

St. John's University

NEW YORK


Statutes

MEMORANDUM

TO Dr. Frederick E. Hueppe
Dr. Edward J. Miranda FROM Patrick E. McGee

SUBJECT _____ DATE April 2, 1980

Enclosed you will find the data that you requested under Item No. 12 (Amendments to the Statutes) of your list of information required for Collective Bargaining negotiations, which you sent to the Very Rev. Joseph T. Cahill, C.M.


Patrick E. McGee
Administrative Vice President

APR 3 1980

Amendments to the Statutes

PART FIVE

INSTRUCTIONAL ORGANIZATION

Article 13 The University Senate

- §13.1 Legislative authority over University-wide educational policy, subject only to the Board of Trustees and to other provisions of these Statutes, shall be vested in a University Senate. The University Senate shall consist of two classes of members: ex officio and elected.
- §13.2 Ex officio members shall be: The President and thirteen other administrators designated by the President.
- §13.3 Elected members shall be of four categories: delegates from departments, delegates from schools or colleges, delegates from the professional library staff and delegates from the student body.
- a. There shall be one delegate from each of the sixteen departments in St. John's College. It is expected that a majority of these departmental delegates shall be tenured faculty members.
 - b. There shall be one delegate from each of the seven departments in the College of Business Administration. It is expected that a majority of these departmental delegates shall be tenured faculty members.
 - c. There shall be three delegates from the School of Education and Human Services, at least two of whom shall be tenured faculty members. There shall not be more than one delegate from any department.
 - d. There shall be three delegates from St. Vincent's College, at least two of whom shall be tenured faculty members. There shall not be more than one delegate from any division.
 - e. There shall be three delegates from Notre Dame College, at least two of whom shall be tenured faculty members. There shall not be more than one delegate from any division.

- f. There shall be one delegate from the School of Law who shall be a tenured faculty member.
- g. There shall be one delegate from the College of Pharmacy and Allied Health Professions who shall be a tenured faculty member.
- h. There shall be one delegate from the professional library staff who shall be a tenured professional librarian.
- i. There shall be five delegates from the student body selected by the students in accordance with Section 13.4(b), and on the following basis: three delegates from the Queens undergraduate student body, one delegate from the Staten Island undergraduate student body and one delegate from the graduate and graduate professional divisions of the student body.
- j. Only faculty members possessing the qualifications set forth in Section 12.1 shall be eligible for election as delegates to the University Senate. If, for any reason, a department, school or college faculty, or the professional library staff, is unable or unwilling to elect its quota of delegates, the Academic Vice President having jurisdiction, after consultation with the Chairman of the department and/or the Dean or Deans of the schools or colleges and/or the Director of the University Libraries concerned, shall appoint a faculty member or members to fill the resulting vacancies. These appointees shall be chosen from the department, school or college or the professional library staff concerned. The same qualifications for voting and for election shall apply to the choice of persons to fill unexpired or temporary vacancies.

- §13.4 a. Tenured delegates from schools or colleges, departments and the professional library staff, shall be elected for three year terms. Non-tenured delegates shall be elected for a one year term. Regular elections of department, school, college and professional library staff delegates shall be by secret ballot by the members of the faculty entitled to vote in each department, school, college or the professional library staff.
- b. The method of selection and the term of office of the senators to be elected from the full-time student body by the students shall be determined by representatives of the full-time student body, in consultation with, and with the approval of, the University Senate.

- c. It is the intention of these Statutes that the terms of approximately one-third of the elected delegates shall expire annually.

§13.5 The University Senate shall be responsible, subject to the Board of Trustees, for the formulation of policy relating to: curriculum matters affecting more than one school or college; the admission, retention and graduation of students; student activities and student discipline. It shall make its own bylaws and conduct the educational affairs customarily cared for by a university faculty, subject to the following provisos:

- a. Among the standing committees of the University Senate shall be a Committee on Educational Programs and Developments including in its membership, among others the Vice President for Academic Planning and four student senators.
- b. Among the standing committees of the University Senate shall be a Committee on Student Affairs including in its membership, among others, the Vice President for Student Affairs, Queens, and the Administrative Vice President and Director of Student Affairs, Staten Island or their designees, who need not be a member of the University Senate, and four student senators.
- c. Among the standing committees of the University Senate shall be a Committee on Budget which shall be empowered to receive and report to the Senate upon the annual budget of the University.

§13.6 The President of the University shall preside at meetings of the University Senate or, in his absence, such other administrator as designated by the President.

§13.7 The Secretary of the University Senate shall be nominated and elected by the Senate.

✓ 14.3b Elected members shall be one TWO delegates from each instructional department in the two liberal arts units.

§26.4 INSTRUCTOR--COLLEGE OF BUSINESS ADMINISTRATION

For appointment as an Instructor in the College of Business Administration, the candidate must possess an appropriate master's degree. The candidate must evidence satisfactory qualities of personality and character, ability to teach successfully and counsel students effectively, interest in scholarship or creative achievement, and willingness to cooperate with others in the achievement of the objectives of the College of Business Administration and St. John's University. Since service in the rank of Instructor is normally limited to four years and since the terminal doctoral degree or its equivalent is a condition for tenure, appointment to the rank of Instructor is usually made to those doctoral candidates who have completed their course requirements and show satisfactory evidence of at least beginning work on the dissertation. Appointment as an Instructor in the Department of Accounting & Taxation will be based on a master's degree appropriate to the accounting discipline. Appointment as an Instructor in the Department of Law will be based on the LL.B. or J.D. degree.

§26.9 ASSISTANT PROFESSOR--COLLEGE OF BUSINESS ADMINISTRATION

For promotion or appointment as an Assistant Professor in the College of Business Administration the candidate must meet the requirements for appointment as an Instructor in the College of Business Administration and in addition must: (a) possess the terminal degree or its equivalent as specified in Section 26.4 for faculty members in the Department of Law. For the Department of Accounting &

Taxation, the candidate must possess the CPA certification and a master's degree appropriate to the accounting discipline or a doctoral candidate who has completed his/her course requirements and possess satisfactory evidence of at least beginning work on the dissertation and possess a master's degree appropriate to the accounting discipline;

- (b) give evidence of marked effectiveness as a teacher both in the classroom and in the guidance of students; and
- (c) demonstrate capacity for professional growth by professional consultant activities, initial efforts toward research which may or may not necessarily lead to publications and/or activity in professional societies or meetings as an active contributory participant or speaker. For promotion, the candidate must also have demonstrated adequate service in the way of committee assignment or similar activity to the department, the College of Business Administration and/or the University.

§26.14 ASSOCIATE PROFESSOR--COLLEGE OF BUSINESS ADMINISTRATION

For promotion or appointment as an Associate Professor in the College of Business Administration, the candidate must possess the qualifications for an Assistant Professor in the College of Business Administration and in addition must satisfy two or more of the following: (a) the candidate must have performed as a contributory supporter in a professional society or societies as evidenced by the delivery of several lectures and/or papers; (b) present evidence of research resulting in publication in professional journals; (c) present evidence of professional

growth and recognition such as professional consultation, practice or society activity; (d) for the Department of Accounting & Taxation, an acceptable doctoral degree.

For promotion, the candidate must also have demonstrated adequate service in the way of committee assignment or similar activity to the department, the College of Business Administration and/or the University.

St. John's University

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MEMORANDUM

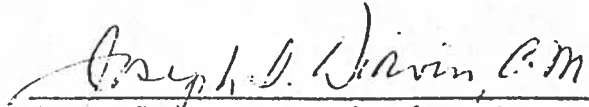
Dr. C. Carl Robusto
Mr. Herbert Schwartzman
TO _____ FROM Rev. Joseph I. Dirvin, C.M.
SUBJECT Graduate Council Bylaws Revisions DATE May 24, 1978

The Board of Trustees of St. John's University, at its meeting of May 17, 1978, unanimously

RESOLVED to approve the following revisions of the University Statutes indicated by the unanimously approved revisions in the Bylaws of the Graduate Council, at its meeting of April 17, 1978, by motion made, seconded and duly passed (it is to be noted that the material underlined is to be deleted; material capitalized to be added:

§15.2a. The Graduate Council shall consist of two classes of members: ex officio and elected. Ex officio members shall be THE ACADEMIC VICE PRESIDENT, QUEENS, the Dean or Director of each graduate school or division of the University which is a member of the Graduate Council AND CHAIRMEN OF DEPARTMENTS THAT OFFER GRADUATE PROGRAMS. Elected members shall be twelve in number, chosen according to the procedures described in the Council's bylaws. In addition, the Graduate Council, in its bylaws, shall provide for membership by students and for the number of proportion and means of selection such student members.

§15.3a The presiding officer of the Graduate Council shall be THE ACADEMIC VICE PRESIDENT, QUEENS, as determined by the Graduate Council.



Rev. Joseph I. Dirvin, C.M.
Secretary of the University

§26.3 Instructor - St. Vincent's College

For appointment as an Instructor in St. Vincent's College, the candidate must possess an appropriate master's degree and at least two years of college teaching or the equivalent, except that: (a) for an appointment as an instructor in Accounting, the candidate must possess CPA certification and a master's degree appropriate to the business discipline and at least two years of college teaching or the equivalent; and (b) for appointment as an instructor in Business Law or related areas of Criminal Justice, the candidate must possess the LL.B. or J.D. degree and at least two years of college teaching or the equivalent. The candidate must evidence satisfactory qualities of personality and character, ability to teach successfully and counsel students effectively, interest in scholarship or creative achievement, and willingness to cooperate with others in the achievement of the objectives of St. Vincent's College and St. John's University.

§26.13 Associate Professor - St. Vincent's College

For promotion or appointment as an Associate Professor in St. Vincent's College the candidate must possess the qualifications for an Assistant Professor in St. Vincent's College, and in addition must: (a) possess the master's degree in the field of specialization; (b) present evidence of the successful completion of thirty graduate credits beyond the master's degree, leading to the terminal degree in the field of specialization or in the teaching of the field of specialization or possess the terminal degree or its equivalent as specified in §26.3 for faculty members in Accounting, Business Law or related areas of Criminal Justice; (c) complete seven years of full-time college teaching; and (d) evidence professional achievement in the field of specialization or in the teaching of the field of specialization through two or more of the following: noteworthy professional activities in the arts and/or humanities; active membership in professional societies and a record of attendance at meetings of learned societies; professional growth and/or recognition such as professional consultation or professional practice; active participation in community work of a significant educational nature. For promotion, the candidate must also have demonstrated adequate service in the way of committee assignment or similar activities to the Division, St. Vincent's College and/or the University.

AMENDMENTS TO THE STATUTES

Article 10 Directors

§10.1 Director of University Libraries

§10.1.1 The Director of University Libraries shall be responsible to the President through the Vice President for Academic Planning

§10.1.2 The Director of University Libraries shall define the functions and scope of each library in accordance with established policy and shall be responsible for the arrangement, care and over-all administration of the libraries.

§10.1.3 The Director of University Libraries shall prepare an annual budget for the libraries which shall be transmitted to the Vice President for Academic Planning on or before January 15 of each year. Under the supervision of the Vice President for Academic Planning, the Director of University Libraries shall be responsible for the administration of said budget.

§10.1.4 The Director of University Libraries shall be an *ex officio* member of the library committee of each school in which one exists.

§10.1.5 On or about July 1 of each year, the Director of University Libraries shall submit to the Vice President for Academic Planning an annual report on the operation of the libraries, projected needs and recommendations.

§10.1.6 A person appointed to assist the Director of University Libraries in the administration of the libraries shall be designated Assistant Director of Libraries. Such person(s) shall be appointed by the President after consultation with the Director of University Libraries and the Vice President for Academic Planning, and shall act under the supervision, direction and delegation of the Director of University Libraries.

Qualifications and Conditions for Appointment, Reappointment,
and Promotion

Article 26 Qualifications and Conditions

§26.5 Instructor - Professional Library Staff

For appointment as an Instructor on the professional library staff the candidate must possess a master's or fifth-year degree in Library Science or a master's degree in an academic or professional field relevant to the needs of the Library. The candidate must also give evidence of satisfactory qualities of character and personality, capacity for the effective performance of library assignments and for dealing with the problems of librarianship, interest in professional growth, and willingness to cooperate with others in the achievement of the objectives of St. John's University.

§26.10 a. Assistant Professor - Professional Library Staff

For promotion or appointment as an Assistant Professor on the professional library staff the candidate must meet the requirements for appointment as an Instructor on the professional library staff and in addition must: (a) give evidence of a marked capacity for the effective performance of library assignments and for dealing with the common problems of librarianship, (b) demonstrate a capacity for professional growth, and (c) have at least four

years of full-time professional experience in college library work or its equivalent.

§26.10 b. For the purposes of promotion, as set forth in Sections 26.10A, 26.15 and 26.20 and Tenure, as set forth in Article 29:

(1) "professional experience" is experience acquired in library work or in an area of subject specialization after the reception of the master's or earned doctoral degree in Library Science or in the subject area.

(2) the "equivalent" of college library work is (a) college teaching in the subject area of the master's or earned doctoral degree, or (b) as professional experience in library work in a public, private or special library oriented to academic research or professional needs, or (c) professional experience in an academic or professional field relevant to the needs of the library.

§26.15 Associate Professor - Professional Library Staff
For promotion or appointment as an Associate Professor on the professional library staff the candidate must meet the requirements for appointment as an Assistant Professor on the professional library staff and, in addition, must: (a) possess a master's or fifth-year degree in Library Science supported by a second master's or earned doctoral degree in an academic or professional field; (b) complete seven years of full-time professional experience in college library work or its equivalent; and (c) give evidence of sustained capacity for the effective performance of library assignments and for dealing with increasingly complex problems of librarianship, further professional growth, and, for promotion, significant exercise of campus citizenship through service on Library or University committees and in other ways.

§26.20 Professor - Professional Library Staff
For promotion or appointment as a Professor on the professional library staff the candidate must meet the requirements for appointment as an Associate Professor on the professional library staff and, in addition, must (a) possess a master's or fifty-year degree in Library Science supported by two master's degrees or an earned doctoral degree in any academic or professional field; (b) give

evidence of superior performance in dealing with the most complex problems of librarianship, continued professional growth, and general recognition among professional librarians outside the University; and (c) have at least ten years of full-time professional experience in college library work or its equivalent.

Article 29 Eligibility for Tenure

- §29.1 a. Tenure may be granted to any full-time faculty member or professional librarian of the University who fulfills the criteria for promotion to the rank of Associate Professor and who has completed three years of full-time faculty service at the University, provided that said three year period and any time requirement for the rank of Associate Professor shall be waived where an earlier tenure decision is mandatory.
- b. The probationary period for tenure shall not exceed seven years of full-time college teaching in the rank of Instructor or above; provided, however, that upon initial appointment at this University to the rank of Instructor or above, of a person who has served three or more years as a full-time member of the faculty of another accredited university in the rank of Instructor or above, it may be agreed to in writing that such appointment

is for a probationary period of not more than four years, even though the total probationary period is thereby extended beyond the normal maximum of seven years. Notice shall be given by June 30 of the year prior to the expiration of the probationary period if the faculty member is not to be continued in service after the expiration of that period.

- c. Tenure may be granted to members of the professional library staff in accordance with the provisions set forth in paragraphs (a) and (b) of this Section, except that the phrase "full-time professional experience in college library work or its equivalent" shall in all cases be substituted for the phrase, "full-time college teaching."

§29.2 Tenure is not attached to:

- a. Administrative positions. Individuals serving as administrators may be granted tenure as members of the faculty.
- b. Visiting or adjunct professorial positions.
- c. Part-time teaching positions..
- d. Part-time professional librarian appointments.

Note: The foregoing amendments to the Statutes shall not adversely affect any current member of the professional library staff.