

Master of Arts Program in International Migration Studies (IMS) Governance Structure

I. Organization of the IMS MA Program

A. Director: The Master of Arts Program in International Migration Studies has a Director responsible for overall administration and oversight of the affairs of the program in accordance with the policies established by the program faculty, the Graduate Council, and the Board of Trustees. The President will appoint the Director for a term of three years, which is renewable. The duties of the Director will include, but will not be limited to:

1. Presiding at meetings of the program's faculty and Executive Committee.
2. Convening meetings with the program's faculty, the Executive Committee, and the students.
3. Appointing faculty to the following standing committees – Admissions, Curriculum, Elections, and Faculty Membership.
4. Appointing, after consultation with the Provost or President, a Deputy Director, when needed.

B. Standing Committees:

1. Executive Committee
2. Admissions
3. Curriculum
4. Elections
5. Faculty Membership

II. Committees

A. Executive Committee:

1. The Executive Committee is responsible for the operation and administration of the program subject to the policies established by the program faculty. The Executive Committee shall consider, approve, disapprove, and modify actions of the program standing committees.
2. The Executive Committee shall consist of the Director, who shall serve as chair and have voting rights, four elected faculty members, and two students of the program (and one alternate). The four faculty members shall be elected by the program faculty, should come from a range of disciplines and campuses, and can be re-elected. The term of the faculty members shall be identical to that of the Director.
3. Students from the program shall elect two student members for a one-year term, and

can be re-elected. Student members shall participate in all discussions. Student members must be matriculated in the program and must be making satisfactory progress to serve.

4. Each member of the Executive Committee shall have one vote, except that the student members shall have voice but not vote on matters concerning academic issues regarding individuals or faculty appointments.

5. The Executive Committee shall meet at least once a semester and meet with faculty in the program at least once a year.

B. Admissions Committee:

1. The Admissions Committee is responsible for making standard procedures for admission to the program, and for making admission decisions.
2. The Executive Committee shall establish an Admissions Committee, which shall consist of the Director, two or more faculty members elected to the Executive Committee, and one or more student members elected by the student body.
3. Each member of the Admissions committee shall have one vote, except that students shall have voice but not vote on admissions decisions.

C. Curriculum Committee:

1. The Curriculum Committee is responsible for reviewing and proposing curricular recommendations to the Executive Committee.
2. The Executive Committee shall establish a Curriculum Committee, which shall consist of the Director, two faculty members from the Executive Committee, and one student member (and one alternate).
3. Each member of the committee shall have one vote. Students shall have both voice and vote.

D. Elections Committee:

1. The Elections Committee shall have responsibility for nominations and election procedures, which shall take place in April. It will identify candidates, solicit nominations and brief bios from candidates, and send out electronic ballots to the faculty and/or students.
2. The Executive Committee shall establish an Elections Committee, which shall consist of the Director, three faculty members from the Executive Committee, and two student members (and one alternate).
3. For all committees, the student election committee members will solicit nominations and/or will self-nominate.

4. Each member of the Elections committee shall have one vote. Students shall have both voice and vote.

E. Faculty Membership Committee:

1. The Faculty Membership Committee shall have the responsibility for nominating members to the program's faculty, maintaining a roster of potential appointments, recording annually the status of those faculty members currently designated, and reviewing all other actions taken in regard to membership on the program faculty.
2. The Executive Committee shall establish a Faculty Membership Committee, which shall consist of the Director, two faculty members from the Executive Committee, and one student member (and one alternate).
3. Each member of the Faculty Membership Committee shall have one vote, except that students shall have voice but not vote on the appointment or removal of individual faculty members.
4. An applicant for membership to the program shall file an application form and complete curriculum vita with the committee. All faculty members of the program, with or without tenure, shall provide an updated curriculum vita once every three years, or upon the request of the committee. Membership criteria is limited to members of the Graduate Center's Doctoral Faculty or any member of the CUNY campus-based faculty who is tenure-track or tenured and contributing actively to the functions of the program, such as teaching, advising students, supervising student research, and sitting on committees.

III. Minutes

The Director or director's designee shall take Minutes of all standing committee meetings, and distribute them electronically in good time to all faculty and student members. The Director will maintain them in the main office.

IV. Rules of Order

The procedures within Program committees shall be governed by the most current edition of Robert's Rules of Order, Newly Revised in cases in which they are applicable and not inconsistent with the Graduate School Governance and this governance document.

V. Faculty Responsibilities

- A. At any meeting of the program faculty a quorum shall consist of 25 persons or 50 percent of the faculty, whichever is smaller.

- B. The faculty, through its members on the Standing Committees of the program, shall have responsibility to establish policies for the program. At any meeting of the faculty, a quorum being present, the faculty may vote to make direct recommendations without Executive Committee approval to the appropriate committee of Graduate Council or to the administration on any matter that affects them.

VI. Student Responsibilities

The students shall have responsibility through student representatives to the Executive Committee and the Standing Committees to make known their views on the policies of the program. All students shall be chosen by means of an election by mail, email, or other electronic means by the students in the program. Any matriculated student shall be eligible to serve. Students of the program may make direct recommendations to the appropriate committee of Graduate Council or to the administration for immediate consideration on any matter that affects the program if at least 10% of the students in that program support those recommendations.

VII. Amendments to this Document

- A. The Executive Committee may amend this governance document by affirmative majority vote and after timely notification of the proposed changes to the program's faculty and students.

- B. If at least 30 percent of the program faculty or 30 percent of the matriculated students in the program sign a proposal to change the program's structure, the proposal shall be forwarded directly to the Committee on Structure of the Graduate Council for its consideration.

Approved at Graduate Council May 6, 2020