

**PH.D. PROGRAM IN SPEECH-LANGUAGE-HEARING SCIENCES (SLHS)
CITY UNIVERSITY OF NEW YORK (CUNY)
PROGRAM GOVERNANCE**

1 Governance Structure

- 1.1 The Executive Officer (EO) of the SLHS Program shall be responsible for the overall administration of the program in accordance with the policies established by the faculty of the program, Graduate Council, and the Board of Trustees.
- 1.2 The EO shall be appointed by the President of the Graduate Center for a term of three years. The appointment can be renewed.
- 1.3 The Deputy EO (DEO) shall be appointed from the doctoral faculty of the SLHS Program. The DEO collaborates with the EO on matters pertaining to the program.
- 1.4 Modifications of Program Governance
 - 1.4.1 The SLHS Program may propose a change in its structure in accordance with the Governance document of the Graduate Center. The proposed modifications shall be submitted by the majority of the Program's Executive Committee to the Committee on Structure for review and recommendation to Graduate Council. Faculty and students of the program shall be notified in time before the submission of proposed changes.
 - 1.4.2 Doctoral faculty, as well as matriculated students may initiate changes to the program's structure if at least 30 % of the doctoral faculty or 30 % of the matriculated students sign the proposal. If the Committee on Structure approves the proposal, it shall forward the recommended changes to Graduate Council for its approval.

2 Program Committees

- 2.1 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 seat on the committee.
- 2.2 Unless otherwise specified, each committee shall meet at

minimum once per semester.

2.3 *Executive Committee*

- 2.3.1 The Executive Committee (EC) shall be responsible for establishing policy for the Ph.D. Program in SLHS and acting on the recommendations of the standing committees.
- 2.3.2 The EC shall consider recommendations for faculty appointment, reappointment, promotion, and tenure on Graduate Center lines.
- 2.3.3 The EC, in coordination with the Faculty Membership Committee, shall conduct a continuing review of the program faculty and make recommendations to remove inactive faculty.
- 2.3.4 The EC makes recommendations for doctoral faculty appointments to the Provost based on the recommendation of the Faculty Membership Committee.
- 2.3.5 The EC shall establish an Elections Committee composed of the EO, three faculty members, and three student members. The Elections Committee shall have responsibilities for nominations and election procedures including the election of faculty and student representatives of the Program to the Graduate Council.
- 2.3.6 Faculty members of the EC are elected through the nomination and election procedures of the Elections Committee. Every full-time doctoral faculty is eligible to be nominated to the EC, to nominate others, and to vote during the election process.
- 2.3.7 The EC shall call one meeting a year of the faculty and once a semester with the students and present a report to the faculty.
- 2.3.8 During the final semester of the EO's current term, the EC shall undertake a review of its program governance.
- 2.3.9 The Executive Committee shall be composed of (a) the EO, who chairs the committee, (b) the DEO, (c) seven doctoral faculty, and (d) three student members. The Executive Committee shall include at least one faculty

member from each college substantially participating in the program.

- 2.3.10 Faculty members of the Executive Committee shall be elected for a term of three years.
- 2.3.11 Students are voting members of the committee. However, student members shall have a voice but not vote in matters affecting appointments, promotion, and tenure of individual faculty members.
- 2.3.12 Student members of the Executive Committee shall be elected by their fellow students for a term of one year. Students and faculty may be re-elected.

2.4 Standing Committees

2.4.1 *Faculty Membership*

- 2.4.1.1 The Faculty Membership Committee shall be responsible for developing criteria and procedures for making new faculty appointments; making recommendations to the EC for faculty membership; reviewing faculty membership, and making recommendations to the EC to remove inactive faculty in accordance with the membership policies of the Ph.D. Program in SLHS and the governance of the Graduate Center.
- 2.4.1.2 The Committee shall be composed of (a) the EO, who chairs the Committee, (b) the DEO, (c) seven doctoral faculty members including one member of the faculty from each college substantially participating in the program, (d) three student members.
- 2.4.1.3 Faculty members of the Faculty Membership Committee shall be elected through the nomination and election procedures of the Elections Committee. Every full-time doctoral faculty is eligible to be nominated to the Faculty Membership Committee, to nominate others, and to vote during the election process.

- 2.4.1.4 Faculty members of the Faculty Membership Committee shall be elected for a term of three years.
- 2.4.1.5 Students are voting members of the committee. However, student members shall have a voice but not vote in matters affecting appointments, promotion, and tenure of individual faculty members.
- 2.4.1.6 Student members of the Faculty Membership Committee shall be elected by their fellow students for a term of one year. Students and faculty may be re-elected.

2.4.2 *Curriculum and Examinations*

- 2.4.2.1 The Curriculum and Examination Committee shall be responsible for reviewing the curriculum, reviewing requests for new courses or new program requirements; reviewing the content and administration of the SLHS program's major examinations; submitting curriculum recommendations for action; ensuring compliance with the Graduate Center's requirements for assessment.
- 2.4.2.2 The Committee shall be composed of (a) the EO, (b) the DEO, (c) seven doctoral faculty members including one member of the faculty from each college substantially participating in the program, and (d) two student members.
- 2.4.2.3 The Committee is chaired by a faculty member of the Committee, who is elected by the Committee.
- 2.4.2.4 All shall be voting members.
- 2.4.2.5 Faculty members of the Curriculum and Examinations Committee shall be elected through the nomination and election procedures of the Elections Committee. Every full-time doctoral

faculty is eligible to be nominated to the Curriculum and Examinations Committee, to nominate others, and to vote during the election process.

2.4.2.6 Faculty members of the Curriculum and Examinations Committee shall be elected for a term of three years.

2.4.2.7 Student members of the Curriculum and Examination Committee shall be elected by their fellow students for a term of one year. Students and faculty may be re-elected.

2.4.3 *Admission and Awards*

2.4.3.1 The Admissions and Awards Committee shall be responsible for developing admission and awards procedures and standards for the SLHS program; reviewing applications for admission and making decisions about admissions and awards.

2.4.3.2 The Committee shall be composed of (a) the EO, who chairs the Committee, (b) the DEO, (c) seven doctoral faculty members including one member of the faculty from each college substantially participating in the program, and (d) two student members.

2.4.3.3 All shall be voting members.

2.4.3.4 Faculty members of the Admission and Awards Committee shall be elected through the nomination and election procedures of the Elections Committee. Every full-time doctoral faculty is eligible to be nominated to the Admission and awards Committee, to nominate others, and to vote during the election process.

2.4.3.5 Faculty members of the Admission and Awards Committee shall be elected for a term of three years.

2.4.3.6 Student members of the Admission and the Awards Committee shall be elected by their fellow students for a term of one year. Students and faculty may be re-elected.

2.4.4 *Elections*

2.4.4.1 The Elections Committee shall be responsible for soliciting nominations and supervising the election of faculty members to Graduate Council, the Executive Committee and the program's standing committees.

2.4.4.2 Elections shall take place no later than April 1st for service in the subsequent academic year(s).

2.4.4.3 Faculty members shall be eligible to vote for faculty representatives only. Faculty representatives for the Graduate Council shall be elected for 2-year terms; faculty to serve on the EC and any Standing Committee shall be elected for 3-year terms.

2.4.4.4 Students shall be eligible to vote for student members only. Student representatives to the Graduate Council shall be elected for 2-year terms; students to serve on the EC and any Standing Committee shall be elected for 1 year.

2.4.4.5 Faculty or students on leave of absence shall not be eligible to vote.

2.4.4.6 The Committee shall be composed of (a) the Executive Officer, (b) three faculty members and (c) three student members. Students and faculty may be re-elected.

3 Faculty Responsibilities

3.1 The faculty, through its members on the Standing Committees of the SLHS program, shall have responsibility to establish policies for the program.

- 3.2 The Executive Committee of the Graduate Council may receive motions for action directly from faculty of the SLHS program or from the program's Executive Committee.
- 3.3 The program shall hold a doctoral faculty meeting once a year. A quorum shall consist of a majority of the faculty members in accordance with *Roberts Rules, newly revised*.
- 3.4 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 the administration on any matter that affects them.
- 3.5 The faculty shall make recommendations to the Executive Officer who will forward them to the chair of the appropriate committee for consideration.
- 3.6 Reports of deliberations and actions taken by the Executive Committee and by the program's Standing Committees shall be presented at the annual faculty meeting.

4 Student responsibilities

- 4.1 Students shall make known their views on policies of the SLHS program through representatives to the Executive Committee and the Standing Committees.
- 4.2 All student representatives shall be elected to these committees by the students of the SLHS program. Any matriculated student shall be eligible to be nominated to these committees.
- 4.3 Students of the SLHS program may make direct recommendations to the committees of Graduate Council or to the administration on any matter that affects them if at least 10% of the students of the SLHS program support those recommendations.

Approved by the Executive Committee: 02/27/2015

Approved by Graduate Council: 12/9/2015