II. STRUCTURE OF THE PH. D. PROGRAM IN CHEMISTRY

The faculty members of the Ph.D. program are drawn primarily from the six fully participating senior colleges of the City University: Brooklyn College, City College, Hunter College, Queens College, College of Staten Island, and York College.

Lecture courses and seminars are generally given at The Graduate Center. Laboratory courses are given at the various colleges.

1. Subdisciplines

A. There are seven subdisciplines: Analytical, Inorganic, Molecular Biophysics, Nanotechnology and Materials, Organic, Physical, and Polymer. Doctoral faculty decide which subdiscipline(s) they choose to participate in. The faculty of each subdiscipline elect a subdisciplinary chair to a two-year term of office.

B. The subdisciplinary chairs recommend to the Executive Officer faculty to teach courses and arrange for the administration and grading of examinations in their subdiscipline. Results of student performance on first and second examinations are presented by the subdisciplinary chairs to the Executive Committee for its consideration.

C. Each subdisciplinary chair is available to students to offer advice and information concerning specific subdisciplinary requirements.

D. The faculty of each subdiscipline decide whether or not to have a Steering Committee for that subdiscipline. The faculty of each subdiscipline decide the size of the steering committee. The members of the Committee are elected by the faculty in that subdiscipline for two-year terms. Each Steering Committee includes a student member from that subdiscipline, elected by the students in that subdiscipline for a one-year term.

2. Executive Committee
A. The Executive Committee is comprised of:

(1) the Executive Officer;

(2) the elected chairs of the six college chemistry departments above fully participating in the Ph.D. Program in Chemistry;

(3) the elected faculty representative(s) to the Graduate Council;

(4) the seven elected subdisciplinary chairs;

(5) one or two representatives elected from and by each fully participating college that does not have two voting members from the above on the Executive Committee;

(6) the elected representative(s) to the Doctoral Students’ Council and the elected student representative(s) to the Graduate Council; but in no case shall there be fewer than four student members.

(7) the Deputy Executive Officer.

B. The Deputy Executive Officer is selected by the Executive Officer.

C. The Executive Officer is appointed by the President of The Graduate Center for a term not exceeding three years, and may be reappointed.
D. The Executive Officer presides at meetings of the program’s faculty and Executive Committee, and serves as chair of the program’s standing committees on Faculty Membership and Admissions and Awards. The quorum for a meeting of the Executive Committee consists of a majority of its voting members. Approval of a motion requires a majority of the voting members present at the meeting. Abstentions count as negative votes.

E. In general, student participation in matters before the Executive Committee and the standing committees is deemed inappropriate when the matters involve judgment of:

   (1) the academic performance of students, or

   (2) the professional competence of doctoral faculty.

In cases where there is no agreement on the propriety of student participation in a deliberation of the Executive Committee, standing committee, or subdisciplinary Steering Committee, the Executive Committee, standing committee, or subdisciplinary Steering Committee, respectively, votes as a whole to decide the question.

F. The Executive Committee shall call at least one meeting per year of the faculty, at which the Executive Committee presents a report; a quorum at this meeting consists of 25 persons or 50 percent of the faculty, whichever is smaller. Approval of a motion requires a majority of the faculty at the meeting. Abstentions count as negative votes.

G. The Executive Committee shall call a meeting at least once a semester with the students in the program.

H. The procedures of the Executive Committee and its standing committees are governed by Robert’s Rules of Order, Newly Revised, in all cases in which they are applicable.
3. Standing Committees

A. The Faculty Membership Committee consists of the faculty members of the Executive Committee and the elected student representatives to the Graduate Council. These student members have voice but no vote on issues concerning individual faculty members. The Faculty Membership Committee is responsible for review of continued membership of each faculty member on the doctoral faculty, and for nomination to the Provost of members of the doctoral faculty in Chemistry. The quorum for a meeting of the Faculty Membership Committee consists of a majority of its members. Approval of a nomination or motion requires a majority of the voting members at the meeting. Abstentions count as negative votes. The review shall be conducted annually during the Spring semester. The criteria for nomination include a determination that the prospective faculty member will make a significant contribution to the needs of the program, and evidence of:

(1) significant research relevant to the Ph.D. Program in Chemistry;

(2) qualification to teach a doctoral course in Chemistry or provide other doctoral-level training; and/or

(3) qualification to supervise doctoral dissertations or other graduate-level research.

B. The Curriculum and Examinations Committee consists of the subdisciplinary chairs and one student member elected for a one-year term by the students program-wide. The Curriculum and Examination Committee reviews curriculum, submits curriculum recommendations to the Executive Committee, and recommends to the Executive Committee procedures and standards for the conduct of examinations.

C. The Admissions and Awards Committee consists of the members of the Executive Committee. The Admissions and Awards Committee recommends admissions and awards procedures and standards for the program.
D. The Elections Committee consists of three faculty members and three students, each appointed for a two-year term by the Executive Officer in consultation with the Executive Committee.

(1) The Elections Committee solicits nominations program-wide for faculty representative(s) to the Graduate Council (two-year term) and student representative(s) to the Graduate Council (one-year term), and supervises the conduct of these elections. Only faculty members vote for faculty representatives, and only students vote for student representatives. All Chemistry doctoral faculty members and all matriculated Chemistry doctoral students are eligible to vote and are eligible for election. The Elections Committee notifies, through the Executive Officer, the doctoral faculty of each fully participating college that does not have two of its members on the Executive Committee of the need for the election of a faculty representative to the Executive Committee.

(2) The Elections Committee solicits nominations from the faculty within each subdiscipline for election of the chair of that subdiscipline and supervises the conduct of this election.

(3) The Elections Committee solicits nominations from the matriculated students program-wide for election of a student representative to the Curriculum and Examinations Committee and supervises the conduct of this election.

(4) The Elections Committee solicits nominations from the students within each subdiscipline for election of a student representative to the subdiscipline’s Steering Committee, if one exists, and supervises the conduct of this election.

(5) Elections shall take place in the Spring semester before April 1. All new terms of office commence in the Fall semester.

(6) All elections shall be by mail ballot.