

**Ph. D. PROGRAM IN COMPUTER SCIENCE AND  
M.Sc. PROGRAM IN DATA SCIENCE  
GRADUATE SCHOOL AND UNIVERSITY CENTER  
THE CITY UNIVERSITY OF NEW YORK**

**GOVERNANCE**

Sept 17, 2020

**1. Program Organization**

1.1 The governance structure of the Ph. D. Program in Computer Science shall consist of the Executive Officer, the Executive Committee, and the following six standing committees listed below. The governance structure of the Masters in Data Science Program shall be integrated into the structure of the Ph. D. Program in Computer Science. The EO of the Ph. D. Program in Computer Science shall serve as Director for the Masters in Data Science Program:

- (1) PhD Admissions and Awards,
- (2) MSc Admissions and Awards,
- (3) Curriculum and Examinations,
- (4) Faculty Membership,
- (5) Governance,
- (6) Elections.

All these six committees except for the two Admissions and Awards are joint committees for both programs.

1.2 Rules

The Rules governing all committee meetings shall be Robert's Rules of Order, newly revised. The governance structure shall be consistent with the Governance of the Graduate School, the Bylaws of the Graduate Council of the Graduate School, and the CUNY Bylaws.

1.3 Amendments and Review

This Governance document may be amended by a two-thirds affirmative vote of the members of the Computer Science Executive Committee, there being a quorum and after timely notification to the program's faculty and students of the proposed changes, or by a two-thirds affirmative vote at any stated or special meeting of the Computer Science Doctoral faculty and students, provided that the proposed amendments shall have been sent in writing to every member of the Computer Science Doctoral Faculty and to all doctoral students at least one week prior to being submitted to the structure committee for consideration.

1.4 If at least 30 percent of the doctoral faculty or 30 percent of the student body sign a proposal to change the CS/DS governance structure, after timely notification to the program's faculty and students of the proposed changes, the proposal should be considered by the Committee on Structure. If the Structure Committee of the Graduate Council approves the changes they shall be sent to the Graduate Council.

#### 1.5 Students

1.5.1 The students shall have the responsibility through student representatives to the Executive Committee and the Program Standing Committees to make known their views on the policies of the program. All students on standing committees shall be chosen by means of an election by mail, email, or other electronic means by the students in the two programs in accordance with the policies set forth by the Elections Committee. Any matriculated student in good standing shall be eligible to serve. Students of the two programs may make recommendations to the appropriate committee directly.

### **2. Program Faculty Meetings and Responsibilities**

- 2.1 The doctoral faculty shall meet at least once each semester on call of the executive officer. A special meeting of the doctoral faculty shall be held on petition of 10% of the doctoral faculty. Calls for special meetings shall state the purpose of the meeting and shall be circulated to the doctoral faculty at least three weeks in advance of the meeting. No other business shall be considered at a special meeting unless approved by two-thirds of the doctoral faculty present at the special meeting, there being a quorum.
- 2.2 At any meeting of the doctoral faculty, a quorum shall consist of 25 persons or 50 percent of the faculty, whichever is smaller. At all other kinds of committee meetings the quorum shall consist of a majority of the voting members in accordance with Roberts Rules, newly revised.
- 2.3 Each meeting of the doctoral faculty shall be chaired by the Executive Officer of the Program. Notification of each meeting shall be sent to all members of the doctoral faculty at least three weeks prior to the meeting.
- 2.4 All members of the doctoral faculty shall have open access to the minutes of the doctoral faculty meetings. Executive Committee meeting minutes should be distributed no later than two weeks after their approval.
- 2.5 The faculty, through its members on the Standing Committees of the program, shall have responsibility to establish policies for the program. At any meeting of the faculty, a quorum being present, the faculty may vote to make direct recommendations without Executive Committee approval to the appropriate committee of Graduate Council or to the administration on any matter that affects them.

### **3. Student Meetings and Responsibilities**

- 3.1. The student members of the Computer Science Doctoral program consist of all matriculated Computer Science doctoral students in good academic standing.

The student members of the Data Science Master's Program consist of all matriculated Data science Master's students in good academic standing. The student body is considered to be the union of the two sets of students.

- 3.2 A meeting of the whole student body shall be held at least once a semester on call of the student representatives to the Executive Committee. A special meeting of the student body shall be held on petition of 10% of the students. Calls for special meetings shall state the purpose of the meeting and shall be circulated to the student members at least three weeks in advance of the meeting.
- 3.3 The Executive Committee shall call a meeting with the students at least once each semester.
- 3.4 Elections of students to program standing committees shall be initiated April 1 in accordance with policy set by the elections committee. Elections can occur at a face to face meeting of students, by mail or electronically, in accordance with the policy set by the elections committee as carried out by student members. The Students with the most votes will be designated chairperson. A vacancy of the chairperson seat shall be filled by the alternate in the election taking place at the first meeting of the students. A vacancy of a student seat on the Executive Committee or any of the program standing committees shall be filled by the alternate who was duly elected. If the alternate is unwilling to serve, a special election, coordinated by the elections committee, will be held to fill the vacancy.
- 3.5 There shall be at least one student representative on all ad hoc committees formed by the Executive Committee or any Standing Committee.
- 3.6 Student members of the Executive Committee and all standing program committees shall give a report on the work done by their respective committees during the meeting of the student body.
- 3.7 The student body shall have open access to the minutes of the doctoral faculty meetings, Executive Committee meetings, and the minutes of each standing committee no later than two weeks after their approval. They will not have access to minutes of executive sessions.
- 3.8 Students members of standing committees shall have voice and vote on all matters, unless otherwise specified.
- 3.9 All committees, except the two Admissions and Awards committees, with at least two student members shall include at least one student from each program. The PhD Admissions and Awards committee shall have student representatives from the PhD program. The MSc Admissions and Awards committee shall have student representatives from the MSc program.

#### **4. Executive Committee**

- 4.1 The Executive Committee shall consist of at least 5 members which includes
  - 4.1.1 the Executive Officer of the Program who shall serve as chair;

- 4.1.2 one doctoral faculty representative from each college having at least four of its members on the doctoral faculty of the CS PhD program in the college. An alternate shall be elected from that same college. The faculty member and alternate shall be elected locally by the doctoral faculty of the CS PhD program of the college.
  - 4.1.3 one doctoral faculty and alternate at-large from and elected by the CS doctoral faculty of those campuses not meeting the criteria of 4.1.2 not meeting the above-stated membership criteria.
  - 4.1.4 if the doctoral faculty includes two or more faculty members (other than the Executive Officer) who hold central appointments, then at least one central-line member shall be elected from the central-line faculty.
  - 4.1.5 two student representatives or 30% of the number of faculty representatives, rounded to the nearest whole number, whichever is greater.
- 4.2 Each faculty member of the Executive Committee shall be elected locally for a term of three years. One third of the faculty representatives shall be elected each year. No member of the Executive Committee, excluding the Executive Officer, may serve consecutively for more than two 3-year terms. Student members serve for one year and can be reelected.
  - 4.3 The Executive Committee shall be chaired by the Executive Officer and shall meet at least once during each academic semester. Meeting notices shall be sent out to the entire faculty and student body.
  - 4.4 The Executive Committee shall establish policy for and evaluate the Program, subject to the bylaws of the Graduate Council and the GC Governance.
  - 4.5 The Executive Officer shall circulate to the Executive Committee members a tentative agenda at least five days before each meeting. The Executive Committee members may recommend changes or additions to the tentative agenda in advance of the meeting. Agenda items must be approved by the Executive Committee as its first order of business.
  - 4.6 Unless otherwise specified by the Executive Officer, meetings of the Executive Committee are open to faculty and student members of the program. The members of the Executive Committee shall meet in executive session to discuss and vote on individual personnel matters.

- 4.7 Each member of the Executive Committee shall have one vote, except that the student members shall have voice but not vote on matters concerning academic issues regarding individuals or faculty appointments.
- 4.8 Each member of the Executive Committee shall meet at least once a semester with the doctoral faculty members he/she represents to discuss programmatic matters as the need arises. Minutes of these meetings shall be distributed to the Executive Committee.
- 4.9 The members of the Executive Committee shall recommend alumni and other prominent Computer Science professionals to the Executive Officer to serve as Advisory Board of the Computer Science PhD program, to be constituted by the Executive Officer at the beginning of the new term of the Executive Officer. The Advisory Board shall make recommendations to the Executive Committee about the teaching emphases of the program and ways of obtaining grants and gifts to the program.
- 4.10 In the event that any member of the Executive Committee expects to be absent for a meeting, the elected alternate shall serve as his or her proxy.
- 4.11 Doctoral faculty vacancies due to resignation ~~on the Executive Committee~~ will be filled by a special election, coordinated by the elections committee.
- 4.12 Executive Committee members who miss, without notice three meetings in a school year will be ineligible to either serve out their term on the Executive Committee or be elected for a renewed term the following year.
- 4.13 The responsibilities of the Executive Committee are consistent with those described in the Graduate Center Governance.

## **5. Standing Committees**

### **5.1 PhD Admissions and Awards Committee**

- 5.1.1 The PhD Admissions and Awards Committee shall consist of at least 5 members, which includes:
  - 5.1.1.1 the Executive Officer of the Program who shall serve as chair
  - 5.1.1.2 the chairpersons, if they are members of the doctoral faculty, of each of the CUNY senior college computer science or computer information systems or computer systems technology departments offering a bachelor's degree program in computer science with at least four of its faculty members appointed to the doctoral faculty.
  - 5.1.1.3 one doctoral faculty representative and one faculty alternate from each senior college offering a bachelor's degree in computer science or computer information systems with at least four of its faculty members on the doctoral faculty, who shall be elected locally to staggered two-year terms,

- 5.1.1.4 two PhD student representatives, and two PhD student alternates, elected at large by the students in the program, to one-year terms, with reelection to additional terms permitted.
  - 5.1.1.5 at least one doctoral faculty, to represent all the CUNY computer information system or computer science departments not meeting the membership criteria of section 5.1.1.3 elected by their doctoral faculty to a two years term.
- 5.1.2 The PhD Admissions and Awards Committee will recommend admission and awards procedures and standards for the Ph.D. program and administer these procedures in accordance with these standards.
- 5.1.3 Each member of the Admissions committee shall have one vote, except that students shall have voice but not vote on admissions decisions.
- 5.1.4 This committee shall meet at least once a year to review and revise admissions and awards policies annually and as needed to review and make decisions on applicants to the Ph.D. program.
- 5.2 MSc Admissions and Awards Committee**
- 5.2.1 The MSc Admissions and Awards Committee shall consist of at least 5 members, which includes:
- 5.2.1.1 the Director of the Program who shall serve as chair
  - 5.2.1.2 the Deputy EO for the MSc program
  - 5.2.1.3 One Central line faculty from GC
  - 5.2.1.4 two MSc student representatives, and two MSc student alternates, elected at large by the students in the program, to one-year terms, with reelection to additional terms permitted.
- 5.2.2 The MSc Admissions and Awards Committee will recommend admission and awards procedures and standards for the MSc program and administer these procedures in accordance with these standards.
- 5.2.3 Each member of the Admissions committee shall have one vote, except that students shall have voice but not vote on admissions decisions.
- 5.2.4 This committee shall meet at least once a year to review and revise admissions and awards policies annually and as needed to review and make decisions on applicants to the MSc program.
- 5.3 Curriculum and Examinations Committee**

- 5.3.1 The Curriculum and Examinations Committee shall consist of at least 7 members which includes:
- 5.3.1.1 the Executive Officer of the Program who shall serve as chair;
  - 5.3.1.2 five members of the doctoral faculty and five alternates elected by the doctoral faculty, each for a three year term;
  - 5.3.1.3 two student representatives and two student alternates elected at large by the students in the program. Student representatives and student alternates serve for one year and can be reelected.
- 5.3.2 The Curriculum and Examinations Committee shall by January 1, review the curriculum and submit curriculum recommendations for action. The committee shall also recommend procedures and standards for the conduct of examinations and submit these to the Executive Committee.
- 5.3.3 Each member of the committee shall have one vote. Students shall have both voice and vote.
- 5.3.4 The Curriculum and Examinations Committee shall choose every three years a set of 10 universities that grant the PhD degree in Computer Science and write a review comparing their curriculum requirements and course offerings with those of the Computer Science Doctoral program at the Graduate Center. The tri-annual review shall be made available by open access to the Doctoral Faculty by January 1.
- 5.3.5 To help increase interdisciplinary activities, the Curriculum and Examinations Committee will assist the Executive Officer to put in place cross-listed team taught interdisciplinary courses that have content from both Computer Science and other disciplines.
- 5.3.6 The Curriculum and Examinations Committee shall be responsible for presenting policy proposals to the Executive Committee regarding the form, content and outcomes of all doctoral examinations. The Committee shall annually review and evaluate the status of these examinations and report its findings to the Executive Committee by the end of April of each year.
- 5.3.7 The Curriculum and Examinations Committee shall, annually in the Spring semester, appoint one of its faculty members to coordinate the administration of the First Examination. The Committee shall report a summary of the results of each First Examination to the Executive Committee.
- 5.3.8 The Curriculum and Examinations Committee may appoint a subcommittee for the M.Sc. Program in Data Science.
- 5.3.8.1 The Director of the M.Sc. Program will serve as chair.
  - 5.3.8.2 The subcommittee shall consist of at least 5 persons.

- 5.3.8.3 Up to 2 of the 5 members may be selected from outside the Curriculum and Examinations Committee. Remaining 3 of the 5 members shall be members of the Curriculum and Examinations Committee.
- 5.3.8.4 Student representation on the subcommittee shall be drawn from the student representation on the Curriculum and Examinations Committee.
- 5.3.9 The Curriculum and Examinations Subcommittee for the M.Sc. Program in Data Science shall execute the duties of §§ 5.3.2 through 5.3.7 as pertains to the M.Sc. Program in Data Science. If this Subcommittee is not appointed, the duties of §§ 5.3.2 through 5.3.7 as pertains to the MSc program in Data Science fall on the Curriculum and Examinations Committee.

#### 5.4 Faculty Membership Committee

- 5.4.1 The Faculty Membership Committee shall consist of at least 7 members which includes:
  - 5.4.1.1 the Executive Officer of the Program who shall serve as chair;
  - 5.4.1.2 four faculty members, each from a different campus, and four alternates, all elected by the doctoral faculty;
  - 5.4.1.3 two student representatives, and two student alternates, elected at large by the students in the program; student representatives and student alternates serve for one year and can be reelected;
  - 5.4.1.4 each member shall be elected to serve on this committee for a term of two years. Terms shall be staggered so that half of the committee shall be elected each year.
- 5.4.2 Each member of the Faculty Membership Committee shall have one vote, except that students shall have voice but not vote on the appointment or removal of individual faculty members.
- 5.4.3 The Faculty Membership Committee shall establish objective criteria for the review of the doctoral faculty membership.
- 5.4.4 The Faculty Membership Committee shall be responsible for conducting an annual review of the doctoral faculty, with a more detailed review once every three years. By majority vote the committee can recommend each doctoral faculty member for continuation or removal from the doctoral faculty. Criteria to be considered over the last ten years include their accomplishments such as: (1) publications and external grants, (2) mentoring and committee work with PhD students and teaching doctoral courses at the Graduate Center, (3) professional service, and (4) overall career standing as measured by any one of a number of publicly available measures. Untenured faculty shall be evaluated on criteria appropriate for them.



- 5.4.5 Potential members must submit their request and documentation to the Executive Officer who will pass it on to the Faculty Membership Committee. The Faculty Membership Committee shall nominate by majority vote, new members to the program's doctoral faculty. Any CUNY faculty member or student may present relevant information regarding a candidate's eligibility for doctoral faculty membership at the meeting of the Faculty Membership Committee at which the candidate is considered. The faculty members of the Faculty Membership Committee shall vote on a proposed nomination in executive session.
- 5.4.6 All doctoral faculty nominations and recommendations made by the Faculty Membership committee shall be reviewed by the Executive Committee. After approval by the Executive Committee, the nominations or recommendations of the Faculty Membership Committee shall be sent to the Provost by the Executive Officer. If a recommendation for continuation is not approved by the Executive Committee, the membership of the doctoral faculty shall be discontinued. If a nomination for membership is not approved by the Executive Committee, the nomination shall not be forwarded to the Provost.

## **5.5 Governance Committee**

- 5.5.1 The Governance Committee shall consist of the Executive Officer, one faculty member and one student member, each on the Executive Committee. The members of the Governance Committee shall be elected by a majority vote of the Executive Committee.
- 5.5.2 Faculty Appointments shall be for a term of three years, students for a term of one year.
- 5.5.3 The Governance Committee shall solicit comments from the doctoral faculty and students, meet at least once a year and recommend any changes to the Computer Science Governance document to the Executive Committee by April 1 of each year.

## **5.6 Elections Committee**

- 5.6.1 Faculty representatives of the Elections Committee shall conduct and certify the results of all elections for doctoral faculty. Student representatives of the Elections Committee shall conduct and certify the results of all elections for doctoral students (except the elections conducted by the DSC).
- 5.6.2 The committee shall consist of three doctoral faculty representatives and two student representatives. The faculty representatives are elected for staggered three year terms. Student representatives serve for one year and can be reelected.
- 5.6.3 The Election Committee shall hold elections for members of the Executive Committee, Membership Committee, Curriculum and Examinations Committee, Admission and Awards Committee, and Elections Committee. All members of all committees should remain active until replacements are elected.
- 5.6.4 The Elections Committee solicits nominations for faculty representative(s) and student representative(s) to the Graduate Council for two year staggered terms. Only doctoral faculty members vote for faculty representatives and only students vote for student representatives.

- 5.6.5 Elections shall take place in the Spring semester before April 1 and use an election procedure that protects the anonymity of the voting faculty and students in a way that is consistent with the New York State open meetings law.
- 5.6.6 The runners-up in the elections shall be the alternate delegates.
- 5.6.7 All terms of office begin July 1 and ends June 30.
- 5.6.8 Members of the election committee cannot be candidates in any other elections governed by the election committee
- 5.6.9 Any election procedures left unspecified by this document shall be decided by the elections committee.