

**BARUCH COLLEGE OF THE CITY UNIVERSITY OF NEW YORK**  
**BYLAWS OF THE ZICKLIN SCHOOL OF BUSINESS**

**Article I. The School and Faculty**

**Section 1. The Composition of the School.**

The Zicklin School of Business shall consist of the Stan Ross Department of Accountancy, the Bert W. Wasserman Department of Economics and Finance, the Allen G. Aaronson Department of Marketing and International Business, the Narendra Paul Loomba Department of Management, the William Newman Department of Real Estate, the Department of Law, and the Paul H. Chook Department of Information Systems & Statistics, and such other academic departments as may be hereafter created, offering courses and programs in the undergraduate division or in the graduate division.

**Section 2. Faculty Membership.**

The faculty of the Zicklin School of Business shall include:

- (a) All members of faculty rank or status in the departments and programs of the school;
- (b) College Laboratory Technicians who have been reappointed on an annual salary basis for a third or later year of continuous full time service;
- (c) The Dean, Associate and Assistant Deans of the School; the Registrar or designee;
- (d) Fourteen (14) representatives of faculty rank or status elected by the faculty of the Weissman School of Arts and Sciences and of the Marxe School of Public & International Affairs to be apportioned in accordance with their representation on the General Faculty. Such representatives shall serve three (3) year terms;
- (e) Four (4) duly matriculated student members, registered as majors in the Zicklin School of Business, two of whom shall be selected by the Undergraduate Student Government, and two by the Graduate Student Assembly. Such student members shall serve a term of one year commencing on September 1st of each year.

Each of the above members of the faculty shall be entitled to one vote.

Ex-Officio Members: The faculty shall also include ex-officio members with voice but without vote as follows: the President, the Senior Vice President for Academic Affairs/Provost, the Vice President for Finance and Administration, the Assistant Vice President for Student Affairs & Dean of Students, the Chief Librarian, administrative personnel of the Zicklin School of Business in the Higher Education Officer (HEO) Series, and the full Deans of the other Schools of the College. Ex-Officio members holding faculty rank or status in the departments of the Zicklin School of Business may participate and vote as faculty members by virtue of such rank or status.

### **Section 3. Faculty Function and Responsibility.**

The faculty of the Zicklin School of Business shall be responsible for and conduct all educational affairs customarily cared for by an academic faculty. It shall be responsible for the formulation of School policies relating to curriculum and degree requirements, academic credits, the granting of degrees, student admission and retention standards and the academic status, role, obligations and freedom of the faculty of the Zicklin School of Business.

## **Article II. Organization of the Faculty; Procedures; Meetings**

### **Section 1. Presiding Officer.**

The presiding officer of the faculty shall be the Dean of the Zicklin School of Business or designee, or the senior full professor from the academic departments present, in that order.

### **Section 2. Secretary of the Faculty.**

There shall be a Secretary of the Faculty who shall be elected by the faculty to serve for a term of three (3) years. In addition to the usual duties of the office, the Secretary shall, in consultation with the Dean, prepare the agenda for each meeting of the faculty.

### **Section 3. Quorum.**

One-half of the members of the voting faculty shall constitute a quorum.

### **Section 4. Parliamentary Rules.**

The presiding officer shall decide on questions of order according to parliamentary rules and usages, as set forth in Robert's Rules of Order Newly Revised.

### **Section 5. Regular Meetings.**

Regular meetings of the faculty shall be held at least twice each semester. Notice of each regular meeting, including the agenda, shall be sent to all members of the faculty at least one calendar week in advance of the meeting.

### **Section 6. Order of Business.**

The order of business at every regular meeting shall be as follows:

- 1) Record of attendance or roll call;
- 2) Approval of the minutes of the previous meeting;
- 3) Communications;
- 4) Elections;
- 5) Recommendations for degrees and diplomas;
- 6) Reports of Committees;
- 7) Old Business;

8) New business;

### **Section 7. Suspension of Order of Business.**

The order of business at a regular meeting may be suspended by a majority vote of the members present, a quorum being then present.

### **Section 8. New Business.**

At a regular meeting, the consideration of new business not included in the notice of such meeting shall be postponed to the following meeting upon objection of one-third of the members present.

### **Section 9. Committee Reports.**

A committee report shall be transmitted to the members of the faculty at least one calendar week prior to the meeting at which action with respect thereto is proposed.

### **Section 10. Special Meetings.**

A special meeting of the faculty may be called by the Dean at any time, or within two weeks after written petition of ten percent (10%) of the faculty of the Zicklin School, or written request of the Executive Committee of the Zicklin School. Notice of each special meeting shall be given to all members of the faculty at least one calendar week in advance thereof. The object of such meeting shall be stated in the notice, and no business other than that which is so stated, shall be transacted at the said meeting, except by unanimous consent of the members present, a quorum being then present.

## **Article III. Committees: Their Organization & Procedure**

### **Section 1. Standing Committees.**

A Standing Committee is one which is mandated by the Governance Charter for Baruch College or by the bylaws of the Board of Trustees of CUNY. Standing Committees shall comply with such mandate, any provision of these bylaws to the contrary notwithstanding.

The Standing Committees are:

- (a) The Zicklin School Executive Committee
- (b) The Zicklin School Personnel and Budget Committee
- (c) The Undergraduate Curriculum Committee
- (d) The Undergraduate Academic Standing Committee
- (e) The Graduate Curriculum Committee
- (f) The Graduate Academic Standing Committee
- (g) The Continuous Improvement Committee

## **Section 2. Standing Committees: Functions and Membership**

### **(a) The Zicklin School Executive Committee.**

There shall be an Executive Committee which shall advise the Dean of the Zicklin School of Business on all matters within the jurisdiction of the Zicklin School faculty and which shall also serve as a Committee on Committees for the faculty reporting its recommendations to the faculty.

The Executive Committee shall consist of seven (7) members of the faculty, one from each department, plus one (1) student member. Members shall serve for a term of two academic years, and their number may not be changed during the biennial term of office for which a particular committee has been elected. Faculty members shall be tenured and of professorial rank. A department chair is not eligible to serve as a member, nor may any member serve for more than two (2) consecutive two-year terms. There must be a two-year interval before a person can stand again for election to this committee after two consecutive two-year terms have been served.

The Committee shall be nominated and elected biannually at the May meeting of the faculty for the next two academic years. The Committee shall elect a Chair and a Secretary from among its members who shall exercise the customary duties of such offices.

In its capacity as Committee on Committees, it is charged with submitting to the faculty nominations for election as members or representatives of the several bodies, faculties and committees as provided in appropriate governance documents and bylaws, and for the filling of vacancies from time to time. The Committee shall not submit nominations for election to the Executive Committee.

In accordance with the provisions of the College Governance Charter, it shall nominate: one representative for every hundred faculty or part thereof, computed as one-half of the sum of full-time and full-time equivalent faculty on October 15 of the fall preceding the election, to be elected to the College Personnel and Budget Committee. It shall also submit two (2) nominations each for the College Academic Review Committee and the School Academic Review Committee; such nominees must be tenured Full or Associate Professors, who are not department chairs. No person may serve simultaneously on the College Academic Review Committee and the School Academic Review Committee, or the College Personnel and Budget Committee. Elected members of the College Personnel and Budget Committee may not serve for more than two (2) consecutive two-year terms and there must be a two-year interval before a person can stand for election to this committee after two consecutive two-year terms have been served.

### **(b) The Zicklin School Personnel and Budget Committee.**

There shall be a Committee on Personnel and Budget vested with those functions specified for such committees in the bylaws of the Board of Trustees. This committee shall receive from the several departments:

- a. Recommendations for instructional staff appointments and reappointments;
- b. Recommendations for the conferring of instructional staff tenure and certificates of continuing employment;
- c. Recommendations for promotions in instructional staff rank;
- d. Recommendations for special salary increments;
- e. Applications for fellowship, sabbatical and other leaves.

It shall also hear appeals from departmental decisions regarding the above, except in the matter of initial appointments.

This Committee shall recommend action regarding all of these matters to the College Personnel and Budget Committee.

The Committee shall also consult with the Dean of the Zicklin School on the budget requests submitted by the Dean and on the allocation of funds and personnel.

The Committee shall consist of the chairs of the academic departments and the Dean of the Zicklin School who shall be an ex-officio member, with voice but without vote. The Committee shall elect a Chair and a Secretary from among its members who shall exercise the customary duties of such offices. The Chair will serve as a member of the College Personnel and Budget Committee.

**(c) The Undergraduate Curriculum Committee.**

This Committee shall examine, review and evaluate: (1) existing undergraduate programs, specializations, and courses offered at or through the Zicklin School of Business; (2) proposals for new courses, programs, and specializations; and (3) proposals for amendment of existing undergraduate programs, specializations, and courses offered at or through the Zicklin School of Business.

Proposals may be generated by any faculty member, department, or administrator, and they shall be addressed to this committee's Chair, with a copy to the Dean of the Zicklin School of Business. The originator(s) of the proposal shall be timely notified and invited to present the proposal before this committee; relevant departments and programs affected by the proposal shall also be notified and invited to attend and present their comments.

This Committee shall report to the faculty on its deliberations and its recommendations regarding all of the proposals submitted to it. The Zicklin School of Business faculty shall vote on all recommendations approved by this committee regarding undergraduate programs, specializations, and courses.

The Undergraduate Curriculum Committee shall consist of the following voting members:

1. One faculty representative from each department other than the Chair, to be elected for a two-year term by the voting members of each department,

2. Three at large members of faculty rank or status to be elected for two-year terms by the voting members of the Zicklin School's faculty. The Chair of this Committee shall be elected from among the three at large representatives and shall exercise the customary duties of such office,
3. One student member, registered as an undergraduate student in the Zicklin School of Business, selected by the Undergraduate Student Government for a term of one year commencing on September 1st of each year,
4. the Dean of the Zicklin School, or designee,
5. One representative from the faculty of the Weissman School of Arts and Sciences and one from the faculty of the Marxe School of Public & International Affairs.

The committee should elect a Chair from its members who shall exercise the customary duties of such office.

The Undergraduate Curriculum Committee shall also include the following non-voting members: the Senior Vice President for Academic Affairs/Provost, or designee, the Executive Director of Undergraduate Programs or designee, the Director of Undergraduate Services or designee, the Registrar or designee, the Chief Librarian or designee, and the Director of Assessment, Accreditation, and Program Learning or designee.

**(d) The Undergraduate Academic Standing Committee.**

This committee is charged with resolving all questions arising out of the application of the rules prescribed by the Zicklin School of Business faculty regarding grades, scholastic standing, transfer credits, credit loads, and program requirements, to the cases of individual undergraduate students, and to make exceptions to said rules in appropriate cases. This committee is also charged with the study of proposals for changes in the prescribed rules and making recommendations with respect thereto to the Zicklin School of Business faculty.

The Undergraduate Academic Standing Committee shall consist of the following voting members:

- (1) One representative of each department in the Zicklin School of Business to be elected by the voting members of the department for a term of two years.
- (2) The Registrar or designee and the Director of Admissions or designee, who shall split one vote between the two of them and the SEEK (Search for Education, Elevation and Knowledge) Director or designee.
- (3) One (1) student registered as an undergraduate student in the Zicklin School of Business to be chosen by the Undergraduate Student Government to serve a one (1) year term commencing on September 1st of each year.
- (4) As ex-officio member with vote, the Dean or designee who shall serve as Chair.
- (5) The Executive Director of Undergraduate Programs or designee.

**(e) The Graduate Curriculum Committee.**

This Committee shall examine, review, and evaluate: (1) existing graduate programs,

specializations, and courses offered at or through the Zicklin School of Business; (2) proposals for new courses, programs, and specializations; and (3) proposals for amendment of existing graduate programs, specializations, and courses offered at or through the Zicklin School of Business. Proposals may be generated by any faculty member, department, or administrator, and they shall be addressed to this committee's Chair, with a copy to the Dean of the Zicklin School of Business. The originator(s) of the proposal shall be timely notified and invited to present the proposal before this committee; relevant departments and programs affected by the proposal shall also be timely notified and invited to attend and present their comments.

This Committee shall report to the faculty on its deliberations and its recommendations regarding all of the proposals submitted to it. The Zicklin School of Business faculty shall vote on all recommendations approved by this committee regarding graduate programs, specializations, and courses.

The Graduate Curriculum Committee shall consist of the following voting members:

- (1) One representative from each department other than the Chair, to be elected for a two-year term by the voting members of each department,
- (2) Three at large members of faculty rank or status to be elected for two-year terms by the voting members of the Zicklin School's faculty. The Chair of this Committee shall be elected from among the three at large representatives and shall exercise the customary duties of such office,
- (3) One student member, registered as a graduate student in the Zicklin School of Business and selected by the Graduate Student Assembly, for a term of one year commencing on September 1st of each year,
- (4) The Dean of the School, or designee,
- (5) One representative from the faculty of the Weissman School of Arts & Sciences and one from the faculty of the Marxe School of Public & International Affairs.

The Graduate Curriculum Committee shall also include the following non-voting members: the Senior Vice President for Academic Affairs/Provost, or designee, the Associate Dean of Executive Programs or designee, the Executive Director of Graduate Programs for the Zicklin School or designee, the Assistant Dean of Graduate Admissions for the Zicklin School or designee, the Director of the Graduate Career Management Center or designee, the Registrar or designee, the Chief Librarian or designee, and Director of Assessment, Accreditation, and Program Learning or designee.

**(f) The Graduate Academic Standing Committee.**

This committee is charged with resolving all questions arising out of the application of the rules prescribed by the Zicklin School of Business faculty regarding grades, scholastic standing, transfer credits, credit loads, and program requirements, to the cases of individual graduate students, and to make exceptions to said rules in appropriate cases. This committee is also charged with the study of proposals for changes in the prescribed rules and making recommendations with respect thereto to the Zicklin School of Business faculty.

This committee shall consist of the following voting members:

- (1) One representative of each department in the Zicklin School of Business to be elected by the voting members of the department for a term of two years.
- (2) The Registrar or designee
- (3) One (1) student registered as a graduate student in the Zicklin School of Business to be chosen by the Graduate Student Assembly to serve a one (1) year term commencing on September 1st of each year.
- (4) As ex-officio member with vote, the Dean or designee who shall serve as Chair.
- (5) The Executive Director of Graduate Programs for the Zicklin School or designee.

**(g) The Continuous Improvement Committee.**

This committee is responsible for planning and implementing all assessment activities for Zicklin undergraduate and graduate programs. The main objective of the committee is to develop and maintain a systematic process for assessing and improving student learning. The committee is responsible for the oversight of the development of program learning goals and objectives, for working collaboratively with the Undergraduate and Graduate Curriculum Committees to ensure that these goals are aligned with the curriculum for each program, for overseeing the development of assessment instruments as well as the collection of the assessments, and for analyzing and using the information for continuous improvement and assurance of learning.

The committee shall report to the faculty on its findings and recommendations as they pertain to particular programs. This committee shall share their findings with the Undergraduate and Graduate Curriculum Committees and advise those committees on curriculum issues related to assessment findings. The Zicklin School of Business faculty shall vote on all recommendations approved by this committee regarding issues related to continuous improvement and assurance of learning in undergraduate and graduate programs.

The Continuous Improvement Committee shall consist of the following voting members:

- (1) The committee co-chairs: the Associate Dean for Academic Initiatives and Innovation of the Zicklin School and the Zicklin Director of Assessment, Accreditation, and Program Learning who shall share the customary duties of such office;
- (2) One representative from each of the Zicklin departments other than the Chair, to be elected for a two-year term by voting members of each department;
- (3) The Executive Directors of Undergraduate and Graduate Programs;

The Zicklin Continuous Improvement Committee shall also include the Baruch Director of Academic Assessment or designee as a non-voting member.

**Section 3. Other Committees.**

Every other committee of the faculty shall be designed in the motion creating it as an Ad Hoc Committee.

(a) Standing Committee.

A Standing Committee, once created, shall be continued until abolished by change in the bylaws. Membership in the Standing Committee shall be limited to members of the faculty and such student representatives as may be specified.

(b) Ad Hoc Committees.

An Ad Hoc Committee shall continue until its duty and function is discharged. Membership in such committee shall be determined at the time the committee is created.

**Section 4. General Provisions.**

- (a) Unless otherwise provided in the motion for creation of a committee, members of every committee shall be elected by the faculty following nomination by the Zicklin School Executive Committee, the right to make additional nominations from the floor being preserved. Election by mail or on-line ballot may be prescribed by appropriate resolution.
- (b) Members of each Standing or Ad Hoc Committee for the following academic year commencing September 1st shall be elected at the last regular meeting of each academic year, and shall serve until their successors are elected and take office.
- (c) Each Standing and Ad Hoc Committee shall elect its own Chair and such other officers as may be appropriate unless otherwise provided.
- (d) Each Standing and Ad Hoc Committee shall keep minutes of its proceedings and prior to the May meeting of the Faculty shall file an annual report of its activities with the Secretary of the Faculty.
- (e) Any student representation on a committee shall be provided by these bylaws or by the resolution creating the committee.
- (f) Statements of composition, functions, procedure and membership of any committee, may be changed by resolution of the faculty without regard to the provisions herein contained for amendment to the Zicklin School bylaws. Such resolutions with respect to Standing Committees must conform to the requirements of the mandate for such committees as contained in the College Governance Charter, the bylaws of the Board of Trustees or other higher authority.
- (g) Unless specifically provided otherwise, initial elections for all Zicklin School Standing Committees pursuant to these bylaws, except the Zicklin School Executive Committee and the Zicklin School Personnel and Budget Committee, shall be apportioned such that half of the departmentally-elected representatives and one-third of the at large representatives shall serve an initial term of one year, with the remainder to serve a full term of two years. Subsequent elections, in all cases, shall be for two-year terms.
- (h) For those Standing Committees, which provide for departmentally-elected representatives, departments may choose to elect an alternate representative to serve in the absence of the primary representative.

## **Article IV. Departments of the Zicklin School**

### **Section 1. Organization of Departments.**

The academic departments of the Zicklin School shall organize themselves in accordance with the Governance Charter for Baruch College.

- (a) Each department of the College shall have a set of bylaws under which it will operate, and which shall be ratified by a two-thirds vote of the members with faculty rank or status of the department. They shall be consistent with the Bylaws and the Regulations of the Board of Trustees and of the General Faculty, and with the College Governance Charter.
- (b) Departmental bylaws shall include a minimum requirement for regular department meetings.
- (c) Department Chairs shall seek advice and recommendations from the students in their department regarding curriculum matters. All curriculum proposals shall have appended to the proposals a statement indicating the extent of student consultation.

### **Section 2. Department Executive Committees.**

Departments shall have an Executive Committee consisting of from five (5) to seven (7) department members of faculty rank (as determined by the department's bylaws), including the department Chair who shall serve as Committee Chair. The Department Chair and other members of the committee shall be elected at the same time and for a term of three years by the faculty in the Department who have faculty rank. Departments may limit in their Bylaws the number of consecutive terms of office Chairs may serve. Where possible, a majority of the committee shall consist of tenured persons in the department.

This committee shall consider and make recommendations for matters related to appointments without tenure to the instructional staff, and reappointments thereto, including reappointments with a Certificate of Continuous Employment. It shall also consider and make recommendations for leaves of absence. It shall transmit its recommendations on these matters to the Zicklin School Personnel and Budget Committee.

### **Section 3. Departmental Curriculum Committee.**

In each department there shall be an elected curriculum committee charged with reviewing, recommending and approving all courses of study, majors and specializations offered by the department in both undergraduate and graduate areas. Programs within a department are subject to its governance system. Programs developed as collaborative efforts between or among departments shall be governed as agreed upon by departments concerned. The maximum life of an interdepartmental program shall be three years before a written governance plan for such a program shall be approved by each participating department.

Students shall serve as regular members of this Committee, their number and the manner of their selection to be established by the departmental bylaws.

#### **Section 4. Departmental Promotion Committee.**

The Promotions Committees in each department shall be constituted in the manner prescribed by the Bylaws of the Board of Trustees. In the case of candidates seeking promotion to full professor, those of that rank in the department shall be given timely written notice by the Chair of such candidacies and the availability of the files for their review so that they may offer written advice on the candidates to the Zicklin School Personal and Budget Committee.

#### **Section 5. Departmental Tenure Committee.**

The Tenure Committee in each department shall consist of all tenured professorial members of the department. This committee shall consider and make recommendations for appointments and reappointments with tenure to the Zicklin School Personnel and Budget Committee.

#### **Section 6. Departmental Advisory Board.**

Each department may establish an Advisory Board comprised of persons eminent in the academic areas embraced within the work of the department with the objective of advising faculty on matters affecting the welfare and programs of the department and its relationship to the business community.

### **Article V. Business Advisory Council**

#### **Section 1. Business Advisory Council.**

The Faculty hereby creates a Business Advisory Council, to be appointed by the Dean, comprised of persons eminent in the several academic areas embraced within the work of the Zicklin School and the Faculty on matters affecting the welfare and programs of the Zicklin School and its relationship to the business community. The Dean may appoint other advisory committees, as needed, to further strengthen relationships with the business community.

### **Article VI. Changes in Bylaws**

#### **Section 1. Amendments.**

A proposal to adopt, amend, or repeal the bylaws of the Zicklin School of Business may be initiated by the Dean, or by the Executive Committee of the School, or by petition of ten percent of the faculty, or by a two-thirds vote of any legislative body of the Student Governments, or by petition of ten percent of the student body. Such proposals shall first be considered by the Executive Committee of the Zicklin School, and then submitted to the faculty as soon as possible. Passage by the faculty requires a two-thirds vote of the members present, a quorum being then present, provided that notice of the proposed change shall have been given at the preceding meeting and provided, further, that the text of the proposed change shall have been included in the agenda of the meeting at which the change is to be acted upon.

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