

Approved at Graduate Council May 5, 2016

**PH.D. PROGRAM IN EARTH AND ENVIRONMENTAL SCIENCES**  
**THE GRADUATE SCHOOL OF THE CITY UNIVERSITY OF NEW YORK**

**PROGRAM GOVERNANCE**

**1. PROGRAM STRUCTURE**

The Ph.D. Program in Earth and Environmental Sciences (EES) is administered by an Executive Officer and Deputy Executive Officer with the advice and consent of an Executive Committee. The Program consists of two major specializations that are defined as (1) Geography and (2) Geological and Environmental Sciences. This document reflects the dual nature of the Program and has been written to include the common and distinct needs of each part of the Program.

**1.1 Executive Officer**

- A. The Executive Officer is responsible for administering the affairs of the program in accordance with the Governance of the Graduate School and University Center (GSUC), and with the policies established by the Doctoral Program in Earth and Environmental Sciences, Graduate Council, the CUNY Board of Trustees, and the State of New York.
- B. The Executive Officer shall preside at meetings of the program's faculty and Executive Committee, and shall serve as an *ex officio* voting member on all standing committees.
- C. Courses to be offered each semester shall be determined by the Executive Officer after consultation with the EES Curriculum Committee and representative groups of faculty and students affiliated with the Doctoral Program. The Executive Officer shall consult with chairs of CUNY college departments to assign faculty to teach these courses.
- D. The Executive Officer shall recommend for appointment the Deputy Executive Officer to help administer the program. The Deputy Executive Officer will be a member of the specialization that is distinct from that of the Executive Officer, e.g., if the Executive Officer is from the

Geography Specialization then the Deputy Executive Officer will be from the Geological and Environmental Sciences Specialization.

## **1.2 Deputy Executive Officer**

- A. The Deputy Executive Officer shall carry out the duties as assigned by the Executive Officer.
- B. A Deputy Executive Officer is appointed for a one-year renewable term.
- C. In the event of absence of the Executive Officer for an official meeting of the Executive Committee or other Standing Committee, the Executive Officer may designate the Deputy Executive Officer to chair the meeting and cast a vote.

## **2. ADMINISTRATIVE BODIES**

### **2.1 Program Standing Committees**

The list of the committees that each program is required to have is in the Graduate School Governance, Section 3.6. In addition to its Standing Committees, each degree program may have such other committees as its faculty, its governance structure, or its Executive Committee may determine.

The standing committees of the Program are:

- A. Executive
- B. Faculty Membership
- C. Curriculum and Examinations
- D. Admissions and Awards
- E. Elections

## 2.2 Executive Committee

The Executive Committee of each program shall be constituted in accordance with the following provisions: It shall include at least one faculty member from each senior college substantially participating in the program (“substantially participating” is defined as having six members on the faculty of the doctoral program) (Section 9.4, CUNY Board of Trustees Bylaws). In programs in which the doctoral faculty includes two or more faculty members (other than the Executive Officer) who hold Graduate School appointments, at least one member of the Executive Committee shall be elected from this category. The Executive Officer serves as chair. In EES, representation shall be as follows: One faculty member from each campus with 3-10 doctoral faculty in the Program; an additional faculty member from each campus with more than 10 doctoral faculty; One faculty member to be collectively elected by units with fewer than 3 doctoral faculty. The doctoral faculty of each school or unit, as indicated above, will elect its own representatives. Student membership is based on six student representatives (three from each of the Program’s two specializations from within each of the three levels, i.e., two students in total that are level one, two students in total that are level 2, etc.). Students in good standing and currently enrolled in the Program will elect their own representatives at the start of each academic year. According to the Graduate Council of the GS Governance (§5.2), student members of the Executive Committee have the right to participate in all discussions on matters of policy and on individual candidates for appointment, reappointment, promotion, and tenure, but may not vote on individual candidates. Members of the Executive Committee shall be elected for a term not to exceed three years, but may be reelected. The Executive Committee shall meet at least once per semester. It must meet once per semester with students matriculated in the program, and at least once per year with Program faculty.

Among the responsibilities of the Executive Committee are:

- A. To establish an Elections Committee to elect the faculty and student representatives of the Program to the Graduate Council and other Program committees. The Elections Committee will be appointed by the Executive Officer based in consultation with the Executive Committee.
- B. To consider recommendations from the Faculty Membership Committee for EES doctoral faculty appointment and reappointment. For EES doctoral faculty lines assigned at Graduate Center the Committee will also consider promotion and tenure decisions.
- C. To conduct a continuing review of the faculty relevant to the Program in coordination with the Faculty Membership Committee.
- D. To recommend policies and procedures on curriculum, examinations, and dissertations in coordination with the Curriculum and Examination Committee.

E. To call at least one meeting a year of the faculty and present a report to the faculty. At any meeting of program faculty, a quorum shall consist of 25 persons or 50 percent of the faculty whichever is smaller.

In the fall semester of the final year of the Executive Officer's current term, the Executive Committee of each program shall undertake a review of its program governance to ensure that it reflects current governance practice and remains in compliance with the most recent Graduate School governance, Board of Trustees policy, and New York State law, making any necessary amendments and revisions.

### **2.3 Faculty Membership**

The Faculty Membership Committee will forward all approved nominations to the Executive Committee, who will have the final vote on admission to the Earth and Environmental Sciences Program.

Membership will consist of four Earth and Environmental Sciences faculty members, two from each specialization within the Program, and appointed by the EES Executive Committee. Membership will also include the Executive Officer and Deputy Executive Officer for a total of six EES doctoral faculty members. The Executive Officer will appoint a Chair or Co-Chairs from the current members of the Faculty Membership Committee. Student membership will include four students, two from each specialization within the Program to be elected by the EES student body.

According to the Graduate Council Governance (§5.2), student members have the right to participate in all discussions on matters of policy and on individual candidates for appointment, reappointment, promotion, and tenure, but may not vote on individual candidates.

Among the responsibilities of the Faculty Membership Committee are:

- A. To nominate members to the Program's Doctoral faculty with a view toward including faculty newly appointed at the colleges.
- B. To maintain a roster of potential doctoral faculty appointments.
- C. To record annually the status of current doctoral faculty members.
- D. To review all other actions taken in regard to membership on the doctoral faculty, including determining the procedure for nominating and retaining Doctoral faculty.

### **2.4 Curriculum and Examinations**

Student members have the right to participate in all discussion on matters of policy and are expected to make recommendations regarding the curriculum, and specific procedures pertaining to the curriculum. Students may not vote on the content, procedures, and standards for examinations.

Membership will consist of six EES faculty members, three from each of the Program's two specializations. Student membership will include six EES students, three from each of the Program's two specializations and representing each of the three levels of progress within the Program. The Executive Officer in consultation with the Deputy Executive Officer will appoint the Committee along with a Chair or Co-Chairs.

Each of the Program's two specializations (Geography; Environmental and Geological Sciences) will have its own Examination Committee to conduct the first doctoral examination. In Environmental and Geological Sciences the committee will include the professors that teach the required first-year core courses in Environmental and Geological Sciences within the Program plus the Executive Officer or Deputy Executive Officer who represents Environmental and Geological Sciences. In Geography the committee will include the professors that teach the required first-year core courses, professors who teach courses related to the topic areas selected by students for the examination, and the Executive Officer or Deputy Executive Officer who represents Geography.

Among the responsibilities of the Curriculum and Examination Committee are:

- A. To review the course offerings and their rotation in the context of the broader curriculum and Program needs.
- B. To evaluate the curriculum and Program examination procedures periodically.
- C. To assist the Executive Officer in completing periodic assessments of the content, procedures, and evaluation processes of the First, Second, and Third Examinations.

## **2.5 Admissions and Awards**

Membership shall consist of one faculty member designated by each campus with five or more EES doctoral faculty, and one member appointed by the Executive Officer and Deputy Executive Officer to collectively represent those campuses with fewer than 5 members of the EES doctoral faculty. Both specializations of the Program must be equally represented on the Admissions Committee. In the event of an imbalance the Executive Officer and Deputy Executive Officer will appoint additional(s) to ensure balanced representation.

The Deputy Executive Officer will co-chair the committee and appoint a co-chair from the other specialization of the Program.

Student membership will consist of four students, two from each specialization within the Program, who are elected by the EES student body. Student members are full participants with the exception that they do not vote on admissions.

Among the responsibilities of the Admissions and Awards Committee are:

- A. To recommend admission and awards procedures and standards for the Program.

B. To review and evaluate the applications for admission.

C. To oversee and coordinate outreach to perspective students including organizing an Open House and other recruitment events.

## **2.6 Elections**

According to the Graduate Council Bylaws, faculty and student representatives to the Graduate Council shall be elected according to the following procedures: In each program the Executive Committee shall establish an Elections Committee composed of the Executive Officer, three faculty members, and three student members. This committee shall have responsibility for nominations and election procedures. The faculty members of the Elections Committee will develop a slate of faculty candidates for each committee and the faculty Graduate Council Representative, while the student members of the Elections Committee will develop a slate of student candidates for each committee and the student representatives to the Graduate Council and the Doctoral Students Council. Elections will be conducted via email. The election shall take place no later than April 1 for service in the subsequent academic year or years. The Executive Officer shall report the election results to the Secretary of Graduate Council no later than April 15.

Membership shall consist of four EES faculty members, two from each specialization within the Program, one being the Executive Officer, plus four student members, two from each specialization within the Program. Faculty members shall be eligible to vote for faculty representatives only; students shall be eligible to vote for student members only. Students or faculty members on leave of absence shall not be eligible to vote. Student members are fully responsible for conducting the election of all student representatives. The Executive Officer will appoint a Chair or Co-Chairs for this committee who will be from within the current membership of the committee.

The responsibilities of the Election Committee are:

A. To conduct all Program elections.

B. To oversee and coordinate the nomination and election procedures.

## **3. RULES OF ORDER**

EES committees shall be governed by the latest version of *Robert's Rules of Order, Newly Revised*. A quorum for each committee shall be defined as one more than half of the number of seats on the committee. 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. Regarding executive sessions, minutes shall not record discussion and all individuals present during executive session are honor-bound not to divulge the discussion that occurs.

#### **4. AMENDMENTS AND REVIEW**

This Governance document may be amended by a three-fifths affirmative vote of the doctoral faculty in Earth and Environmental Sciences present and voting at any regularly-scheduled or special meeting of the EES doctoral faculty, provided that the text of the proposed amendment shall have been sent in writing to every member of the faculty at least two weeks before the meeting at which the proposed amendment is to be considered.