Electronic balloting for elections is not permitted.

8.3 The Program Director shall establish a schedule of meetings and circulate a proposed agenda at least seven (7) days before the meeting.

8.4 Program meetings shall follow Roberts’ Rules of Order.

8.5 Program elections shall follow the College Election Guidelines.

8.6 The election of the Program Director shall be by secret ballot, and election shall require a majority vote of the Core Program Faculty. Electronic balloting is not permitted. If, after three (3) ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after three (3) ballots the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.7 Candidates for all positions other than Program Director may be nominated and/or voted for individually or as a slate of candidates. Electronic balloting is not permitted.

8.8 There shall be action minutes of all program meetings.

8.9 The annual evaluation of the Program Director by the Dean of Graduate Studies shall be distributed to the Core Program Faculty upon receipt by the Program Director, and shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute majority of the Core Program Faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The Bylaws shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the Bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended only by an absolute majority of the Core Program Faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the amendment, it shall take effect immediately.
Article 1: Title and Purpose
These are the by-laws of the master's degree program in criminal justice of John Jay College of Criminal Justice (hereinafter the M.A. program). They define the responsibilities of the program director, the powers of the faculty comprising the program, and the procedures for administering the program.

Article 2: Faculty
2.1 General Considerations: The faculty of the program is constituted pursuant to Article III, Section 1 of the College Charter, which provides that graduate programs shall consist of those members of the faculty who pursue an active or creative research agenda or have appropriate professional experience and meet other requirements as established in program Bylaws, and who have been nominated by members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs.

2.2 Core Faculty: Individuals who are full-time faculty, as defined in Article I, Section 3.a.i of the Charter and who have been selected by the Committee on Graduate Studies and the Provost as members of the graduate faculty in criminal justice are core members of the faculty provided they have taught in the program in at least one semester during the preceding three years or are scheduled to teach in one of the following two semesters. Individuals meeting these criteria are hereafter termed the “core faculty.”

2.3 Associate Faculty: Individuals who serve as adjuncts and who have been selected by the Committee on Graduate Studies as part-time members of the graduate faculty in criminal justice are associate faculty members of the faculty provided they have taught in the program in at least one semester during the preceding three years or, having been elected to the faculty, are scheduled to teach in one of the following two semesters. Associate faculty members do not have voting rights.

2.4 Faculty Governance: The core faculty is the policy-making body for the program. The program director is to carry out the responsibilities specified in Article 3, Section 7 in accordance with the directives established by the core faculty.

2.5 Regular Program Meetings: The program director shall convene at least two faculty meetings, hereafter called “program meetings,” per academic year, one in the fall semester, one in the spring semester. In the years in which a program director is to be nominated by the faculty, the spring semester program meeting is to be in March.

2.6 Special Program Meetings: If ten or more faculty members petition for a special faculty meeting, a meeting shall be convened within two weeks of the date the petition is delivered to the program director to discuss issues raised in the petition.

2.7 Eligibility to Participate in Program Meetings: Voting eligibility in faculty meetings is limited to members of the core faculty. Associate faculty may attend faculty meetings and participate in debates but have no vote.


2.9 Action Minutes: There shall be action minutes of all program meetings.

2.10 Secret Ballots at Program Meetings: All voting in faculty meetings shall be by secret ballot.
unless there is unanimous voice agreement, with respect to a specific issue, that votes can be cast by a show of hands.

Article 3: Program Director
3.1 General Requirement: The Program Director shall be nominated by vote of the core program faculty of each program to a three-year term of office, subject to approval by the Provost and Senior Vice-President for Academic Affairs. Program Directors shall serve on the Committee on Graduate Studies. Program elections must follow the College’s Election Guidelines, which are issued by the Provost’s Office each academic year.

3.2 A Single Program Director: The program shall have only one Program Director, who shall serve as a voting member of the Committee of Graduate Studies.

3.3 Annual Evaluation of the Program Director: The program director shall be evaluated annually by the Dean of Graduate Studies, based on criteria established by members of the Committee on Graduate Studies. Program directors can be removed by the president for cause.

3.4 Triennial Elections: The first election for the position of Program Director shall be held in March 2010. Elections will be held in March for the position every three years thereafter.

3.5 Terms of Office: The Program Director’s term of office shall begin on the first day of July following an election and shall continue for three years thereafter.

3.6 Election Procedures: Program elections must follow the College’s Election Guidelines, which are issued by the Provost’s Office each academic year.

3.7 Responsibilities of the Program Director: In accordance with the terms of Articles 1 and 2, the program director shall (a) draw up schedules for teaching in the graduate program, (b) propose new courses of instruction within the program, (c) make nominations in the Committee on Graduate Studies for membership in the program, (d) provide students with academic advice, (e) consult with the Dean of Graduate Studies and the Committee on Graduate Studies concerning the program’s management, and (f) carry out all other responsibilities assigned by the program faculty.

3.8 Vacancy: In the event that the program director is unable to fulfill the duties of his or her office, the Dean of Graduate Studies shall summon within one month a meeting of the program faculty to select a candidate who will serve as director to complete the preceding director’s term of office.

3.9 Interim Director: In the event that a program director is not selected pursuant to the terms of this Article to begin service by July 1st in the period following an election or in the event that a program director is unable to fulfill the term of his or her office, the Dean of Graduate Studies may appoint an interim director. If the interim director is appointed during the summer, a meeting to nominate candidates for the directorship must be held in September, and an election must be conducted within a week of the meeting pursuant to the terms of this Article. If the interim director is appointed at any other time, a meeting to nominate a new director must be held within one month of the interim director’s appointment, and an election must be conducted within a week of the meeting pursuant to the terms of this Article.

3.10 Term Limits for the Program Director: No program director may serve no more than three full terms of office.

Article 4: Amendment
These bylaws shall be amended by agreement of a majority vote of the core faculty. The amendment shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the amendment, it shall take effect
Article 5: Ratification
These bylaws shall be deemed ratified by a majority vote of the core faculty, conducted in accordance with the College’s Election Guidelines as specified in Article 3, Section 1. The bylaws shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the bylaws, they shall take effect immediately.

Adopted December 22, 2009
Modified November 3, 2010
Article 1: Title and Purpose
This document is the Bylaws of the Forensic Mental Health Counseling Master’s Degree Program at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article III, Section 1 of the College Charter. The purpose of the Bylaws is to define the governance, organization and operation of the Forensic Mental Health Counseling Master’s Degree Program.

Article 2: The Faculty
The faculty of the Forensic Mental Health Counseling Master’s Degree program is constituted pursuant to Article III Section 1 of the College Charter which provides that graduate program faculties shall consist of those members of the faculty who pursue an active research or creative agenda or have appropriate professional experience and meet other requirements as established in program Bylaws, and who have been nominated by the members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs.

a. The Core Program Faculty consists of those approved full-time faculty members at John Jay College, as defined in Article I, Section 3.a.i of the Charter, who have taught in the MA program and/or supervised theses or Independent Study.

b. The Associate Program Faculty, without voting rights on Program policies and the election of the Director, consists of adjuncts who teach courses in the Program, and full-time faculty who have limited participation in the Program and who have not taught a Program course or mentored Program students. Associate Program Faculty may be recommended to the Committee on Graduate Studies by the Program Director, subject to the review of the Core Program Faculty, and as per the above first paragraph in this Article.

Article 3: Program Director
3.1 The Program Director shall be nominated and elected by vote of the Core Program Faculty of each program to a three-year term of office, subject to approval by the Provost and Senior Vice President for Academic Affairs. Program Directors shall serve on the Committee on Graduate Studies. Program elections must follow the College’s Election Guidelines, which are issued by the Provost’s Office each academic year. The Program Director shall serve as the voting member of the Committee of Graduate Studies.

3.2 Program Directors shall be evaluated annually by the Dean of Graduate Studies, based on criteria established in consultation with the members of the faculty of the Committee on Graduate Studies. Program Directors can be removed by the President for cause.

The responsibilities of the Program Director include, but not limited to, the following:

a. Consult with, and be advised by, the Program Faculty of the program.

b. Represent the Master’s program before the Department Chair or Chairs and relevant committees;

c. Convene the graduate program faculty for regular meetings;

d. Develop and seek program faculty approval for program policies and procedures;

e. Conduct a regular review of the functioning of the faculty relative to the Bylaws, and suggest amendments and updating as necessary;

f. Direct the development of regular program review studies;

g. Coordinate the ongoing review and enhancement of the curriculum, along with the revision of and development of courses subject to approval by the Committee on Graduate Studies and the College Council;

h. Develop the schedule of courses in coordination with other Psychology
Department schedules and programs;

i. Provide vision and leadership for the graduate program, its faculty and students;

j. Participate in the admissions process;

k. Oversees academic advisement to all students who should need it.

l. Oversee and manage an externship option for program students;

m. Make the final decision on whether a student is allowed to pursue the thesis track option.

n. Keep students updated on events and employment opportunities related to the Program.

o. Administer the process of identifying new faculty to teach graduate program courses and propose them to the faculty representatives of the Committee on Graduate Studies for approval;

3.3 In the event that the Program Director is unable or unfit to fulfill the duties of office, the Dean of Graduate Studies shall summon within one month a meeting of the Core Program Faculty to select a candidate who will serve as director to complete the preceding director’s term of office. The Dean of Graduate Studies may appoint an interim director until a program director is elected.

Article 4: Curriculum and Degree Requirements
Curriculum proposals shall be initiated through an action of the Program Faculty and submitted to the Committee on Graduate Studies and the College Council for review and approval.

Article 5: Program Operational Rules and Guidelines
5.1 The Program Director shall develop and approve operating rules and guidelines relating to the ongoing operation of the program and provision of services to students. The rules must be approved by a majority of the Core Program Faculty present and voting at a regularly scheduled meeting, and may be amended by a majority of the Core Program Faculty present and voting at a regularly scheduled meeting.

5.2 Actions by the Program Faculty require approval of the majority of all members of the Program Faculty present at a scheduled Program Faculty meeting, at which there is a quorum. A quorum shall consist of more than half the members of the Core Program Faculty. Adjunct faculty is excluded from the voting process.

Article 6: Course Schedules
The Program Director shall develop and maintain a multi-year cycle of anticipated course offerings, and will make every reasonable effort to schedule such courses in the semester indicated, with a sufficient number of sections. The development of the schedule each semester is the responsibility of the Program Director. Implementation of the schedule is a shared responsibility with the Department Chair.

Article 7: Admission and Certification of Students
The Core Program Faculty shall establish and maintain minimum requirements for admission into the Program, subject to review by the Committee on Graduate Studies and the College Council. The Program Director may admit any student to the Program meeting those requirements, and is responsible for all final decisions regarding admission. Exceptions to the standard admissions requirements must be approved by the Program Director.

Article 8: Meetings, Elections and Voting
8.1 The program shall hold faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled meeting in May. The Program Director will take office on July 1 of the year in which he or she is elected.

8.2 Each member of the Core Program Faculty shall be allowed one (1) vote in all program elections.

8.3 The Program Director shall establish a schedule of meetings and circulate a proposed agenda at least 7 days before the meeting.

8.4 Program meetings shall follow Roberts’ Rules of Order.

8.5 Program elections shall follow the College Election Guidelines.

8.6 The election of the Program Director shall be by secret ballot, and election shall require a majority vote of the Core Program Faculty. If, after 5 ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after 5 ballots the vote for a position results in a tie, the President of the College may be requested to break the tie.

8.7 Candidates for all positions other than Program Director may be nominated and/or voted for individually or as a slate of candidates.

8.8 There shall be action minutes of all program meetings.

8.9 The annual evaluation of the Program Director by the Dean of Graduate Studies shall be distributed to the Core Program Faculty upon receipt by the Program Director, and shall be placed on the agenda of the next faculty meeting for discussion.

**Article 9: Adoption of the Bylaws**

These Bylaws shall be adopted by an absolute majority of the Core Program Faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The Bylaws shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the Bylaws, they shall take effect immediately.

**Article 10: Amendments to the Bylaws**

These Bylaws shall be amended by an absolute majority of the Core Program Faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the amendment, it shall take effect immediately.
Article 1: Title and Purpose
This document is the Bylaws of the Forensic Psychology Master’s Degree Program at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article III, Section 1 of the College Charter. The purpose of the Bylaws is to define the governance, organization and operation of the Forensic Psychology Master’s Degree Program.

Article 2: The Faculty
The faculty of the Forensic Psychology Master’s Degree program is constituted pursuant to Article III Section 1 of the College Charter which provides that graduate program faculties shall consist of those members of the faculty who pursue an active research or creative agenda or have appropriate professional experience and meet other requirements as established in program Bylaws, and who have been nominated by the members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs.

a. The Core Program Faculty consists of those approved full-time faculty members at John Jay College, as defined in Article I, Section 3.a.i of the Charter, who have taught in the MA program and/or supervised theses or Independent Study.

b. The Associate Program Faculty, without voting rights on Program policies and the election of the Director, consists of adjuncts who teach courses in the Program, and full-time faculty who have limited participation in the Program and who have not taught a Program course or mentored Program students. Associate Program Faculty may be recommended to the Committee on Graduate Studies by the Program Director, subject to the review of the Core Program Faculty, and as per the above first paragraph in this Article.

Article 3: Program Director
3.1 The Program Director shall be nominated and elected by vote of the Core Program Faculty of each program to a three-year term of office, subject to approval by the Provost and Senior Vice President for Academic Affairs. Program Directors shall serve on the Committee on Graduate Studies. Program elections must follow the College’s Election Guidelines, which are issued by the Provost’s Office each academic year.

a. The Program Director shall serve as the voting member of the Committee of Graduate Studies.

3.2 Program Directors shall be evaluated annually by the Dean of Graduate Studies, based on criteria established in consultation with the members of the faculty of the Committee on Graduate Studies. Program Directors can be removed by the President for cause.

The responsibilities of the Program Director include, but not limited to, the following:

a. Consult with, and be advised by, the Program Faculty of the program.

b. Represent the Master’s program before the Department Chair or Chairs and relevant committees;

c. Convene the graduate program faculty for regular meetings;

d. Develop and seek program faculty approval for program policies and procedures;

e. Conduct a regular review of the functioning of the faculty relative to the Bylaws, and suggest amendments and updating as necessary;

f. Direct the development of regular program review studies;

g. Coordinate the ongoing review and enhancement of the curriculum, along with the revision of and development of courses subject to approval by the Committee on Graduate Studies and the College Council;

h. Develop the schedule of courses in coordination with other Psychology Department schedules and programs;
i. Provide vision and leadership for the graduate program, its faculty and students;

j. Participate in the admissions process;

k. Oversees academic advisement to all students who should need

l. Oversee and manage an externship option for program

m. Make the final decision on whether a student is allowed to pursue the thesis

n. Keep students updated on events and employment opportunities related to the

o. Administer the process of identifying new faculty to teach graduate program courses

and propose them to the faculty representatives of the Committee on Graduate

Studies for approval;

3.3 In the event that the Program Director is unable or unfit to fulfill the duties of office,
the Dean of Graduate Studies shall summon within one month a meeting of the Core
Program Faculty to select a candidate who will serve as director to complete the preceding
director’s term of office. The Dean of Graduate Studies may appoint an interim director until
a program director is elected.

Article 4: Curriculum and Degree
Requirements
Curriculum proposals shall be initiated through an action of the Program Faculty and
submitted to the Committee on Graduate Studies and the College Council for review and
approval.

Article 5: Program Operational Rules and Guidelines
5.1 The Program Director shall develop and approve operating rules and guidelines relating
to the ongoing operation of the program and provision of services to students. The rules must be
approved by a majority of the Core Program Faculty present and voting at a regularly scheduled
meeting, and may be amended by a majority of the Core Program Faculty present and voting at a
regularly scheduled meeting.

5.2 Actions by the Program Faculty require approval of the majority of all members of the
Program Faculty present at a scheduled Program Faculty meeting, at which there is a quorum. A
quorum shall consist of more than half the members of the Core Program Faculty. Adjunct faculty is
excluded from the voting process.

Article 6: Course Schedules
The Program Director shall develop and maintain a multi-year cycle of anticipated course offerings,
and will make every reasonable effort to schedule such courses in the semester indicated, with a
sufficient number of sections. The development of the schedule each semester is the
responsibility of the Program Director. Implementation of the schedule is a shared responsibility
with the Department Chair.

Article 7: Admission and Certification of Students
The Core Program Faculty shall establish and maintain minimum requirements for admission
into the Program, subject to review by the Committee on Graduate Studies and the College
Council. The Program Director may admit any student to the Program meeting those requirements,
and is responsible for all final decisions regarding admission. Exceptions to the standard admissions requirements must be approved by the Program
Director.

Article 8: Meetings, Elections and Voting
8.1 The program shall hold faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled meeting in May. The Program Director will take office on July 1 of the year in which he or she is elected.

8.2 Each member of the Core Program Faculty shall be allowed one (1) vote in all program elections.

8.3 The Program Director shall establish a schedule of meetings and circulate a proposed agenda at least 7 days before the meeting.

8.4 Program meetings shall follow Roberts’ Rules of Order.

8.4 Program elections shall follow the College Election Guidelines.

8.5 The election of the Program Director shall be by secret ballot, and election shall require a majority vote of the Core Program Faculty. If, after 5 ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after 5 ballots the vote for a position results in a tie, the President of the College may be requested to break the tie.

8.6 Candidates for all positions other than Program Director may be nominated and/or voted for individually or as a slate of candidates.

8.7 There shall be action minutes of all program meetings.

8.8 The annual evaluation of the Program Director by the Dean of Graduate Studies shall be distributed to the Core Program Faculty upon receipt by the Program Director, and shall be placed on the agenda of the next faculty meeting for discussion.

**Article 9: Adoption of the Bylaws**

These Bylaws shall be adopted by an absolute majority of the Core Program Faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The Bylaws shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the Bylaws, they shall take effect immediately.

**Article 10: Amendments to the Bylaws**

These Bylaws shall be amended by an absolute majority of the Core Program Faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the amendment, it shall take effect immediately.
Article 1: Title and Purpose
These are the by-laws of the master’s degree program in international crime and justice of John Jay College of Criminal Justice, City University of New York. By-laws are required pursuant to Article III, Section 1 of the College Charter. The purpose of the Bylaws is to define the governance, organization and operation of the MA in International Crime and Justice Program.

Article 2: Faculty
2.1 The faculty of the program is constituted pursuant to Article III, Section 1 of the College Charter, which provides that graduate programs shall consist of those members of the faculty who pursue an active or creative research agenda or have appropriate professional experience and meet other requirements as established in program Bylaws, and who have been nominated by members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs.

2.2 The MA in International Crime and Justice Program Faculty consists of Core and Associate Faculty. Core Program Faculty must be full-time faculty who have taught an ICJ discipline course in the program in at least one semester during the preceding three years or are scheduled to teach in one of the following two semesters, and as defined in Article I, Section 3.a.i of the Charter, are nominated by members of the faculty of the Committee on Graduate Studies, subject to the approval of the Provost. They have full voting rights on program policies and the election of the program director. Associate Faculty are full time faculty and adjuncts who do not meet the requirements for Core Faculty but teach occasionally in the program (core courses or electives) or supervise theses. Visiting faculty may be considered for Associate Faculty status upon approval of the majority of the Core Faculty. Associate Faculty have limited participation in the program and do not have voting rights.

Article 3: Program Director
3.1 The Program Director shall be nominated and elected by vote of the core program faculty to a three-year term of office, subject to approval by the Provost and Senior Vice-President for Academic Affairs. The Program Director shall serve on the Committee on Graduate Studies. Program elections must follow the College’s Election Guidelines.

3.2 The program shall have only one Program Director, who shall serve as a voting member of the Committee of Graduate Studies.

3.3 The Program Director shall be evaluated annually by the Dean of Graduate Studies, based on criteria established by members of the Committee on Graduate Studies. Program directors can be removed by the President for cause.

3.4 The Program Director must be a member of the core faculty. The Program Director may appoint a Deputy Director within the Core Faculty, who will assist the Program Director in carrying out his/her duties.

3.5 In accordance with the terms of Articles 1 and 2, and in consultation with the Core Faculty when appropriate, the program director has the following responsibilities:
   a. Provide vision and leadership for the graduate program, its faculty and students;
   b. Represent the master’s program before the Department Chair or Chairs and relevant committees;
   c. Administer the process of identifying new faculty to teach graduate program courses and propose them to the faculty representatives of the Committee
on Graduate Studies for approval;

d. Chair the Curriculum Committee, and as such coordinate the ongoing review and enhancement of the curriculum, along with the revision of and development of courses subject to approval by the Committee on Graduate Studies and the College Council;

e. Convene the graduate program faculty for regular meetings, at least once a semester;

f. Develop and seek program faculty approval for program policies and procedures;

g. Conduct a regular review of the functioning of the faculty relative to the Bylaws, and suggest amendments and updating as necessary;

h. Oversee orientation and academic advisement for program students;

i. Oversee and manage the thesis, internship and comprehensive exam tracks of the program;

j. Oversee and manage the foreign language proficiency graduation requirement;

k. Develop the schedule of courses;

l. Direct the development of regular program review studies;

m. Chair the Admissions Committee, and monitor the quantity and quality of students who are admitted as well as drop out of the program;

n. Offer student activities and services related to the program;

o. Oversee the marketing of the program, including but not limited to mailings and open houses, interviews and correspondence with prospective students; and

p. Carry out all other responsibilities assigned by the program faculty.

3.6 In the event that the program director is unable or unfit to fulfill the duties of office, the Dean of Graduate Studies shall summon within one month a meeting of the core program faculty to select a candidate who will serve as director to complete the preceding director’s term of office. The Dean of Graduate Studies may appoint an interim director until a program director is elected.

3.7 No program director may serve more than three consecutive full terms of office.

Article 4: Curriculum and Degree Requirements
There shall be a Curriculum Committee, chaired by the Program Director and composed of three members from the core faculty elected for a three year term. Curriculum proposals shall be initiated through an action of the Program Faculty, reviewed and approved by the Program Curriculum Committee and submitted to the Committee on Graduate Studies and the College Council for review and approval.

Article 5: Program Operational Rules and Guidelines
The Program Director shall develop operating rules and guidelines relating to the ongoing operation of the program and provision of services to students. The rules must be approved by a majority of the Core Program Faculty present and voting at a regularly scheduled meeting, and may be amended by a majority of the core program faculty present and voting at a regularly scheduled meeting.

Article 6: Course Schedules
The Program Director shall develop and maintain a multi-year cycle of anticipated course offerings, and will make every reasonable effort to schedule such courses in the semester indicated, with a sufficient number of sections. The development of the schedule each semester is the responsibility of the Program Director, in consultation with the Vice President for Enrollment Management. Implementation of the schedule is a shared responsibility with Department Chairs.

Article 7: Admission and Certification of Students
7.1 The Core Program Faculty shall establish and maintain minimum requirements for admission into the Program, subject to review by the Committee on Graduate Studies and the College Council. An Admissions Committee shall be established, chaired by the Program Director and composed of two additional members of the core faculty, elected for a three year term. A majority of the faculty of the Admissions Committee must agree to any admission decision.

7.2 Exceptions to the standard admissions requirements must be approved by the Program Director.

Article 8: Meetings, Elections and Voting
8.1 The program shall hold faculty meetings not less than once each semester. Nominations for Program Director shall be submitted in writing by any member of the Program Faculty to the Dean of Graduate Studies, who shall forward the list to the Core Faculty. Elections shall be held during a regularly scheduled meeting in May 2010 and thereafter in March or April. The Program Director will take office on July 1 of the year in which he or she is elected. The members of the Curriculum and Admissions Committees will take office on September 1 of the year in which they were elected.

8.2 Each member of the core program faculty shall be allowed one (1) vote in all program elections.

8.3 The Program Director shall establish a schedule of meetings and circulate a proposed agenda at least ten days before the meeting.

8.4 Program meetings shall follow Roberts' Rules of Order.

8.5 If a third or more core faculty members petition for a special faculty meeting, a meeting shall be convened within two weeks of the date the petition is delivered to the program director to discuss issues raised in the petition.

8.6 Program elections shall follow the College Election Guidelines.

8.7 All voting in faculty meetings shall be by secret ballot unless there is unanimous voice agreement, with respect to a specific issue, that votes can be cast by a show of hands. However, the election of the Program Director shall be by secret ballot only, and election shall require a majority vote of the core program faculty. Candidates for all positions other than Program Director may be nominated and/or voted for individually or as a slate of candidates.

8.8 There shall be action minutes of all program meetings.

8.9 The annual evaluation of the Program Director by the Dean of Graduate Studies shall be distributed to the program faculty upon receipt by the Program Director, and shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption of the Bylaws
These bylaws shall be adopted by an absolute majority vote of the core faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The bylaws must then be submitted to the Committee on Graduate Studies and Executive Committee of the College Council. When the Committee on Graduate Studies and the Executive Committee of the College Council approve the bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These bylaws shall be amended by an absolute majority vote of the core faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The amendment
must then be submitted to the Committee on Graduate Studies and the Executive Committee of the College Council. When the Committee on Graduate Studies and the Executive Committee of the College Council approve the amendment, it shall take effect immediately.

Adopted by the ICJ MA Governance Committee on November 23, 2010
PROTECTION MANAGEMENT GRADUATE PROGRAM BYLAWS

Article 1: Title and Purpose
This document is the Bylaws of the Protection Management Program at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article III, Section 1 of the College Charter. The purpose of the Bylaws is to define the governance, organization and operation of the Protection Management Program.

Article 2: The Faculty
2.1 The faculty of the program is constituted pursuant to Article III Section 1 of the College Charter which provides that graduate program faculties shall consist of those members of the faculty who pursue an active research or creative agenda or have appropriate professional experience and meet other requirements as established in program Bylaws, and who have been nominated by the members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs.

2.2 The Core Program Faculty of the Protection Management Program are full-time faculty members, as defined in Article I, Section 3.a.i of the Charter, who are teaching at least one section of a required course with the Public Administration (PAD) designation within the Protection Management curriculum or a course with the Protection Management (PMT) designation. If a full-time faculty member is not currently teaching a course meeting either of the aforementioned requirements, they must have taught at least two sections of a course meeting either of the those requirements during the prior two year period to maintain their status as a Core Faculty Member. Core faculty are subject to the approval of the Graduate Studies Committee and the Provost. The Core Faculty can vote to recommend candidates to the Graduate Studies Committee for consideration.

2.3 Associate Members of the Protection Management Program are adjunct faculty who are teaching at least one course meeting the aforementioned PMT or PAD requirements. If an adjunct faculty member is not currently teaching a course meeting either of the aforementioned requirements, they must have taught at least two sections of a course meeting either of those requirements during the prior two year period to maintain their status as an Associate Faculty Member. Fulltime faculty who pursue an active research or creative agenda or have appropriate professional experience can be associate members.

2.4 The Director shall maintain a list of Core Program and Associate Faculty, and shall update the list every semester.

Article 3: Program Director
3.1 The Program Director shall be nominated and elected by vote of the Core program faculty of each program to a three-year term of office, subject to approval by the Provost and Senior Vice President for Academic Affairs. Program Directors shall serve on the Committee on Graduate Studies. Program elections must follow the College’s Election Guidelines which are issued by the Provost's Office each academic year.

3.2 Program Directors shall be evaluated annually by the Dean of Graduate Studies, based on criteria established in consultation with the members of the faculty of the Committee on Graduate Studies. Program Directors can be removed by the President for cause. The responsibilities of the Program Director shall include, but not be limited to, the following:

a. Provide vision and leadership for the graduate program, its faculty and students;
b. Represent the master’s program before the Department Chair or Chairs and relevant committees;
c. Administer the process of identifying new faculty to teach graduate program courses and
propose them to the faculty representatives of the Committee on Graduate Studies for approval;

d. Convene the graduate program faculty for regular meetings;

e. Develop and seek program faculty approval for program policies and procedures;

f. Oversee academic advisement for program students;

g. Oversee and manage a thesis option for program students;

h. Develop the schedule of courses;

i. Direct the development of regular program review studies;

j. Coordinate the ongoing review and enhancement of the curriculum, along with the revision of and development of courses subject to approval by the Committee on Graduate Studies and the College Council;

k. Participate in the admissions process

3.3 In the event that the Program Director is unable or unfit to fulfill the duties of the office, the Dean of Graduate Studies shall summon within one month a meeting of the Core program faculty to select a candidate who will serve as director to complete the preceding director’s term of office. The Dean of Graduate Studies may appoint an interim director until a program director is elected.

Article 4: Curriculum and Degree Requirements

4.1 Curriculum proposals shall be initiated through an action of the Core Program Faculty and submitted to the Committee on Graduate Studies and the College Council for review and approval.

4.2 Full time and adjunct faculty teaching required and specialization courses in the PMT program shall teach, but not be limited to, a set of academic competencies assigned to each course, as approved by a majority vote of the PMT Program Faculty, subject to approval of the Committee of Graduate Studies and the College Council. Core Program Faculty, Associate Program Faculty, and the Director may propose changes to the set of academic competencies, subject to approval of the Committee of Graduate Studies and the College Council. Changes to the competencies shall be approved by a majority vote of the PMT program faculty.

4.3 The Director, Core PMT Program Faculty, or PMT adjunct faculty may propose changes in course offerings and degree requirements. The Director shall submit proposals approved by a majority vote of the Core PMT Program Faculty to the Committee on Graduate Studies for approval. This applies to 1) changes in the admissions and degree requirements of the PMT Program; 2) all new courses proposed for designation as Protection Management (PMT); 3) all changes to Protection Management (PMT) courses; and, 4) all experimental courses designated as PMT 8XX. These changes are subject to approval of the College Council.

Article 5: Program Operational Rules and Guidelines

The Program Director shall develop and approve operating rules and guidelines relating to the ongoing operation of the program and provision of services to students. The rules must be approved by a majority of the Core Program Faculty present and voting at a regularly scheduled meeting, and may be amended by a majority of the Core program faculty present and voting at a regularly scheduled meeting.

Article 6: Course Schedules

The Program Director shall endeavor to develop and maintain a multi-year cycle of anticipated course offerings, and will make every reasonable effort to schedule such courses in the semester indicated, with a sufficient number of sections. The development of the schedule each semester is the responsibility of the Program Director. Implementation of the schedule is a shared responsibility with one or more Department Chairs.
Article 7: Admission and Certification of Students
The Core Program Faculty shall establish and maintain minimum requirements for admission into the Program, subject to review by the Committee on Graduate Studies and the College Council. The Office of Graduate Admissions of the College may admit any student to the Program meeting those requirements.

Article 8: Meetings, Elections and Voting
8.1 The program shall hold faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled meeting in April. The Program Director will take office on July 1 of the year in which he or she is elected.

8.2 Each member of the Core program faculty shall be allowed one (1) vote in all program elections.

8.3 The Program Director shall establish a schedule of meetings and circulate a proposed agenda before the meeting.

8.4 Program meetings shall follow Roberts’ Rules of Order.

8.5 Program elections shall follow the College Election Guidelines.

8.6 The election of the Program Director shall be by secret ballot, and election shall require a majority vote of the Core program faculty. If, after three ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after three ballots the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.7 Action by the PMT Program Faculty requires approval of the majority of all members of the Core PMT Program Faculty.

8.8 The Director shall submit to the Committee on Graduate Studies and the College Council all proposals requiring their approval.

8.9 There shall be action minutes of all program meetings.

8.10 The annual evaluation of the Program Director by the Dean of Graduate Studies shall be distributed to the Core program faculty upon receipt by the Program Director, and shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute a majority of the Core program faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The Bylaws must then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the Bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by an absolute a majority of the Core program faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The amendment must then be submitted to the Executive Committee of the College Council and the
Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the amendment, it shall take effect immediately.
Article 1: Title and Purpose
This document is the Bylaws of the Master of Public Administration Program at John Jay College of Criminal Justice, City University of New York (CUNY). Bylaws are required pursuant to Article III, Section 1 of the College Charter. The purpose of the Bylaws is to define the governance, organization and operation of the Program.

Article 2: The Faculty
2.1 The faculty of the program is constituted pursuant to Article III Section 1 of the College Charter which provides that graduate program faculties shall consist of those members of the faculty who pursue an active research or creative agenda or have appropriate professional experience and meet other requirements as established below, and who have been nominated by the members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs.

2.2 The Core Program Faculty consists of full-time faculty, as defined in Article I, Section 3.a.i of the Charter who meet the following additional requirements: a) the requirements of section 2.1 above; and, b) teaching at least two MPA Program core courses during the most recent 3-year period including the current academic year. The Core Program Faculty may recommend faculty to the Committee on Graduate Studies for consideration. A core course is defined as a course appearing in the curriculum that is not identified in the curriculum only as a specialization or elective course.

2.3 The Associate Program Faculty consists of full-time faculty members and adjunct faculty members who teach courses in the MPA or MPA Inspector General Tracks/Programs. They may participate in the governance and administration of the program but do not have voting rights.

Article 3: Program Direction
3.1 When the program curriculum consists of two distinct tracks, there shall be Program Co-Directors for each track. When the program curriculum consists of one track, there shall be a single Program Director. When there are co-directors, one co-director shall be designated by vote of the faculty as the representative of the program to the Committee on Graduate Studies. The faculty shall also designate each year a member of the faculty who serves as the principal representative to any organization that accredits the program.

3.2 The Program Director(s) shall be nominated and elected by vote of the core program faculty of each program to a three-year term of office, subject to approval by the Provost and Senior Vice President for Academic Affairs.

3.3 Program elections follow the College’s Election Guidelines which are issued by the Provost’s Office each academic year.

3.4 The Program Director(s) shall be evaluated annually by the Dean of Graduate Studies, based on criteria established in consultation with the members of the faculty of the Committee on Graduate Studies. The Program Director(s) can be removed by the President for cause.

3.5 The Program Director(s) shall have the following duties and responsibilities:

   a. Provide vision and leadership for the graduate program, its faculty and students;
   b. Represent the master’s program before the Department Chair or Chairs and relevant committees;
   c. Serve as the principal representative of the Program to accrediting bodies and academic and professional organizations related to the fields of the Program;
d. Administer the process of identifying new faculty to teach graduate program courses and propose them to the faculty representatives of the Committee on Graduate Studies for approval;

e. Convene the graduate program faculty for regular meetings;

f. Develop and seek program faculty approval for program policies and procedures;

g. Conduct a regular review of the functioning of the faculty relative to the Bylaws, and suggest amendments and updating as necessary;

h. Oversee academic advisement for program students;

i. Oversee and manage a thesis option for program students;

j. Develop the schedule of courses;

k. Direct the development of regular program review studies;

l. Coordinate the ongoing review and enhancement of the curriculum, along with the revision of and development of courses subject to approval by the Committee on Graduate Studies and the College Council;

m. Participate in the admissions process; and

n. Offer student activities and services related to the program.

3.6 In the event that a Program Director is unable or unfit to fulfill the duties of office, the Dean of Graduate Studies shall summon within one month a meeting of the core program faculty to select a candidate who will serve as director to complete the preceding director’s term of office. The Dean of Graduate Studies may appoint an interim director until a program director is elected.

3.7 The Program Director(s), after consultation with the faculty of the program, shall appoint Deputy Directors as the Director(s) deems appropriate and necessary. Deputy Directors may be appointed to lead and/or coordinate special functions or program components.

3.8 The Program Director(s), after consultation with the faculty of the Program, shall appoint specialization coordinators for each specialization provided in the curriculum of the Program. The specialization coordinators shall be responsible for advising and curricular oversight for the respective specializations.

Article 4: Curriculum and Degree Requirements

Curriculum proposals shall be initiated through an action of the Core Program Faculty and submitted to the Committee on Graduate Studies and the College Council for review and approval.

Article 5: Program Operational Rules and Guidelines

The Program Director shall develop and approve operating rules and guidelines relating to the ongoing operation of the program and provision of services to students. The rules must be approved by a majority of the Core Program Faculty present and voting at a regularly scheduled meeting, and may be amended by a majority of the core program faculty present and voting at a regularly scheduled meeting.

Article 6: Course Schedules

The Program Director(s) shall develop and maintain a multi-year cycle of anticipated course offerings, and will make every reasonable effort to schedule such courses in the semester indicated, with a sufficient number of sections. The development of the schedule each semester is the responsibility of the Program Director(s). Implementation of the schedule is a shared responsibility with one or more Department Chairs.

Article 7: Admission and Certification of Students
7.1 The Core Program Faculty shall establish and maintain minimum requirements for admission into the Program, subject to review by the Committee on Graduate Studies and the College Council. The Office of Graduate Admissions of the College may admit any student to the Program meeting those requirements.

7.2 Exceptions to the standard admissions requirements must be approved by the Program Director(s).

Article 8: Meetings, Elections and Voting
8.1 The program shall hold faculty meetings not less than once each semester. Elections shall be held during a regularly scheduled meeting in March. The Program Director(s) will take office on July 1 of the year in which he or she is elected.

8.2 Each member of the core program faculty shall be allowed one (1) vote in all program elections.

8.3 The Program Director shall establish a schedule of meetings and circulate a proposed agenda at least three days before the meeting.

8.4 Program meetings shall follow Roberts’ Rules of Order.

8.5 Program elections shall follow the College Election Guidelines.

8.6 The election of the Program Director(s) shall be by secret ballot, and election shall require a majority vote of the core program faculty. If, after three ballots, a candidate does not receive the necessary number of votes for the position, the candidate receiving the highest number of votes shall be recommended to the President, who may accept or reject the recommendation. If after three ballots the vote for a position results in a tie, the President of the College may be asked to break the tie.

8.7 There shall be action minutes of all program meetings.

8.8 The annual evaluation of the Program Director(s) by the Dean of Graduate Studies shall be distributed to the core program faculty upon receipt by the Program Director(s), and shall be placed on the agenda of the next faculty meeting for discussion.

Article 9: Adoption of the Bylaws
These Bylaws shall be adopted by an absolute majority of the core program faculty in accordance with required procedures. The Bylaws shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the Bylaws, they shall take effect immediately.

Article 10: Amendments to the Bylaws
These Bylaws shall be amended by an absolute majority of the core program faculty in a noticed meeting where a quorum of the faculty who are eligible to vote is present. The amendment shall then be submitted to the Executive Committee of the College Council and the Committee on Graduate Studies. When the Executive Committee of the College Council and the Committee on Graduate Studies approve the amendment, it shall take effect immediately.