

WOMEN'S STUDIES CERTIFICATE PROGRAM GOVERNANCE STRUCTURE
The Graduate School and University Center
The City University of New York

1. COORDINATOR

- 1.1 In accordance with the Bylaws of the Graduate Council and the Governance document of The Graduate School and University Center, the Women's Studies Certificate Program (WSCP) shall be governed by a Coordinator.
- 1.2 The Coordinator shall be appointed by the President for a term not exceeding three years, with possible reappointment to a second term.
- 1.3 The Program's Advisory Committee will nominate a faculty member for WSCP Coordinator. In keeping with the interdisciplinary nature of the field, the Advisory Committee will aim to rotate the nomination between the humanities, social sciences, and sciences.
- 1.4 The Coordinator shall preside at meetings of the Certificate Program's faculty and of its Advisory Committee, and shall serve *ex officio* of all *ad hoc* Certificate Program Committees.
- 1.5 The Coordinator shall manage the administrative and academic affairs of the Certificate Program with the advice and counsel of the Advisory Committee, and shall have the authority to initiate policies and actions concerning the affairs of the program subject to the powers delegated by the Graduate Council Bylaws to the faculty of the WSCP.
- 1.6 The Coordinator will be in charge of handling student evaluations of the core WSCP courses each semester.

2. FACULTY

- 2.1 The faculty shall be nominated by the Advisory Committee of the WSCP from among members of the doctoral faculty of the Graduate School in accordance with Graduate School governance.
- 2.2 Faculty responsibilities will include development and teaching of the required WSCP courses, developing and teaching electives with strong Women's Studies components, supervising dissertations and theses, presenting seminars on feminist scholarship and topics in Women's Studies, attending WSCP faculty meetings, and serving on WSCP committees.

2.3 There will be at least one meeting per semester of the WSCP doctoral faculty and students; one of these meetings will be held in conjunction with the Student Awards Day Ceremony in December.

3. STUDENTS

3.1 WSCP students shall be defined as those students matriculated in any doctoral program at the Graduate School who have completed the application for the Certificate, and who are actively pursuing the requirements for the Certificate.

3.2 Students shall be represented on the WSCP Advisory Board by four student members and two alternate student members.

3.3 Student members of the WSCP Advisory Committee have a voice and may vote on all issues of principle and policy.

3.4 Students may volunteer for service or be appointed by the Coordinator to serve on all *ad hoc* committees of the WSCP.

4. ADVISORY COMMITTEE

4.1 Membership

4.1.1 The WSCP shall have a standing Advisory Committee consisting of nine faculty members and two faculty alternates, and four student members and two alternates. The Advisory Committee shall be chaired by the Coordinator; all other members will be elected by procedures as described in 5 below.

4.1.2 Four of the faculty members will come from the Humanities and four from the Social Sciences and Sciences. No more than two may come from any one Graduate School Program. One alternate faculty member will come from a Social Sciences or Science Program and one from a Humanities program.

4.1.3 Two of the four student members will come from Humanities and two will come from the Social Sciences and Sciences. No more than one may come from any one Graduate School program. One alternate student member will come from a Social Sciences or Science Program and one from a Humanities program.

4.2 Functions

4.2.1 Advisory Committee members shall have the responsibility of advising the Coordinator on all aspects of the WSCP. The Advisory Committee is also empowered to set up Ad Hoc Committees.

4.2.2 The Advisory Committee shall meet at least once each semester. Additional meetings may be called by the Coordinator. Quorum and vote is according to Robert's Rules.

5. ELECTIONS AND TERMS OF OFFICE

5.1 Nominations and election of the Advisory Committee shall be conducted by mail, email, or other electronic means, by an Elections Committee composed of the Coordinator, three faculty members and two student members. This committee shall have responsibility for nominations and election procedures.

5.2 The election shall take place no later than April 1 for service in the subsequent academic year or years.

5.3 Faculty members shall be eligible to vote for faculty members only; students shall be eligible to vote for student members only.

5.4 Students or faculty members on leave of absence shall not be eligible to vote.

5.5 The Coordinator shall report the results of the election to the Secretary of the Graduate Council no later than April 15.

5.6 The term of the faculty members of the WSCP Advisory Committee shall be three years, with reelection permitted. The term of the student members shall be one year with reelection permitted.

6. CHANGES IN GOVERNANCE STRUCTURE

Changes to this governance structure may be proposed by the Coordinator, any WSCP faculty, or student. The coordinator shall introduce the proposed change to the Advisory Committee. Any change approved by two-thirds of the Advisory Committee shall be submitted by email ballot to all WSCP faculty and students for ratification. Ratification will requires a two-thirds vote of those eligible to vote. Changes so approved shall be forwarded to the Coordinator of the Committee on Structure.

Approved by Structure Committee April 7, 2014

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