Governance Plan of the Ph.D. Program in Psychology

The City University of New York

AS AMENDED, 04.15.13

I. PROGRAM STRUCTURE

The Ph.D. Program in Psychology is administered by an Executive Officer with the advice and consent of an Executive Committee. For purposes of administration, it shall be operationally divided into training areas that will be grouped into clusters with programmatic and curricular overlap (hereinafter “clusters”), and that with the approval of the Executive Officer and the Executive Committee, may reformulate and evolve with the changing demands of the field.

II. EXECUTIVE OFFICER

A. The Executive Officer is responsible for administering the affairs of the program in accordance with the Governance of the Graduate School and University Center (GSUC), and with the policies established by the Doctoral Program in Psychology, Graduate Council, the CUNY Board of Trustees, and the state of New York.

B. The Executive Officer shall preside at meetings of the program’s faculty and Executive Committee, and shall serve as an ex officio voting member on all standing committees.

C. Courses to be offered each semester shall be determined by the Executive Officer after consultation with representatives of each of the program training areas. The Executive Officer shall consult with chairs of CUNY college departments to assign faculty to teach these courses.

D. The Executive Officer shall appoint Deputy Executive Officers as needed to help administer the program.

III. DEPUTY EXECUTIVE OFFICERS

A. Each Deputy Executive Officer shall carry out the duties as assigned by the Executive Officer.

B. A Deputy Executive Officer is appointed for a one-year term, which may be renewable up to three years.

C. In the event of absence of the Executive Officer for an official meeting of the Psychology Executive Committee or other Standing Committee, the Executive Officer may designate a Deputy Executive Officer to Chair the meeting and cast a vote.
IV. EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for establishing policy for the Ph.D. program in Psychology, 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.

A. Voting Members of the Executive Committee are:

1. One full-time member of the CUNY doctoral faculty in Psychology from each CUNY campus that has at least six members of the doctoral faculty in Psychology. These campus faculty representatives are elected by the doctoral faculty at that campus. In the event that a campus faculty representative is unable to attend a meeting, a doctoral faculty member in Psychology on that campus who had been elected as an alternate to the committee shall attend the meeting as a voting member.

2. At least one full-time member of the CUNY doctoral faculty from each cluster who is elected by those faculty members whose primary training area is in that cluster. In the event that a cluster faculty representative is unable to attend a meeting, a doctoral faculty member in Psychology who is a primary faculty member in that cluster and who had been elected as an alternate shall attend the meeting as a voting member.

3. One elected student representative from each cohort of students in years 1-4, with elections held in the spring semester. [One student from each of the participating CUNY campuses, using an election mechanism that ensures that each cluster is represented.] In the event that a student representative is unable to attend a meeting, an elected student alternate shall attend the meeting as a voting member. Students shall vote on all matters except those relating to individual faculty members or individual students in the program.

4. The Executive Officer of Psychology.

5. The Deputy Executive Officer(s) shall sit ex officio without vote on the Executive Committee (unless they are separately elected as the cluster or campus representative, in which case they would have the normal voting rights).

B. Terms of Office. The term of office for faculty members of the Executive Committee shall be three years, with one-third of members rotating off each year. The term of office for student members of the Executive Committee shall be two years.
C. Vacancies. If a voting member of the Executive Committee cannot fulfill his or her complete term, such vacancy may be filled either by a special election by the relevant body or by designation of one of the alternates who had been duly elected through the relevant campus or cluster voting.

D. The Psychology Executive Committee shall meet at least three times during each fall and spring semesters. Additional meetings may be called by the Executive Officer or by any three members of the Committee upon written request to the Executive Officer. The Psychology Executive Committee shall meet at least once a semester with students matriculated in the program and at least once a year with the program faculty.

E. Copies of the approved Minutes of Executive Committee meetings shall be circulated to all faculty and students.

V. STANDING COMMITTEES

The Doctoral Program in Psychology shall have the following standing committees:

A. Election Committee: This committee shall consist of the Executive Officer, three faculty members, and three student members. The faculty members will be appointed by the Executive Officer and the student members will be elected by the students. This committee shall develop policies governing elections within the Program to submit to the Executive Committee for review and approval. It shall also have responsibility for soliciting nominations and designating election procedures for the Program representatives to the Graduate Council. Elections will be held by email or electronic ballot.

B. Committee on Curriculum and Examinations: This Committee shall consist of a Deputy Executive Officer or his or her designee, four faculty members elected at large by the program faculty with at least one from each cluster, and two students elected at large by the program’s students. The function of the Curriculum and Examination Committee will be to review requests for new courses or new program requirements, to review the administration of first doctoral exams, second doctoral exams, and dissertation defenses in terms of compliance with program and GSUC policies, to ensure compliance with GSUC requirements for assessment, and to make recommendations to the Executive Committee for action as needed in these areas.

C. Faculty Membership Committee: The Faculty Membership Committee shall be responsible for developing procedures and formulating criteria for making new faculty appointments, regularly reviewing faculty membership, and removing inactive faculty in accordance with membership policies set by the Psychology Program and the Graduate Center governance document and for making recommendations to the Executive Committee for faculty
membership, including the process by which faculty members designate their primary training area affiliation. The Committee shall consist of the Executive Officer, four faculty members elected at large by the program faculty with at least one from each cluster, and two student members elected at large by the program’s students. The student members shall have voice but not vote on faculty appointments or reviews and their preferences shall be recorded (anonymously) and forwarded to the Psychology Executive Committee.

D. Admissions and Awards Committee: The Admissions and Awards Committee shall be responsible for recommending admissions policy to the program’s faculty and Executive Committee and for reviewing applications for admissions and making recommendations to the Executive Committee for both admissions and awards. The Committee shall consist of the Executive Officer, at least four faculty members, with at least one elected from each cluster, and at least two student members elected by the students. The student members shall have voice and vote on general admissions and awards policy and an advisory vote on admission of individual students, but shall not participate in recommendations regarding financial awards to individual students.

VI. OTHER COMMITTEES

A. Governance Committee: The Committee shall be responsible for reviewing the Program’s Governance Plan annually prior to the scheduled meeting of the Program faculty, and for recommending to the Executive Committee any amendments or changes that might be warranted for that Plan. The Committee shall consist of the Executive Officer, at least four faculty members elected at large by the program faculty, and at least two student members elected by the students.

B. Training Area and Cluster Organization Committee: The Committee shall be responsible for developing criteria by which clusters and program training areas will be formed or de-commissioned, and making recommendations to the Executive Committee for the cluster and program training area structure. The Training Area and Cluster Organization Committee shall be convened during the Fall semester of the second year of each term of the Executive Officer, and shall make recommendations to the Executive Committee by the end of the fall semester of the second year of each term of the Executive Officer for the following academic year admissions cycle. The Committee shall consist of the Executive Officer, a faculty member from each of the approved program training areas elected by the faculty who are designated as primary in that training area, and at least two student members elected by the students.
VII. PSYCHOLOGY OMBUDSPERSON

The Executive Officer shall appoint a faculty member who is not a current member of any program standing committee to serve as Ombudsperson for Psychology. The Ombudsperson will be available to all Psychology students to discuss matters of concerning in complete confidentiality. The Ombudsperson’s term shall be three years, corresponding to the Executive Officer’s term.

VIII. RULES OF ORDER.

The procedures within the Psychology Program committees are governed by the most current edition of Robert’s Rules of Order, Newly Revised.

IX. AMENDMENTS AND REVIEW
This Governance document may be amended by a three-fifths affirmative vote of the doctoral faculty in Psychology present and voting at any regularly-scheduled or special meeting of the psychology doctoral faculty, provided that the text of the proposed amendment shall have been sent in writing to every member of the faculty at least two weeks before the meeting at which the proposed amendment is to be considered.