

THE CITY UNIVERSITY OF NEW YORK
Ph.D. Program in Sociology
GOVERNANCE STRUCTURE FOR THE PH.D. PROGRAM IN SOCIOLOGY

Sec. 1 Program Structure

The Ph.D. Program in Sociology is administered by an Executive Officer with the advice and consent of the Executive Committee, doctoral faculty, and program students.

Sec. 2 Executive Officer

1. The Executive Officer (EO) is responsible for administering the affairs of the program in accordance with the Governance of the Graduate School and University Center, and with the policies established by the Doctoral Program in Sociology, Graduate Council, the CUNY Board of Trustees, and the state of New York.
2. The Executive Committee shall oversee the development of program practices on behalf of inclusion and diversity. It will conduct a yearly review of how program administration, faculty, students, courses, and extracurricular activities include diversity and inclusion as objects of intellectual inquiry, foster an inclusive and diverse community, and create a welcoming climate.
3. The Executive Officer shall be appointed by the President of the Graduate Center for a term of three years, which is renewable.
4. The Executive Officer shall preside at meetings of the program faculty and Executive Committee, and shall serve as an ex officio voting member on all standing committees.
5. Courses to be offered each semester shall be determined by the Executive Officer in consultation with the Curriculum and Examinations Committee.

Sec. 3 Deputy Executive Officer (DEO)

1. The DEO is appointed for one year, recommended by the EO to the Provost.
2. The Deputy Executive Officer shall carry out the duties as assigned by the Executive Officer.
3. In the event of absence of the Executive Officer for an official meeting of the Sociology Executive Committee or other Standing Committees, the Executive Officer may designate the Deputy Executive Officer to Chair the meeting and cast a vote.

Sec. 4 The Sociology Students' Association (SSA)

1. The SSA shall be responsible for representing the interests of the Sociology program students on matters pertaining to any aspect of the program.
2. The SSA shall be responsible for conducting the elections of the program's students to the program's Standing Committees through the students elected to the Elections Committee.
3. The SSA shall elect its other Officers following the procedures stated in the SSA Constitution.

Sec. 5 Standing Committees

5.1 The Doctoral Program in Sociology shall have the following Standing Committees:

- 5.1A Executive Committee

1. Constitution of the Executive Committee:
2. The Executive Committee shall consist of the EO, the DEO (with vote), all central line faculty, one representative from a college substantially participating in the program with at least 6 faculty, two representatives from a college substantially participating in the program with at least 12 faculty, and one representative elected at-large from colleges substantially participating in the program with less than 6 faculty. (See CUNY Board of Trustees Section 9.4 for definition of substantially participating colleges.)
3. There shall be at least one elected student representative from each fifty students enrolled in the program, with at least half (or the whole number less than half in the case of an odd number of representatives) of them coming from years 1-4. Students shall vote on all matters, and have voice but not vote on hiring or matters relating to individual students or faculty members.
4. Terms of Office: The term of office for the faculty members of the Executive Committee shall be three years. The term of office for student members of the Executive Committee shall be one year.
5. Vacancies: If a voting student member of the Executive Committee cannot fulfill their complete term, such vacancy may be filled by elected alternates, or by special election as per the SSA Constitution.
6. Students and faculty may be reelected.
7. The Executive Committee shall be responsible for establishing policy for the Ph.D. program in Sociology, acting on the recommendations of standing committees, and be responsible for all matters pertaining to students, including student status, applications for admission, and cases of disciplinary action.
8. The Executive Committee may make recommendations to the appropriate committees of Graduate Council and to the administration of The Graduate School. The Executive Committee shall recommend policies and procedures on dissertations, in consultation with the Curriculum and Examinations Committee.
9. The Executive Committee shall meet at least three times during each semester. Additional meetings may be called by the Executive Officer or by any three members of the Committee upon written request to the Executive Officer.
10. The Executive Committee shall also meet at least once per semester with the students matriculated in the Sociology program, and at least once per academic calendar year with the program faculty.
11. Copies of the approved Minutes of Executive Committee meetings shall be made available to all faculty and students.
12. In the fall semester of the final year of the EO's current term the Executive Committee 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, making any necessary amendments and revisions.

1. The committee shall consist of the Executive Officer, at least three student members elected by the program students, and at least four faculty. The chair will be appointed by the Executive Officer. The Admissions and Awards Committee shall recommend admissions and awards procedures and standards for the program to the Executive Committee for its consideration, and administer those procedures in accordance with those standards. In cases where the EO has the power to distribute awards and/or appoint fellowship candidates the EO will do so in consultation with the committee. The student members shall have voice and vote, including on admissions and awards policy, and admission of individual students.

5.1C Curriculum and Examinations Committee

1. This committee shall consist of the Executive Officer, three student members elected by the program students and four faculty members. The chair will be appointed by the Executive Officer. Students shall vote on all matters, and except on matters relating to individual students or faculty members where they have voice but not vote. The Curriculum and Examinations Committee shall review the curriculum and submit curriculum recommendations to the Executive Committee for its consideration, and recommend policy for the conduct of examinations in the Sociology program.

5.1D Elections Committee

1. The Executive Committee of the Sociology program shall act as the Elections Committee. 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.
2. The election of Sociology doctoral student members to each program committee and to Graduate Council shall be conducted by the student members of the committee, who are members of SSA.
3. Elections 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 of the members of Graduate Council to the Secretary of Graduate Council, and of all elections in the program to the entire Sociology program faculty and student body, no later than April 15.

5.1E Faculty Membership Committee

1. The Faculty Membership Committee shall consist of the Executive Officer or their designee, one faculty member elected from each substantially participating college, one faculty member elected at-large from colleges substantially participating in the program with less than 6 faculty, and two student members elected by the program students. Students and faculty may be reelected. The chair of the committee shall be the Executive Officer or their designee. Students shall vote on all matters, and have voice but not vote on hiring or matters relating to individual students or faculty members. The committee shall meet three times a semester. The Committee shall:
 - a. nominate new members to the program's faculty
 - b. review all other actions regarding membership on the doctoral faculty;
 - c. follow criteria developed by the Executive Committee for nomination to and continuance on the doctoral faculty in the Sociology program; and make recommendations to the Executive Committee for faculty membership;
 - d. create avenues to foster student relationships with non-central line faculty;

- e. offer comments on doctoral student dissertation proposals in an advisory capacity

5.1F Colloquium Committee

1. A committee of two student members and two faculty members will be responsible for organizing colloquia.

Sec. 6 Rules of Order

1. The procedures within the Sociology Program committees are governed by the most current edition of Robert's Rules of Order, Newly Revised.
2. Agendas will be distributed to committee members one week before any scheduled meeting.
3. Minutes will be taken at each meeting and distributed to committee members. The chair of each committee is responsible for ensuring that minutes are taken.
4. All committees should meet at least once a year unless otherwise specified.
5. Both faculty and students engaged in Graduate Center governance are responsible for safeguarding the privacy of personal student, faculty, and staff data, including but not limited to employee information.
6. Meetings where any policy will be decided are to be held only during the academic year.
7. For all program committees, quorum shall be half of the committee members.

Sec. 7 Faculty Responsibilities

1. 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 of the program 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.

Sec. 8 Student Responsibilities

1. The students shall have responsibility through student representatives to the Executive Committee, the Standing Committees, and other committees to make known their views on and participate in establishing policies for the program. All students on these committees shall be chosen by means of an election by the students in the program.
2. Any matriculated student in the Sociology program shall be eligible to serve. Students serving on committees shall have voice and vote unless otherwise specified by this governance document. Students may make direct recommendations to the committees 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.

Sec. 9 Amendments and Review.

1. Programs may at any time propose a change in their structure within the requirements of the Governance document of The Graduate School provided that changes are submitted by a majority of the program's Executive Committee, and after timely notification to the program's faculty and students of the proposed changes, to the Committee on Structure for review and recommendation to Graduate Council for its consideration.
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 at Graduate Council December 13, 2017