The Graduate School and University Center
The City University of New York
Doctor of Audiology (Au.D.) Program

GOVERNANCE STRUCTURE
November 12, 2009

I. Organization of the Au.D. Program (Appendix A)

A. Executive Officer: the Doctor of Audiology (Au.D.) Program has an
Executive Officer (EO) responsible for overall administration and oversight
of the affairs of the program in accordance with the policies established by
the program faculty, the Graduate Council, and the Board of Trustees. The
EO shall be appointed by the president for a term of three years which is
renewable. The duties of the EO shall include, but shall not be limited, to:

1. Selecting an Au.D. faculty member for the position of Deputy Executive
   Officer (DEO), to serve annually
2. Presiding at meetings of the Au.D. faculty, the Executive Committee, and
   the Faculty Membership Committee
3. Serving as a member of all program committees
4. Convening meetings with the Au.D. faculty, the Executive Committee,
   and the doctoral students
5. Serving as Chair of the Executive Committee, Elections Committee, and
   the Faculty Membership Committee
6. Verifying the elections of members and chairs of each standing
   committee

B. Deputy Executive Officer: there will be one DEO who will collaborate with
the EO on matters pertaining to the program including program accreditation
and course scheduling.

C. Executive Committee: consisting of seven members: the EO (as chair), four
other faculty members and two student members. The DEO shall serve ex-
officio.

D. Six Standing Committees:

1. Elections
2. Faculty Membership
3. Admissions and Awards
4. Curriculum and Examinations
5. Clinical Education

II. Committees

A. Executive Committee

1. The Executive Committee is responsible for the operation and administration of the Au.D. Program subject to the policies established by the program faculty. The Executive Committee shall consider, approve, disapprove and modify actions of the program standing committees.

2. The Executive Committee shall consist of the EO, four elected faculty members and two student members. The EO shall serve as Chair and the DEO shall serve ex-officio. Of the four faculty members, one will represent each of the campuses substantially participating in the program and one shall hold a Graduate Center appointment. Faculty members on the Executive Committee, and the alternate, shall be elected by the Au.D. Program faculty.

3. Students from the Au.D. Program shall elect two student members (and one alternate).

4. The Executive Committee shall: (a) meet at least twice a semester, (b) meet with the students matriculated in the Au.D. Program at least once each semester, and (c) meet with faculty in the Au.D. Program at least once a year.

5. Copies of the agenda and minutes of the Executive Committee meetings shall be distributed electronically two weeks prior to each meeting to faculty and student members with copies posted on the program’s password protected site.

6. Student members shall participate in all discussions but may not vote on decisions regarding student admission and awards, financial status and academic issues regarding individual students, or faculty appointments.

B. Elections Committee
1. The Elections Committee is responsible for conducting all program elections.

2. The Elections Committee shall consist of the EO, the DEO, and one student member.

3. Students in the Au.D. Program shall elect one student member (and one alternate) who shall serve for one year and may be re-elected. Student members must be matriculated in the Au.D. Program and must be making satisfactory progress to serve. The alternate for each committee shall be the runner-up in each of the elections.

4. Faculty members (including alternates) shall serve for a three year term on each committee; alternates for committees shall be the runner-ups in each of the elections.

C. Faculty Membership Committee

1. The Faculty Membership Committee is responsible for nominating faculty members to the Executive Committee for appointment to the Au.D. Program faculty. The committee shall review continued membership of faculty members in accordance with membership policies set by the Au.D. Program and the Graduate Center governance document and develop procedures and formulate criteria for making new faculty appointments, regularly reviewing faculty membership, and removing doctoral faculty.

2. The Faculty Membership Committee shall consist of the EO (who presides and serves as chair), two elected faculty members (one from each of the participating campuses) and one student member. Faculty members will be elected by the Au.D. faculty.

3. Students from the Au.D. Program shall elect one student member (and one alternate).

4. Student members may participate in all discussions but may not vote on individual faculty appointments or removal of individual faculty members.
D. Admissions and Awards Committee

1. The Admissions and Awards Committee is responsible for developing student admission and awards procedures and admission standards for the program and submitting these recommendations to the Executive Committee for their consideration. The faculty on the committee make student admission and awards decisions.

2. The Admissions and Awards Committee shall consist of the EO, two faculty members (one from each of the participating campuses) and one student member. The EO shall appoint the faculty member to serve as chair.

3. Students from the Au.D. Program shall elect one student member (and one alternate).

4. Student members shall participate fully in discussions about policy and standards for admission and awards but shall not have a vote on admission decisions or financial aid award decisions for individuals.

E. Curriculum and Examinations Committee

1. The Curriculum and Examinations Committee is responsible for reviewing and proposing curricular recommendations, and recommending policies, procedures and standards for the conduct of first and second examinations to the Executive Committee.

2. The Curriculum and Examinations Committee shall consist of the EO, two faculty members (one from each of the participating campuses) and one student member. The EO shall appoint the chair.

3. Students from the Au.D. Program shall elect one student member (and one alternate).

4. Student members shall participate fully in discussions about policy and standards pertaining to the curriculum and examinations.

F. Clinical Education Committee

1. The Clinical Education Committee is responsible for monitoring clinical education of students including academic courses, internships,
externships and residencies, organizing continuing education workshops for supervisors, and developing and updating clinic manuals and all clinic forms.

2. The Clinical Education Committee shall consist of six members; the EO, two coordinators of clinical education in audiology and the two directors from each of the campus clinics, and one student member.

3. Students from the Au.D. Program shall elect one student member (and one alternate).

G. Au.D.- Ph.D./ Research Committee

1. The Au.D.- Ph.D./ Research Committee is responsible for reviewing protocols and standards for the capstone project, and representing the Au.D. Program on matters pertaining to the Au.D. - Ph.D. Program. The committee also shall recommend a committee member to serve as liaison to Au.D. and Ph.D. Standing Committees for discussion of matters pertaining to the Au.D. - Ph.D. Program.

2. The Au.D.- Ph.D./ Research Committee shall consist of the EO, three faculty and one student member. Faculty members will be elected by the Au.D. faculty.

3. Students from the Au.D. Program shall elect one student member (and one alternate).

III. Minutes

A. Minutes of all standing committee meetings shall be taken and distributed electronically to all faculty and student members, and will be maintained in the main office by the EO.

IV. Program Students

A. Students have responsibility through the student members of the Executive Committee and the Standing Committees to make known their views on matters and policies governing the Au.D. Program.

V. Rules of Order
A. The procedures within the Au.D. Program committees are governed by the most current edition of Robert's Rules of Order, Newly Revised.
Appendix A
Draft Governance Structure
Doctor of Audiology (Au.D.) Program
November 12, 2009

Executive Officer (EO)

- Deputy Executive Officer (DEO)

Executive Committee
- 7 members:
  - Chair (EO)
  - DEO (ex-officio)
  - 4 faculty members
  - 2 student members

Elections Committee
- 3 members:
  - Chair (EO)
  - DEO
  - 1 student member

Admissions & Awards Committee
- 4 Members:
  - Chair (faculty member)
  - EO
  - 1 faculty member
  - 1 student member

Curriculum & Examinations Committee
- 4 Members:
  - Chair (faculty member)
  - EO
  - 1 faculty member
  - 1 student member

Faculty Membership Committee
- 4 Members:
  - Chair (EO)
  - EO
  - 2 faculty members
  - 1 student member

Clinical Education Committee
- 6 Members:
  - Chair (TBA)
  - EO
  - 2 clinic directors
  - 2 coordinators of clinical education
  - 1 student member

Au.D. – Ph.D./Research Committee
- 5 members:
  - Chair (faculty member)
  - EO
  - 2 faculty members
  - 1 student member