

MS in Cognitive Neuroscience
Governance

I. Organization of the MS in Cognitive Neuroscience Program

A. Director: The Masters of Science Program in Cognitive Neuroscience 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 Director will be appointed by the President 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 MS in Cognitive Neuroscience faculty and Executive Committee.
2. Convening meetings with the MS Cognitive Neuroscience faculty, the Executive Committee, and the Master's students.
3. Appointing faculty to the following standing committees – Admissions, Awards, Curriculum, Elections, and Faculty Membership.
4. After consultation with the Provost or President, the Director may appoint an Associate Director.

B. Standing Committees:

1. Executive Committee
2. Admissions
3. Awards
4. Curriculum and Examinations
5. Elections
6. Faculty Membership

II. Committees

A. Executive Committee

1. The Executive Committee is responsible for the operation and administration of the MS in Cognitive Neuroscience 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 of the MS Program in Cognitive Neuroscience, who shall serve as chair and have voting rights, four elected faculty members, and two MS students of the Program. 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 MS in Cognitive Neuroscience Program shall elect two student members (and one alternate) for a one-year term, but can be re-elected. Student members shall participate in all discussions.
4. Each member of the Executive Committee shall have one vote, except that the student members shall not vote on matters concerning academic issues regarding individual or faculty appointments.
5. The Executive Committee shall meet at least once a semester and meet with faculty in the MS Cognitive Neuroscience Program at least once a year.
6. Copies of the agenda and minutes of the Executive Committee meetings shall be distributed electronically one week prior to each meeting to faculty and student members.

B. Admissions Committee

1. The Admissions Committee is responsible for developing student admission procedures and admission standards for the program. The committee makes student admission decisions.
2. The Admissions Committee shall consist of the Director, two or more faculty members appointed by the Director, and one or more elected student members.
3. Each member of the Admissions committee shall have one vote, except that students may participate in discussions, but may not vote on student admission.

C. Awards Committee

1. The Awards Committee is responsible for reviewing submissions for the named awards given by the Program.
2. An Awards Committee shall consist of the Director, two faculty members appointed by the Director, and one elected (and one alternate) student member.
3. Students may participate but not vote on the Awards Committee. All other members of the Awards Committee shall have one vote.

D. Curriculum Committee

1. The Curriculum Committee is responsible for reviewing and proposing curricular recommendations to the Executive Committee.
2. The Curriculum Committee shall consist of the Director, two faculty members appointed by the Director, and one elected (and one alternate) student member.
3. Each member of the Admissions committee shall have one vote. Student members shall participate fully in discussions about policy and standards pertaining to the curriculum and may vote on curriculum committee decisions.

E. Elections Committee

1. This committee shall have responsibility for nominations and election procedures, which shall take place in April. Committees with openings, will be identified by the Elections Committee. They will solicit nominations and brief bios and send out

electronic ballots to the faculty or students. The results will be tabulated by the APO and Program Director.

2. The Executive Committee shall establish an Elections Committee composed of the Director, two faculty members appointed by the Director, and two elected (and one alternate) student members.
3. The student members for all committees shall serve for one year and may be re-elected. Student members must be matriculated in the MS in Cognitive Neuroscience Program and must be making satisfactory progress to serve. The alternate for each committee shall be the runner-up in each of the elections.
4. For all committees, the student election committee members will solicit nominations and/or will self-nominate.
5. Each member of the Elections committee shall have one vote. Student members shall participate fully in discussions about policy and standards pertaining to the elections and may vote on election committee decisions.

F. Faculty Membership Committee

1. The Faculty Membership Committee has the responsibility for nominating members of the program's faculty with a view toward including in the MS program faculty newly appointed at the colleges; to maintain a roster of potential MS faculty appointments; to record annually the status of those faculty members currently designated; to review all other actions taken in regard to membership on the MS program faculty.
2. The Faculty Membership Committee shall consist of the Director, two faculty members appointed by the Director, and one student member.
3. Students from the MS in Cognitive Neuroscience Program shall elect one student member (and one alternate).
4. Each member of the Faculty Membership committee shall have one vote, except that students may participate in all discussions but may not vote on individual faculty appointments or removal of individual faculty members.
5. An applicant for membership to the program shall file an application form and complete vita with the committee. All faculty members of the Program, with or without tenure, shall provide an updated vita at least once every three years or upon the request of the Committee on Faculty Membership.
 - a. Faculty Membership: Any member 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 and supervising research of students.
 - b. Adjunct Faculty Membership: An Adjunct Faculty Member of the Program shall consist of any Adjunct Faculty who is contributing actively to the functions of the Program, such as teaching and supervising research of students.

III. Minutes

- A. Minutes of all standing committee meetings shall be taken and distributed electronically in good time to all faculty and student members, and will be maintained in the main office by the Director.

IV. Rules of Order

- A. 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. Amendments to this Document

- A. This governance document may be amended by the Executive Committee after an 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 doctoral faculty or 30 percent of the matriculated students in a 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 by Cognitive Neuroscience Executive Committee on February 13, 2019

Approved by Structure Committee on February 22, 2019

Approved by Graduate Council on March 27, 2019