

MACAULAY HONORS COLLEGE

Governance Document

Adopted by CUNY BoT 4/26/10, Amended by CUNY BoT 4/29/13

A. Administrative Officers

1. Dean. There shall be a Dean of Macaulay Honors College, who shall report to the Chancellor. The Dean shall have general responsibility to develop, implement and administer its programs, in accordance with the policies of the Board of Trustees of The City University of New York.
2. Associate and Assistant Deans. With the approval of the Chancellor, the Dean may appoint Associate and Assistant Deans of Macaulay Honors College as are necessary in accordance with the established policies of the CUNY Board of Trustees for such appointments.
3. Campus Directors. After consultation with the Dean, the President of each of the colleges offering a joint baccalaureate degree with Macaulay Honors College (the "Participating Colleges") shall appoint a Campus Director who shall be responsible for coordinating the programs at that college with Macaulay Honors College and the other participating colleges.

B. Advisory Bodies

1. Directors Council. There shall be a Directors Council, consisting of the Dean, the Associate Deans, the Campus Directors and other persons designated by the Dean. The Directors Council shall advise the Dean with respect to the policies and operations of Macaulay Honors College. The Dean shall serve as the chairperson of the Directors Council and shall preside at its meetings.
2. Advisory Council. There shall be an Advisory Council consisting of members appointed by the Dean from the worlds of business, arts, professions and other sectors who shall advise the Dean with respect to the non-academic programs of

C. Faculty

1. Composition. The faculty of Macaulay Honors College shall consist of the consortial faculty appointed for terms of up to three years from the various educational units of The City University of New York to [teach one or more courses at] Macaulay Honors College and visiting faculty and distinguished lecturers appointed annually to Macaulay Honors College .
2. Appointment of Consortial Faculty. The consortial faculty of Macaulay Honors College shall be appointed for terms of up to three years by the Dean from faculty recommended by the President or his/her designee of each of the Participating Colleges, after considering the recommendations of the Appointments Committee. Such appointment shall be distinct and separate from the principal appointment of faculty at their home campus.
3. Appointment of Visiting Faculty and Distinguished Lecturers. Visiting Professors, Visiting Associate Professors and Visiting Assistant Professors and Distinguished

Lecturers shall be appointed annually by the Dean after consulting with the Appointments Committee.

D. Governing Body

1. The College Council. The governing body of Macaulay Honors College shall be the College Council.
2. Membership. The College Council shall consist of the Dean, the Associate Deans ten faculty members elected annually by and from the full-time faculty appointed as consortial faculty to Macaulay Honors College who are teaching and have taught at the College in the prior academic year, five consortial faculty or Distinguished Lecturers appointed by the Dean, and four students, one elected annually by and from each undergraduate class of Macaulay Honors College. The Dean shall serve as the chairperson of the College Council and shall preside over its meetings.
3. Duties. The duties of the College Council shall be as follows (subject to the limitation that all actions of the College Council under subparagraphs a – c below must also be approved by the governing body of the Participating Colleges):
 - a. formulate educational policy and develop standards for admission, academic performance and degree requirements for students and establish standards for the appointment and reappointment of faculty consistent with the Bylaws and policies of the CUNY Board of Trustees and other CUNY policies and procedures;
 - b. approve programs and curricula;
 - c. recommend to the Dean and the CUNY Board of Trustees the granting of undergraduate degrees to qualified candidates (for which only the Dean and faculty members of the College Council may vote);
 - d. recommend to the Dean and the CUNY Board of Trustees the granting of University honorary degrees;
 - e. consider any other academic matters and make recommendations to the Dean and the CUNY Board of Trustees;
 - f. establish or abolish such standing or temporary committees as it deems necessary and consider reports and recommendations of those committees; and
 - g. recommend revisions to this governance plan.
4. Standing Committees. The College Council shall have a Curriculum Committee, an Admissions Committee and such other committees or subcommittees as the College Council may create as the need arises. Members of the Committees shall be elected by the Council from the faculty for staggered three year terms.
 - a. Curriculum Committee. The Curriculum Committee shall review all programs and courses, and amendments and additions thereto and report its recommendations to the College Council. It shall also coordinate its work with that of the appropriate committees

and governing bodies of the Participating Colleges.

b. Admissions Committee. The Admissions Committee shall recommend standards for admissions to Macaulay Honors College and shall assist the Dean in reviewing the qualifications of students proposed for admissions by each of the Participating Colleges.

E. Other Committees

1. Appointments Committee. Macaulay Honors College shall have an Appointments Committee consisting of five faculty members elected for staggered three year terms by the faculty members of the College Council. No more than one member may be from a single college. Efforts shall be made to include members from a range of academic disciplines. The duties of the Appointments Committee shall be to review and make recommendations to the Dean regarding the appointment and reappointment of consortial faculty to Macaulay Honors College.

2. Ad Hoc Committees. As the need arises, ad hoc committees may be created, either by appointment by the Dean or the College Council.

F. Admissions. Prior to any decision and notification by any of the Participating Colleges, the Dean, after considering the recommendations of the Admissions Committee of the College Council, shall review the recommendations for admissions by each of those colleges and shall determine which of those students shall be admitted to Macaulay Honors College. If the Dean intends to overturn the decision of a college to admit one or more students, the Dean shall first consult with the President or his/her designee at that college. In the event that the Dean adheres to his/her decision, the college may recommend additional students for admission consistent with the overall number allocated to each college. All students admitted to Macaulay Honors College shall be counted at the college where they are enrolled.

G. Amendments. Amendments to this governance document relating to the operations of Macaulay Honors College may be proposed by a two-thirds affirmative vote of the members present, if that number also constitutes a majority of the members of the College Council. Prior to any such vote, the text of the proposed amendment shall be sent in writing to each member of the College Council, each Campus Director, and each President and governance body of the Participating Colleges at least four 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.