

## Article IV. GRADUATE SCHOOL OF JOURNALISM.

### A. Administrative Officers

1. Dean. The Dean of the Graduate School of Journalism (the “GSJ”) will be the chief academic and administrative officer. The Dean will have general responsibility to develop, implement and administer the GSJ’s M.A. program in journalism and any centers and institutes established under the GSJ’s purview, in accordance with the policies of the Board of Trustees of the City University of New York. The Dean will have responsibility and authority for the GSJ comparable to those set forth for Presidents in Article 11.4 of the Bylaws of the CUNY Board of Trustees.
2. Associate Dean. An Associate Deans of the GSJ may be appointed by the Dean in accordance with the established policies of the CUNY Board of Trustees for such appointments. The Associate Dean will have such duties and responsibilities as may be assigned to him/her by the Dean.
3. Assistant Deans. Assistant Deans of the GSJ may be appointed by the Dean in accordance with the established policies of the CUNY Board of Trustees for such appointments. Assistant Deans will have such duties and responsibilities as may be assigned to them by the Dean.
4. Program Directors. With input from the faculty, the Dean may appoint faculty members as program directors for each media track and subject concentration. These program directors will be responsible for selecting and overseeing adjunct faculty in that program and have such other duties and responsibilities as may be assigned to them by the Dean.

### B. Governing Body

1. Graduate School of Journalism Governance Council. The governing body of the Graduate School of Journalism will be the Governance Council, which will operate in accordance with its Bylaws. A majority of the voting members of the Council will constitute a quorum.
2. Membership. The Governance Council will have voting and non-voting members. Voting members will include the Dean, the Associate Dean, all full-time faculty, all program directors, representatives from the consortial and adjunct faculty, and three student representatives elected by the student body. Non-voting members will include the directors of administrative departments at the School.
  - a. Full-time faculty will constitute 60% of the Council’s faculty membership; consortial faculty will constitute 20%; and adjunct faculty representatives will constitute 20% . (The number of consortial and adjunct faculty members will be rounded off to the closest whole number respectively.) Consortial and adjunct faculty will vote on their representatives during the fourth week of each new

academic year; nominations and self-nominations will be submitted to the Secretary of the Council by the end of the second week of the fall semester. The Secretary will oversee the election. Consortial and adjunct faculty representatives will be elected to a one-year term.

b. Student representatives will be elected to serve a one-year term. Two students will be elected during each spring semester by the entire student body, and a third student will be elected each fall semester by the incoming class of students. In Spring 2008, the Council's initial semester, one student from the Class of 2008 will be selected by the Dean to serve a one-semester term and two students from the Class of '08 will be elected to serve a one-year term. Thereafter, the election cycles enumerated above will apply.

3. Executive Committee. The Governance Council will have an Executive Committee, which will consist of its Chairperson, the chairpersons of all standing committees, the Dean, the Associate Dean and the Secretary of the Council. The Executive Committee will prepare the agenda for Council meetings. It may act with all of the authority of the Governance Council when a meeting of the Council cannot be scheduled in time to deal with an urgent matter. The Executive Committee will report to the Governance Council at its next regular meeting any official actions taken by the Executive Committee since the last Council meeting for the Council's review and ratification.

4. Duties. The duties of the Governance Council will be as follows:

a. to work with the Dean to formulate educational policy for the Graduate School of Journalism and to develop standards for admission, academic performance and degree requirements for students and to establish standards for the appointment, reappointment (with and without tenure) and promotion of faculty and criteria for each faculty position consistent with the Bylaws and policies of the CUNY Board of Trustees and other CUNY policies and procedures;

b. to review programs and curricula leading to the master's degree;

c. to recommend to the Dean and the CUNY Board of Trustees the granting of graduate degrees and honorary degrees to qualified candidates. Student representatives will not participate in this function;

d. to consider any other academic matters of the Graduate School of Journalism and to make recommendations to the Dean and the CUNY Board of Trustees;

e. to consider reports and recommendations of the Council's standing committees;

f. to elect the Chairperson of the Executive Committee and the Secretary of the Council;

g. to elect the six faculty members to serve as the faculty panel for service on the faculty-student disciplinary committee in accordance with Section 15.5 of the Bylaws of the CUNY Board of Trustees;

h. to review and recommend revisions to the governance document of the Graduate School of Journalism and the bylaws of the Governance Council; and

i. to provide advice to the Dean on budget matters.

## 5. Officers

a. Chairperson of the Governance Council. The Dean of the Graduate School of Journalism will serve as Chairperson of the Governance Council and will preside over its meetings. In the absence of the Dean, the Chairperson of the Executive Committee will preside.

b. Chairperson of the Executive Committee. The Chairperson of the Executive Committee will be elected to a two-year term by the Council from among faculty members on the Council. The Chairperson will preside over the meetings of the Executive Committee. In the absence of the Chairperson, the Dean will preside.

c. Secretary of the Governance Council. The Secretary of the Governance Council will be elected for a one-year term by the Governance Council. The Secretary will prepare meeting agendas based on the directions of the Dean and Executive Committee, send out proper notice of Council meetings, prepare and distribute minutes, maintain custody of all Council records and supervise election of Council representatives and filling of vacancies.

6. Standing Committees. The Governance Council will establish the following standing committees: Curriculum and Degree Requirements Committee, Faculty Standards Committee, Campus Life and Facilities Committee and Technology and Library Committee. The Council may establish such other committees as it deems necessary to the discharge of its responsibilities. Each committee will consist of faculty members and student members as specified in its Bylaws.

## C. Other Committees

1. Personnel and Budget (P & B) Committee. The P & B Committee will operate in accordance with the Bylaws of the Board of Trustees of the City University of New York. Its members will include all tenured full-time tenured faculty members. The duties of the P & B Committee will be:

a. to review and make recommendations to the Dean regarding appointment, reappointment, promotion, leaves and granting of tenure for all full-time faculty at the Graduate School of Journalism;

- b. to appoint faculty search committees when faculty lines become vacant or new lines are authorized;
  - c. to review and make recommendations to the Dean regarding adjunct and consortial faculty appointments; and
  - d. to provide advice to the Dean on budget matters.
2. Admissions Committee. Membership will consist of seven faculty members (full-time, consortial or adjunct, who need not sit on the Governance Council), the Dean, the Associate Dean, and the Director of Admissions and Student Affairs, who will serve as a non-voting member of the committee. The faculty members will be elected annually by the Executive Committee from a list of faculty members who have indicated to the Chair of the Executive Committee that they are willing to serve in this capacity. The committee's duties will include reviewing student admission applications and determining which students will be admitted annually, and maintaining a waiting list from which other applications will be offered admission if that is deemed desirable.
3. Academic Appeals Committee. Membership will consist of four faculty members (full-time, consortial or adjunct, who need not sit on the Governance Council) plus the Associate Dean. The faculty members will be elected annually by the Executive Committee from a list of faculty members who have indicated to the Chair of the Executive Committee that they are willing to serve in this capacity. The committee's duties will be:
- a. to hear student appeals regarding grades and dismissal from the program for academic reasons and to submit recommendations to the Dean on such appeals; and
  - b. to consider violations of the GSJ's Code of Ethics. For this purpose, a student representative from the Student Graduate Council and elected by that Council will join the committee as a voting members, and the Assistant Dean or Director of Admissions/Student Affairs will join the committee as a non-voting member. The committee will refer to the Dean any findings with respect to violations of the Code of Ethics and any recommendations for a change of grade or disciplinary action on that ground.
4. Faculty-Student Disciplinary Committee. A faculty-student disciplinary committee will be established and will function in accordance with Article 15 of the Bylaws of the CUNY Board of Trustees.
5. Ad Hoc Committees. As the need arises, ad hoc committees may be created, either by appointment by the Dean or the Governance Council.

#### D. Student Governance

1. Student Graduate Council. Students at the Graduate School of Journalism will be represented by a Student Graduate Council. At the end of each fall semester, six students will be elected by the student body to serve on the Student Graduate Council for the upcoming spring and fall semesters; at the start of each fall semester, two additional students will be elected from and by the incoming class to serve for the fall and spring semesters. When elections are to be held, the Director of Student Affairs will put out a call for candidates, with a deadline. Current Student Graduate Council members will oversee the election.

2. Duties. The Student Graduate Council will provide a forum for discussion of School-related issues and matters of particular concern to the student body. The School's director of Student Affairs will also serve as an ad-hoc, non-voting, member of the Student Graduate Council in order to transmit student concerns directly to the Dean and to respond to student questions about administrative or academic issues affecting them. The Student Graduate Council will have the opportunity to communicate student viewpoints directly to the faculty and administration through the three student representatives on the School's Governance Council. The Student Graduate Council will also decide how to allocate student activity fees and will make recommendations regarding changes to the level of such fees and will elect the six student members to serve as the student panel for service on the faculty-student disciplinary committee in accordance with Section 15.5 of the Bylaws of the CUNY Board of Trustees.

E. Amendments. Amendments to this governance document relating to the operations of the Graduate School of Journalism may be proposed by a two-thirds affirmative vote of the members present, there being a quorum, at any stated or special meeting of the Governance Council, provided that the text of the proposed amendment has been sent in writing to every member of the Governance Council at least two weeks before the meeting at which the proposed amendment is to be considered. Proposed amendments are subject to the approval of the CUNY Board of Trustees. The Council will appoint a committee to review the governance document and the Council's by-laws every third year for possible revisions.