

## Governance of the Ph.D. Program in History

### I. Executive Committee

1. The Executive Committee consists of 14 faculty members and 4 student members. Half of the members of the Committee plus one, including students, constitute a quorum. Proxies are not permitted. The Executive Officer shall serve as Chair of the Committee and as an ex-officio member with vote.

2. The faculty members are elected for three-year terms by the doctoral faculty in history. The vote shall be by electronic ballot unless otherwise requested by individual voters, who may vote by mail ballot. Only faculty who have received two written nominations and have indicated by signature their willingness to serve on the Executive Committee will be included on the ballot. Faculty members who receive the highest number of votes shall be elected, with seats being reserved in the following manner: five seats for faculty members with a central-line appointment and nine seats for faculty members from the other CUNY campuses. Of the nine seats for non-central-line faculty, there shall be one seat for faculty members from each senior college with six or more doctoral faculty members on the history faculty, with the remaining seats being considered 'at large' and going to those non-central-line faculty receiving the highest number of votes. The ballot shall be marked so that voters are directed to choose one faculty member from each of the 'reserved' categories. Should a permanent or temporary vacancy occur, the Executive Officer shall propose a substitute for approval by the Executive Committee by secret paper ballot.

3. The student members are elected for one-year terms by and from the matriculated graduate students in the doctoral program.

4. Meetings are scheduled at least twice a semester. Additional meetings are held when necessary.

5. Students have voice and vote in the Committee's discussions and only voice on questions that concern either individual students or individual faculty members.

6. Minutes of the meetings are kept and are available in the History Office.

7. The recommendations of the Curriculum and Examinations Committee, the Faculty Membership Committee, and any ad hoc committee shall be submitted to the Executive Committee for final action. Upon the request of a member of any other standing committee in the Program, the actions of that committee may be reviewed by the Executive Committee. The decision of the Executive Committee on any matter it chooses to review shall be final.

### II. Committee on Admissions and Awards

1. The committee consists of 8 faculty members and 4 students. Students have voice and vote in setting general policy and voice in discussions of applicants, but do not have a voice or vote on individual admissions or awards decisions. Faculty members have votes. A quorum requires at least

four faculty and two student members. Proxies are not permitted. The Executive Officer shall serve as an ex-officio member with vote.

2. The student members are elected for one-year terms by and from the matriculated graduate students in the doctoral program.

3. The faculty committee members are named by the Executive Officer for one-year terms, subject to approval or change by the Executive Committee.

4. Meetings are called by the Executive Officer.

### III. Curriculum and Examinations Committee

1. The Committee consists of 5 faculty members and 3 student members. All Committee members have a vote. A quorum requires at least half of the members plus one. Proxies are not permitted. The Executive Officer shall serve as an ex-officio member with vote.

2. The student members are elected for one-year terms by and from the matriculated graduate students in the doctoral program.

3. The faculty members are named for one-year terms by the Executive Officer, subject to approval or change by the Executive Committee.

4. Meetings are called by the Executive Officer.

### IV. Committee on Faculty Membership

1. The Committee consists of 5 faculty members and 3 student members. All Committee members have a vote, including on recommendations for new faculty members, which will be forwarded to the Executive Committee for a formal vote. A quorum requires at least one-half of the committee plus one. Proxies are not permitted. The Executive Officer shall serve as Chair of the Committee and as an ex-officio member with vote.

2. The student members are elected for one-year terms by and from the matriculated graduate students in the doctoral program.

3. The faculty members are named for one-year terms by the Executive Officer, subject to approval or change by the Executive Committee.

4. The Committee meets in February or when called by the Executive Officer.

5. Criteria for membership in the program require a determination that the faculty member will make a significant contribution relevant to the needs of the program: A) evidence of significant research relevant to the program, or, B) evidence of qualification to teach a course or provide other graduate-level training, or, C) evidence of qualification to supervise dissertations, theses, or other graduate-level research.

## V. Committee on Elections

1. The Election Committee consists of the Executive Officer, three faculty members, and three student members. This committee shall have responsibility for nominations and election procedures for the seats of the Graduate Council and for conducting elections for the Program's Executive Committee.
2. All members of this committee are nominated by the Executive Officer and approved by the Executive Committee.
3. The Committee shall meet when there is business to transact.

## VI. General Provisions

1. Program committees shall be governed by the latest version of *Robert's Rules of Order, Newly Revised*. A motion shall be considered valid only if it receives a total of affirmative votes equal to or greater than one more than one half of the number of seats on the committee.
2. All program committees will maintain a commitment to inclusion and diversity in their makeup, objectives, and mode of functioning.

## VII. Faculty Responsibilities

1. The Executive Committee of each program shall call at least one meeting a year of the faculty and present a report to the faculty. At any meeting of the program faculty a quorum shall consist of 25 persons or 50 percent of the faculty, whichever is smaller.
2. 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.

## VIII. Student Responsibilities

1. The Executive Committee shall call a meeting with the students at least once each semester.
2. The students shall have responsibility through student representatives to the Executive Committee and the Standing Committees of each program to make known their views on the policies of the program. All students on these committees 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 may make direct recommendations to the appropriate committee of Graduate Council or to the administration for immediate consideration on any matter that affects them if at least 10% of the students in that program support those recommendations.

## IX. Amendments to this Document

1. Amendments to this document may be proposed to the Committee on Structure for review and recommendation to Graduate Council after an affirmative majority vote and after timely notification of the proposed amendments to the program's faculty and students.

2. If at least 30 percent of the doctoral faculty or 30 percent of the matriculated students in the program sign a proposal to amend the program structure, after timely notification of the proposed amendments to the program's faculty and students, the proposal shall be forwarded directly to the Committee on Structure for its consideration.

**Approved by the Structure Committee on November 13, 2019**

**Approved by Graduate Council on May 6, 2020**