The Graduate School and University Center
of City University of New York
Doctor of Public Health Program (DPH)

Approved by Graduate Center Structure Committee April 6th, 2010
Approved by Graduate Council May 13, 2010

GOVERNANCE STRUCTURE

I. DPH Program Structure

Executive Officer: The Doctor of Public Health Program (DPH) has an Executive Officer (EO) who is responsible for the overall administration and oversight of the affairs of the program in accordance with the policies established by the standing committees, program faculty, Graduate Council, and the CUNY Board of Trustees. The EO is jointly appointed by the President of the Graduate Center and the Dean of the CUNY School of Public Health for a term of three years, which is renewable subject to the agreement of the President of the Graduate Center and the Dean of the CUNY School of Public Health. The EO reports to the Provost of the Graduate Center. The duties of the EO shall include but not be limited to:

a. appointing Deputy Executive Officer (DEO) to serve annually,
b. presiding at meetings of the DPH faculty,
c. chairing the Executive Committee and Faculty Membership Committee,
d. convening each program committee meeting in the absence of an elected chair,
e. serving as an ex officio voting member of all program committees,
f. calling a meeting of DPH program faculty at least twice per year, and
g. calling a meeting with students at least once per semester.

A. Deputy Executive Officer: the EO shall appoint one Deputy Executive Officer (DEO). The Deputy Executive Officer (DEO) shall serve a one-year term, which is renewable. The DEO collaborates with the EO, overseeing selected program matters.

B. There shall be one Concentration Coordinator for each concentration.  
   1. Community, Society and Health  
   2. Epidemiology  
   3. Environmental and Occupational Health  
   4. Health Policy and Management

C. There is one Executive Committee.
D. There are four standing committees:
   the Elections Committee,
   the Faculty Membership Committee,
   the Admissions and Awards Committee, and
   the Curriculum and Examinations Committee.

II. Committees

A. Executive Committee

1. Purpose:

   The Executive Committee is responsible for the operation and administration of
   the DPH program. The Executive Committee considers, approves, disapproves, or
   modifies the recommendations of the standing committees, excluding the
   Elections Committee, and make policies regarding dissertation requirements. It
   also defines the roles for the academic concentrations within the program and
   the roles and responsibilities of the concentration coordinators. The Executive
   Committee notifies the Faculty and Student Council of the School of Public Health
   and its committees of the Executive Committee’s decisions on curricula changes
   and program policies.

2. Composition:

   The Executive Committee consists of thirteen members. Composition includes:
   a. the EO (who serves as chair);
   b. the four concentration coordinators;
   c. one DPH faculty member from each consortium college not represented
      by the EO;
   d. one faculty member who has a Graduate Center (GC) based appointment,
      unless the EO has such an appointment;
   e. one DPH faculty member who is not from a consortium college and does
      not have a GC based appointment, unless the EO has such an
      appointment; and
   f. the DEO who serves as an ex officio, non-voting member of the
      committee
   g. three students in the DPH program, one of whom also serves as student
      representative to CUNY School of Public Health Faculty and Student
      Council.
3. Nomination and Election

Concentration coordinators are elected by the DPH faculty members with primary appointments in their concentration for a three-year, renewable term. The DPH faculty as a whole elects the one representative from the GC based faculty and the one faculty member from outside the consortium programs. Faculty members may be re-elected to serve on this and other committees. Faculty from each consortial college other than the one represented by the EO elect their representative from DPH faculty on their college to serve on the Executive Committee. Each elected faculty member of this committee has an alternate. Students shall elect three student representatives and one alternate. Student members for this and all other committees must be matriculated in the DPH program. The student with the highest number of votes also serves as the DPH student representative to the CUNY School of Public Health Faculty and Student Council.

4. Procedures

a. the Executive Committee meets at least twice each semester, meets with students in the DPH program at least once per semester, and meets with faculty in the DPH program at least once per year;
b. copies of the minutes of the Executive Committee meetings shall be distributed electronically within two weeks of the each meetings to all the faculty and student members. Meeting minutes shall be posted on a password protected website available to all students and faculty in the DPH Program;
c. student members have voice and vote in all deliberations except those regarding the academic or financial status of any individual student. Students have voice in all discussions regarding faculty appointments, promotion, tenure, and reappointments, but they do not vote on these matters. Alternate members can temporarily replace Executive Committee members who need to miss one semester or fewer. If an elected member of the committee will miss more than one semester of meetings, the alternate replaces that member to serve the remainder of the term. If new alternates are needed, the Elections Committee will call an election for that purpose.
B. Elections Committee

1. Purpose:

The Elections Committee is responsible for coordinating and overseeing elections to the Executive Committee, the standing committees, the Concentration Coordinators, and the DPH faculty and student representatives to the Graduate Council. It also ensures that all elections are fairly carried out.

2. Composition:

The Elections Committee consists of the five members: the EO, one elected faculty from each of the three consortial colleges, and one student member.

a. one committee member shall be elected from each of the three consortial public health programs. DPH faculty from each consortial college elect their representative from DPH faculty on their college;

b. one faculty member is elected by the faculty members of the Elections Committee to serve as chair of this committee. The EO convenes the first meeting;

c. one student representative elected by the students.

3. Procedures:

The Elections Committee meets as needed to conduct elections. The Elections Committee develops and supervises procedures for electing faculty and student members to the Executive Committee, the four standing committees, Concentration Coordinators, and Graduate Council. Faculty elected to any DPH committee serve for three-year terms, and students serve one-year terms. Committee members may be re-elected to subsequent terms. In all elections, the runner-up serves as the alternate, completing the term as needed. Students elect alternates for each committee for one-year terms. In all elections, students vote only for students, and faculty vote only for faculty. Faculty members vote only for representatives from their respective colleges, unless otherwise stated.
C. Faculty Membership Committee

1. Purpose:

The Faculty Membership Committee
a. recommends faculty members to the Executive Committee for consideration for appointment to the DPH faculty;
b. assigns appointed faculty to a single primary concentration in which that faculty member votes. Faculty may also join other concentrations as non-voting members;
c. formulates procedures for making new faculty appointments.
d. reviews continued membership of faculty members in accordance with membership policies set by the DPH program and the GC;
e. recommends to the Executive Committee the removal of faculty from the DPH program doctoral faculty following GC policies governing such actions. Such faculty members are given one year’s prior notice of the intention to remove. The faculty member may appeal the decision as specified in the Graduate Center Governance document.

2. Composition:

The Faculty Membership Committee consists of two students and five faculty members, including the EO, who shall preside as chair. There shall be at least one faculty member from each concentration.

3. Nomination and Elections:

a. faculty members are elected by the faculty in each concentration area;
b. student members are elected by the students;
c. the EO will convene the first meeting;
d. one faculty committee member is selected by the committee to serve on the School of Public Health Faculty Appointment Committee.

4. Procedures:

Any CUNY faculty member who meets the criteria for DPH faculty can be nominated for consideration as a member of the DPH faculty. Students may vote and participate in all discussions with the exception that they may not vote on individual faculty appointments, re-appointments, or removals.
D. Program Admissions and Awards Committee

1. Purpose:

   The Program Admissions and Awards Committee recommends to the Executive Committee procedures and standards for admission and awards for the program and the concentrations;

2. Composition:

   The Program Admissions and Awards Committee consists of eight members: six faculty members including the EO, the four Concentration Coordinators, and a GC based faculty member, and two DPH students.

3. Nomination and Elections:

   a. elected Concentration Coordinators serve as faculty members of this committee and the DPH faculty as a whole elects a GC-based faculty member;
   b. students elect two student members;
   c. committee members elect a faculty member to serve as chair;
   d. faculty members serve for a three-year term; students serve for a one-year term;
   e. one faculty committee member is selected by the committee to serve on the School of Public Health Admissions and Awards Committee.

4. Procedures:

   a. student members have voice and vote in deliberations about policy and standards for admission and awards but do not have a vote on individual admission or award decisions;
   b. in addition, the coordinator in each concentration area chairs a concentration admissions and awards advisory board consisting of three faculty and one student from the particular concentration area to review the applications for admissions and awards following the procedures developed by the Program Admissions and Awards Committee and to make recommendations to the Program Admissions and Awards Committee;
   c. the Concentration Coordinators select members for their respective advisory boards for the first three-year term, thereafter the two faculty members are elected by faculty in the concentration area and the student member by students in the concentration.
E. Program Curriculum and Examinations Committee

1. Purpose:

The Curriculum and Examinations Committee is responsible for reviewing curriculum and recommending curricula changes, recommending procedures and standards for the conduct of first and second examinations, and submitting these recommendations to the Executive Committee for consideration.

2. Composition:

The Curriculum and Examinations Committee includes seven members: the EO, one faculty member from each concentration, and two student members.

3. Nomination and Elections:

Faculty members are elected by and from the faculty members in their concentration. The student members are elected by the DPH students as a whole. One faculty member is elected by the Curriculum and Examinations Committee to chair this committee. One faculty committee member is selected by the committee to serve on the School of Public Health Curriculum and Examinations Committee.

4. Procedures:

Student members have voice and vote in all discussions about policy and standards for curriculum and examinations. In addition, each Concentration Coordinator chairs a curriculum and examinations advisory board consisting of three faculty members and one student in the particular concentration area to develop and implement examinations and curriculum reviews and revisions for the concentration in accordance with the procedures established by the Program Curriculum and Examinations Committee and make recommendations to the Program Curriculum and Examinations Committee. Students do not participate in the writing of examinations. The two faculty members of these advisory boards are be appointed by the concentration coordinator in charge of the advisory board for the first three-year term and elected by the faculty members in the concentration area thereafter.

III. Procedures

The procedures within the DPH program and Program Committees are governed by the most current edition of Robert’s Rules of Order, Newly Revised.