SECTION 7: FACULTY GOVERNANCE
Parsons adheres to the philosophy of shared faculty governance.

Parsons faculty governance consists of the following bodies:

- Parsons Faculty Council who represent the Parsons Faculty Assembly, the larger faculty body
- Parsons Advancement, Promotion and Tenure Committee
- Parsons Curriculum Committee
- Parsons Exhibitions and Public Programs

**Parsons Faculty Assembly Mandate**
The Parsons Faculty Assembly (PFA), and its representative body the Parsons Faculty Council (PFC), is a freestanding governance body, which serves as an advisory body to the Parsons Executive Dean, on matters of university and division-wide, faculty, academic, and curricular concerns.

The work of the Parsons Faculty Assembly (PFA), and its representative body the Parsons Faculty Council (PFC) is as follows:

- Set an agenda for the PFC and PFA each semester
- Provide approvals or recommendations on academic, divisional, and university policies proposed and enacted by divisional and university administration, and the University Faculty Senate (UFS), that impact the Parsons student body or the division’s full-time faculty.
- Subcommittees of the PFC may be charged by the Dean to work collaboratively with the UFS, and division committees and governance bodies on ad hoc tasks, policies, and initiatives.
- Subcommittees of the PFC may be charged by a vote of the PFA to take on ad hoc issues, including those generated by the UFS. Recommendations or outcomes from the subcommittees will be shared with the Executive Dean
- Subcommittees of the PFC may be formed by the PFC to take on ad hoc issues, including those generated by the UFS. Recommendations or outcomes from the subcommittees will be shared with the Executive Dean
- The PFC will engage in faculty development through workshops, conferences, mentorship, and other initiatives.
- Conduct the election of Parsons senators to the University Faculty Senate.
- Act as a forum to share information with and between full-time faculty.
- Act as the forum for the dean’s annual presentation on the state of the division.

**Communication:**
PFA meeting dates and agenda will be distributed through the Parsons email list within one business day of a request made by the PFC Co-Chair. The Secretary will post minutes on the Parsons webpage.
Duration/Frequency:
Perennial. Annually, the PFA will meet four times in the fall semester and four times in the spring semester on a calendar determined by PFC Co-Chairs. The Executive Dean of Parsons or the PFC may convene additional meetings of the PFA.

Membership:
- All full-time faculty of Parsons, including those with joint appointments housed at Parsons, are voting members.
- Visiting faculty are eligible to participate but not to vote or hold PFA leadership posts.

PFA Leadership: Parsons Faculty Council (PFC)
The PFA leadership, called the Parsons Faculty Council, will be comprised of ten elected members with one representative elected from each of the 5 Schools at Parsons, and five at large representatives to be selected from across the college.

One faculty member may be elected to both the PFC and the UFS. In lieu of this one UFS member to be selected at the beginning of each semester will attend meetings of the PFC.

The election committee will work to achieve a minimum of three Tenure/EE and three RTA council members at any time.

The PFC will be elected by the voting members of the PFA, per Robert’s Rules of Order, for two-year terms. Only voting members of the PFA may hold posts on the PFC. Under no circumstances will full-time administrators be officers of the PFA, unless their administrative appointment is that of chair or program director.

The PFA will have:
- Two Co-chairs, who call the PFA to order, set PFA agenda, serve as secretary of the PFC on a rotating basis, and represent the PFA at Parsons and University levels, except where this representative function is served by the Parsons UFS senators. The co-chairs will be elected by the PFC from among the PFC.

Quorum:
A minimum of two-thirds of the PFC may provide quorum for any vote of the Parsons Faculty Assembly.
Parsons Faculty Assembly Bylaws (Amended 11.2017)

Article I
Definition and Functions of the Parsons Faculty Assembly
Section A. Parsons Faculty Assembly Definition

The Parsons Faculty Assembly (PFA), and its representative body the Parsons Faculty Council (PFC), is a freestanding governance body, which serves as an advisory body to the Parsons Executive Dean, on matters of university and division-wide, faculty, academic, and curricular concerns. It works in partnership with the Executive Dean and other Parsons and University governing/administrative bodies, or any other relevant officer of the University.

It shall:
(1) Participate in the governance of Parsons through the exchange of information and recommendations to the Executive Dean of Parsons.

(2) Participate in the governance of Parsons through the exchange of information with other Parsons governing/administrative bodies.

(3) Address concerns specific to full-time faculty at Parsons to achieve the goal of excellence in teaching, research, and practice consistent with the principles of academic freedom and social responsibility that guides Parsons and The New School.

(4) Act as a forum to share information with and between the full-time faculty of Parsons.

(5) Provide approvals or recommendations on academic, divisional, and university policies proposed and enacted by divisional and university administration, and the University Faculty Senate (UFS), that impact the Parsons student body or the division's full-time faculty.

(6) Vote on and ratify issues brought forth by the PFC.

Section B. Membership
(1) The membership of the PFA consists of all members of the Parsons full-time faculty. All PFA members hold voting privilege.
(2) University and Parsons administrators who do not hold full-time faculty appointments at Parsons may be invited by the PFA leadership to attend PFA meetings in part or in whole as non-voting members.
Article II
Parsons Faculty Council

Section A. Definition
The Parsons Faculty Council (PFC) is the elected leadership body of school representatives of the PFA. It will:
(1) Set the agenda and conduct meetings of the PFA.
(2) Inquire into matters of an educational or administrative nature that have division wide and university wide implications for the academic functions and policies impacting Parsons or the body of Parsons’ full-time faculty, and make recommendations concerning such matters to the Executive Dean of Parsons, the Provost or any other relevant officer of the University.
(3) Conduct election of Parsons full-time faculty senators to the University Faculty Senate (UFS).
(4) Conduct elections of representatives to the PFC

Section B. Membership and Responsibilities
(1) All voting full-time faculty shall be eligible to serve as elected members of the PFC while they hold active full-time faculty appointments at Parsons.
(2) The PFC shall have one representative from each of the five schools of Parsons: Art and Design History and Theory; Art, Media and Technology; Fashion; Design Strategies; and Constructed Environments, and five at large members to be elected from across the college. The election committee will work to achieve a minimum of 3 Tenure/EE and 3 RTA council members at any time.
(3) PFC members’ responsibilities shall include attending all PFC and PFA meetings, seeking input from and reporting on PFC and PFA activities to their respective schools, and serving on PFC/PFA committees during their term of service.
(4) One faculty member may be elected to both the PFC and the UFS. In lieu of this 1 UFS member to be selected at the beginning of each semester will attend meetings of the PFC.

Section C. Terms of Office
(1) PFC members shall be elected for a three-year term of service and are expected to serve out their term unless they change school or assume a 100% fully administrative position.
(2) Members of the PFC shall not be eligible for election to more than two consecutive terms of three years each, and no more than seven consecutive years. After taking a two-year break, faculty members will then be eligible to sit on the PFC again.

Section D. Elections
(1) Elections to fill expiring terms and vacant seats for each School shall be held in the spring of each year.
(2) The criteria for election to the PFC shall be (a) membership in the PFA, and (b) two semesters of teaching as full time faculty.
(3) Members shall assume office at the start of the fall semester following their election.
(4) In the event of a vacancy on the PFC prior to the expiration of a member’s term, the seat shall remain open until the next election. In the event a school’s representation falls below two seats, the appropriate School shall hold an election for a new member to serve for the remainder of the original term.

Section E. Officers
(1) There shall be two co-chairs of the PFC, each from a different school of Parsons, and one secretary. The officers of the PFC shall also be the officers of the PFA.
(2) All officers shall be elected for one-year terms by the sealed vote of a plurality of a quorum of the members of the PFC. Candidates must be sitting PFC members and will be nominated by members of the PFC. The sitting secretary will facilitate the voting process by contacting nominees and compiling a slate of candidates, and providing ballots. Ballots must include one vote for each office or the vote will not be counted. Tallying of the votes shall be conducted by two PFC members who are not standing as candidates. The election of co-chairs and Secretary for the following school year will be conducted at the second to last scheduled PFC meeting of each academic year.
(3) The PFC co-chairs’ responsibilities shall include establishing agendas for PFC and PFA meetings in consultation with other PFC members. The PFC co-chairs will also call and conduct PFC and PFA meetings and serve as the point of contact for formal communication with the Executive Dean of Parsons, other New School administrators, and the University Faculty Senate; coordinate communications with the Parsons University Faculty senators, and assume other responsibilities as may be agreed by the PFC. The co-chairs will work together to ensure equitable distribution of these responsibilities.
(4) The PFC secretary’s responsibilities shall include recording minutes of all PFC and PFA meetings and posting minutes publicly on the appropriate Parsons full-time faculty venue.
(5) The outgoing PFC officers shall hold an orientation meeting for the newly elected PFC officers prior to the first PFA meeting of the academic year. If possible, officers-elect should try and observe the current officers during a portion of the semester prior to their taking office.
(6) Vacancies among the Chairs shall be filled by election by a plurality of the sealed votes of the PFC members casting ballots at the first PFC meeting held after the vacancy occurs.

Section F. Meetings
(1) The Parsons Faculty Council shall meet four times a semester.
(2) PFC meetings shall be attended by at least one elected University Faculty Senate (UFS) Faculty member. Other members of the Parsons community may attend by invitation of the co-chairs.
(3) Two-thirds of the PFC members shall constitute a quorum. No voting can take place without a quorum.

(4) The PFC shall conduct its meetings in accordance with Robert’s Rules of Order except in cases where such rules conflict with provisions of these Bylaws. The order of business shall follow that of the written agenda except as may be otherwise directed by a vote of the PFC. The PFC shall act by a majority vote of those present at the meeting except when these Bylaws otherwise provide.

(5) Attendance will be taken at each meeting. PFC members who are unable to attend any meeting should notify the co-chairs about the reasons for their absence. Absence from more than three meetings shall be grounds for dismissal from the PFC.

Section G. Consultation and Representation

(1) It is the duty of the PFC, as the PFA’s leadership/executive/steering committee, to fairly represent, communicate, and take all reasonable measures to ascertain the perspectives and positions of the Parsons full-time faculty by means of regular meetings and other appropriate means and to keep the PFA fully informed of its actions, recommendations and communications with Parsons and university leadership and other university bodies.
(2) All PFC proposed resolutions shall be put in front of the full PFA for final consideration and vote.
(3) In consultation with the Executive Dean of Parsons, the PFC shall communicate with the University leadership on matters relating to the PFA functions and goals.
(4) The co-chairs shall meet with the Executive Dean once each month, or as otherwise needed.
(5) The PFC may provide advisory approvals or recommendations on academic policies proposed and enacted by division governance and the University Faculty Senate (UFS).
(6) The PFC may be asked by the Executive Deans to work collaboratively with the UFS, the Parsons Deans’ Council, the Committee on Advancement, Promotion and Tenure (APT), and other division committees and governance bodies on ad hoc tasks, policies and initiatives.
(7) Members of the PFC may be contacted by any member of the PFA, throughout the year, to raise any concerns that they may have. The PFC member has an obligation to inform the PFC officers of the issue.

Section H. New School University Faculty Senate Elections

(1) All voting members of the PFA shall be eligible to vote in the election of the University Faculty Senate members.
(2) The PFC shall be responsible for conducting and supervising elections of full-time faculty members to the University Faculty Senate, subject to procedural and substantive compliance with these and the Senate Bylaws. An election committee comprised of the PFC shall be created to review and consult on Senate election
procedures. Reports of any noncompliance may be lodged with the chair of the
election committee, who shall transmit such reports to the PFC for such action as
may be appropriate.

Article III
PFA Meetings
Section A. Frequency
The Parsons Faculty Assembly shall meet four times a semester.

Section B. Meeting Notification
PFC shall notify all PFA members, the Dean’s Office and other stakeholders in the
Parsons community of the four PFA meetings one week prior to the start of each
semester.

Section C. Quorum
The quorum of a PFA meeting is the number present at the time, as they constitute
the membership at that time.

Section D. Meeting Agenda
There shall be a written agenda created by the PFC chair for each PFA meeting, and
it is to be sent to full-time faculty members at least two days before the date of such
meeting. Called meetings shall require two working days’ prior notice.

Section E. Emergency Meetings
PFA meetings that address emergencies can be requested as needed at the written
request of at least ten faculty of the PFA. The request shall be forwarded to the PFC
chair and a meeting called by majority vote of a quorum of PFC members.

Section F. Other PFA Meetings
Meetings of the PFA can also be called at the PFC Chairs’ discretion in consultation
with and by a majority vote of the PFC members.

Section G. Student Participation
Parsons students who are officers of a student organization or have approached the
PFA in writing with a concern can request to be added to the agenda of a regularly
scheduled PFA meeting. In this case, they are to be notified and invited to the
scheduled PFA or PFC meetings so that they are given the privilege of the floor at the
time of that debate in accordance with the time allocated them in the agenda.

Section H. Rules of Order
The PFA shall conduct its meetings in accordance with Robert’s Rules of Order
except in cases where such rules conflict with provisions of these Bylaws. The order
of business shall follow that of the written agenda except as may be otherwise
directed by a vote of the PFA. The PFA shall act by a majority vote of those present at the meeting except when these Bylaws otherwise provide.

**Section H.1 Online By Ballot Voting**
Upon agreement of the meeting assembly, PFA membership can be polled via an Online-By Ballot vote. A 48 h period is then allotted for members to cast their vote.

**Section I. Minutes**
A draft of the minutes of each PFA meeting shall be posted to the Parsons website by the PFC secretary no later than two weeks after such meeting. Every Assembly meeting will begin with the approval of the minutes of the last meeting. All information shall be posted on appropriate faculty web-based forums.

**Article IV**
**Committees**
**Section A. Constitution**
Committees of the PFA shall be formed as necessary to address issues of concern to the Parsons full-time faculty.

**Section B. Membership**
The selection of committee members should be through the PFC. Committees will elect a chair from within their membership.

**Section C. Divisional Committees**
The PFA through the PFC will serve an active role on divisional and school-based committees. One of the committees that the PFC will have representation on is the Parsons Deans Council, led by the Executive Dean. The PFC acknowledges that the Executive Dean reserves the right to designate certain topics as confidential to the Deans Council. Should the Parsons Deans Council or the Executive Dean establish an additional divisional leadership committee, the PFC assumes that it would continue to enjoy representation at this executive level.

**Section D. Meetings**
Meetings of the various committees of the PFA shall be called by the respective committees in accordance with their rules and as needed.

**Article V**
**Office of the Parsons Faculty Assembly**
The administrative needs of the PFA and PFC will be supported through the Office of the Director of Full-time Faculty.

**Article VI**
**Amendments**
This document shall be revised as deemed necessary by the PFA. Recommendations for revisions shall be made by a committee appointed by the PFC. Revisions need to be ratified by a majority vote in a meeting of the PFA, by ballot, or a combination of votes by ballot and during a meeting. In the event of the latter, a roster shall be maintained of voting faculty to ensure no duplicate votes are cast.