

**Asian American Studies Program
Bylaws
Fall 2025**

Placement of the Academic Unit

As a program within the School of Arts and Sciences, the Asian American Studies Program will operate under the auspices of the School of Arts and Sciences. The program provides students with a multidisciplinary undergraduate education in Asian diasporas with a focus on the United States and New York City. Studies of Asian American experiences are needed to understand American history, immigration, law, politics, labor, health and cultures; and that knowledge of the rapidly growing Asian American communities, as part of post-1965 large scale immigration, informs our understandings of globalized cultures, economies and politics. The program's curriculum and programming include race/ethnicity, national origins, socio-economic status, sexual identity, and gender, along with coalition building among diverse Asian American groups and across racial/ethnic lines to build the common good.

I. Faculty Membership

Membership in the Asian American Studies Program shall be open to all those with Faculty Rank and Lecturers on a Certificate of Continuing Employment (CCE) track at Hunter College who participate in the activities of the program. All part-time faculty currently teaching in the program are ex-officio members with voice but no vote.

Initial membership to the program shall be appointed by the provost or dean sufficient for the policy and curriculum committee to run. Thereafter, all faculty members seeking membership will indicate their interest to the Program Director (see below) and be subject to approval by the program's Policy and Curriculum Committee (see below). The committee will act on each application at its next scheduled meeting after having at least one month to review the application. If denied membership by the committee, a faculty member may appeal to the full program faculty, and a final decision will be made by a vote of this body at its next scheduled meeting. Inactive members may be removed by the committee but may appeal to the membership on the same basis as those denied initial membership.

There shall be at least one meeting of the program faculty per semester. A quorum shall consist of a majority of the full-time faculty membership.

II. Policy and Curriculum Committee

The Policy and Curriculum Committee (PCC) shall serve as the governing body of the Asian American Studies Program.

1. PCC Membership

- a. The Program Director.
- b. The Program Deputy Director (see below).

c. Three elected persons holding either Faculty Rank or Lecturers with a CCE to serve for terms of up to three years. The first election will be held at the first program faculty membership meeting, and future elections every three years after that. When a vacancy occurs, an elected alternate will serve until the faculty member returns or the three-year term expires. If there are not enough core or affiliated faculty to constitute a five-member PCC, it may have fewer, but no less than three.

2. PCC Duties

Subject to approval through established college governance procedures, the PCC shall: determine the requirements for all approved degree and or certificate programs; devise and propose additional degree programs as appropriate; review and approve all AAS-based courses; certify AAS cognate courses used to fulfill degree programs; establish criteria for selecting faculty, oversee teaching; advise the Program Director (see below) on course scheduling; and foster student and faculty interest in Asian American Studies.

3. Elections

All eligible voting members of the program may nominate or second a nomination for the PCC. All nominations must be seconded to be placed on the ballot. Elections will be by secret ballot at the full membership meeting. Ballots will be counted by two of the most senior members of the faculty present who are not on the ballot. Each voter may vote for up to three candidates and two alternates, and only vote once for any candidate per election round. A majority of the faculty eligible to vote is required for election to the policy committee. Persons elected to the PCC must finish in the top three. If fewer than three persons are elected on the first ballot, runoff elections will be held for the remaining vacant positions.

4. Meetings

There shall be at least one PCC meeting per semester. A quorum shall consist of three voting members. The PCC shall hold at least one meeting of the full program faculty per semester, to report on its activities and solicit ideas from the membership.

5. PCC Decisions

Committee decisions shall be made by a majority of those present and voting at a meeting. Decisions shall be considered recommendations to the administration, which retains final authority over all policy matters other than those vested in the program by the *By-Laws of the CUNY Board of Trustees*.

III. Program Director

The AAS shall have a Program Director who shall serve as its principal administrator. The Program Director shall be nominated by a majority of the AAS faculty, and formally appointed

by the provost for a three-year term. Only faculty with Faculty Rank and Lecturers with a CCE at Hunter College are eligible for this position.

As the principal administrator of the AAS, the Director will be responsible for the day-to-day running of the program. The Director will be responsible for the following: schedule courses and identify faculty members to staff them; recruit contingent faculty as needed; advise students; recruit students for the program; supervise internship placements; request departments to schedule cognate courses; participate as appropriate in AAS activities; teach courses in AAS as needed; chair all program meetings; and promote the scholarly and public profile of the program.

The Program Director shall be reviewed annually by the provost.

IV. Program Deputy Director

The AAS shall have a Program Deputy Director who shall assist the Program Director in the running of the program. The Program Deputy Director shall be nominated by a majority of the AAS faculty, and formally appointed by the provost for a three-year term. Effective fall 2026, only faculty with Faculty Rank and Lecturers on a CCE line at Hunter College are eligible for this position.

The Program Deputy Director shall be reviewed annually by the provost in consultation with the program director.

V. Amendments

All proposed amendments to these governance procedures shall be submitted in written form to all voting members of the program at least five (5) working days in advance of the meeting at which the proposal is to be considered.

An amendment to these governance procedures shall become effective upon the approval of a majority of the voting members of the program and by the Hunter College Senate.