

**Governance of the Ph.D. Program in Economics
of the Graduate School and University Center
The City University of New York**

GOVERNANCE: Approved by Graduate Council 1/13/1972;
revised 5/22/1988; 5/11/1993; 11/16/1994; 12/10/2014

Sec. 1 ORGANIZATION OF THE ECONOMICS PROGRAM

- 1.1 The Economics Program shall have an Executive Officer
- 1.2 The Economics Program shall have the following standing committees:
 - 1.2A An Executive Committee
 - 1.2B An Admissions and Awards Committee
 - 1.2C A Curriculum and Examinations Committee
 - 1.2D An Elections Committee
 - 1.2E A Faculty Membership Committee
- 1.3 The Economics Program may establish ad hoc committees

Sec. 2 EXECUTIVE OFFICER (EO)

- 2.1 The EO is responsible for the overall administration and oversight of the affairs of the program in accordance with the policies established by the program faculty, Graduate Council, and the Board of Trustees.
- 2.2 The EO shall be appointed by the president for a term of three years, which is renewable.
- 2.3 The duties of the EO shall include but not be limited to:
 - 2.3A appointing Economics faculty member(s) as Deputy Executive Officer(s);
 - 2.3B serving as chair and presiding at meeting of the Economics faculty, the Executive Committee, the Faculty Membership Committee and the Election Committee;
 - 2.3C serving as a voting ex officio member on all program committees;
 - 2.3D serving as an ex officio member on all working groups or appointing a designee to serve in his or her place;
 - 2.3E appointing ad hoc committees for specific duties that are not under the purview of standing committees.
 - 2.3F convening meetings with the Economics faculty, the Executive Committee, and the doctoral students of the Economics Program;
 - 2.3G determining which course shall be offered each semester and assigning faculty to teach these courses after consultation with representative groups of faculty and students;
 - 2.3H initiating policies and actions concerning the affairs of the program, subject to the powers delegated by this governance document by the Economics program faculty and the Executive Committee;

- 2.3I working with the chairs of the CUNY college Economics departments to develop procedures for making new faculty appointments useful both to the college departments and to the Graduate Center;
- 2.3J trying to ensure that, when department chairs recruit part-time faculty, they give preference to qualified students enrolled in the Economics Program, in accordance with the policies of The City University of New York; and
- 2.3K recommending directly to the Provost the temporary appointment of individuals to the doctoral faculty of the Economics Program, to meet emergency needs, for a period of either one semester or one year, in which case (i) the temporary appointments shall not be repeated for a cumulative total of more than two semesters, (ii) the appointee shall not have voting rights in the program and shall not serve on program committees, and (iii) the EO shall notify the Faculty Membership Committee and the Executive Committee of the appointments.

Sec. 3 DEPUTY EXECUTIVE OFFICER (DEO)

- 3.1 The duties of the Deputy Executive Officer(s) shall include but not be limited to:
 - 3.1A collaborating with the EO on matters pertaining to the program.
 - 3.1B assisting in coordinating matters pertaining to admissions, awards, and placement.

Sec. 4 STANDING COMMITTEES

- 4.1 Voting and Service Eligibility
 - 4.1A Faculty

In order to vote in faculty elections or to serve on departmental committees, a person must be a member of the doctoral faculty as defined in Section 6.1 of the Graduate Center Governance document.
 - 4.1B Students

In order to vote in student elections or to serve on departmental committees, a student must be matriculated in the PhD Program in Economics at the time of the vote or service.
- 4.2 Executive Committee
 - 4.2A Composition
 1. The Executive Committee shall consist of eight (8) elected faculty members and three (3) elected students.
 2. Faculty representation
 - 2a. Faculty members who hold Graduate Center appointments shall have at least one elected representative.
 - 2b. All participating colleges (other than the Graduate Center) with three members on the doctoral faculty, at least one of whom has taught a course or supervised a dissertation in the Ph.D. Program in Economics within the past three years, shall have at least one representative on the Executive Committee.

2c. If the Executive Officer is from a participating college (including the Graduate Center), his or her place on the Executive Committee is the guaranteed place for his or her college.

2d. Faculty representatives on the Executive Committee shall serve for a term of three years and may be reelected.

3. Student representation

3a. At least one of the elected student representatives on the Executive Committee shall be a Level III student. A Level III student is defined as any student (either full or part-time) who is matriculating in the Economics Program under the Graduate Center status of Level III.

3b. The student elections for representatives who are to serve on the Executive Committee shall be held during the month of April of each year.

3c. Student representatives shall serve for a term of one academic year, starting with the Fall semester following the election.

3d. Student representatives can be reelected not more than once. However, student representatives will become eligible for service on the Executive Committee again in the subsequent election in the following year.

3e. If an elected student representative is unable to serve a full term, the first runner-up shall serve as a replacement.

4.2B Nomination and Election of Faculty Members to Executive Committee

1. At the meeting of the doctoral faculty preceding the end of the term of sitting members of the Executive Committee, the doctoral faculty shall nominate candidates for the Executive Committee. Also, any five (5) faculty members can nominate other candidates. Other election procedures are specified in Section 3.5 of the Graduate Center Governance document.
2. With the exception of the Executive Officer who represents a participating college by virtue of Section II.A.2 of these Bylaws, the faculty member with the highest number of votes among all nominated faculty from a given participating college represents the faculty of that college. After the representatives of the campus faculties are determined, any at-large seats on the Executive Committee are filled by faculty members with the highest number of votes. Among the remaining faculty members who received votes, the person with the next highest number of votes among all nominated faculty from a given participating college becomes the Alternate for that college. After this, all of the Alternates are ranked by their votes, and up to three members are designated as Alternates-at-Large.
3. If any elected faculty member representing a campus resigns from the Executive Committee, his or her seat shall be filled either by one of the at-large elected faculty members if this person is eligible to represent the campus or by the Alternate who is eligible to represent the campus. If no such faculty member is available, a new process of nomination and election among eligible faculty from said campus shall be held to determine the replacement for the remainder of the term.
4. If any at-large elected faculty member resigns from the Executive Committee, his or her seat shall be filled by the highest ranked available Alternate-at-Large. If no Alternates-

at-Large are available, a new process of nomination and election among eligible faculty from all campuses shall be held to determine the replacement for the remainder of the term.

5. If an elected faculty member representing a campus goes on leave and is unable to serve on the Executive Committee, his or her seat will be filled for the duration of the leave by the Alternate who is eligible to represent the said campus. If no such faculty member is available, his or her seat shall be filled for the duration of the leave by the highest ranked available Alternate-at-Large who is eligible to represent said campus. If no such Alternate-at-Large from said campus is available, his or her seat shall be filled for the duration of the leave by the highest ranked available Alternate-at-Large.

4.2C General Procedures for the Executive Committee

1. The Executive Officer shall serve as Chair of the Executive Committee.
2. The Executive committee shall call at least one meeting per year of the faculty and present a report to the faculty. Executive Committee meetings shall be governed by the latest version of *Robert's Rules of Order, Newly Revised*. A quorum for each committee shall be defined as one more than half of the number of seats on the Executive Committee.
3. The Executive Committee shall meet with the students of the Economics Program at least once each semester.
4. The Executive Committee shall have the authority for the operation of the Program between the stated meetings of the program's faculty subject to the policies established by the faculty.
5. The Executive Committee may make recommendations to the appropriate committees of the Graduate Council and to the administration of The Graduate School.
6. With consultation with the Faculty Membership Committee, the Executive Committee shall conduct a continuing review of the faculty relevant to the Program, including recommendations to the Provost for nomination for appointment of new faculty.
7. The Executive Committee shall recommend policies and procedures on dissertations.
8. In the fall semester of the final year of the Executive Officer's current term, the Executive Committee shall undertake a review of the governance of the Economics Program to ensure that it reflects current governance practice and remains in compliance with the most recent Graduate School governance, Board of Trustees policy, and New York State law, making any necessary amendments and revisions.
9. Student members of the Executive Committee have the right to participate in all discussions and vote on matters of policy that pertain to the Economics Program, except as noted in Sections 4.2C.10 - of these Bylaws.
10. Student members of the Executive Committee have the right to participate in all discussions on individual candidates for appointment, reappointment, promotion, and tenure within the Economics Program, but may not vote on individual candidates.
11. Subject to notification of the Chair (by the member requesting remote attendance) prior to a scheduled Executive Committee meeting and subject to the availability and functionality of audiovisual equipment, members of the Executive Committee are

permitted to participate and vote in a committee meeting from a remote location by means of a two-way communication link that is audible to all members in attendance. Secret-ballot votes of members participating from a remote location are to be collected by the Program's Administrative Program Officer who will then communicate aggregated voting results to the Executive Committee Chair.

12. Minutes of the Executive Committee meetings shall not record discussion and all individuals present during executive session are honor-bound not to divulge the discussion that occurs.

4.3 Admissions and Awards

4.3A Membership of the Admissions and Awards Committee shall consist of five (5) faculty members and two (2) student. In addition, the Executive Officer is an ex officio member. The Chair will be elected in the first meeting of the committee.

4.3B The Admissions and Awards Committee is to recommend admission and fellowship awards procedures and standards for the Program, and to administer these procedures in accordance with these standards.

4.3C The student member of the Admissions and Awards Committee shall not have access to confidential applicants' files but shall be able to participate in the discussion of the applicant pool and in interviews of the candidates.

4.4 Curriculum and Examination

4.4A Membership of the Curriculum and Examination shall consist of three (3) faculty members and three (3) students. In addition, the Executive Officer is an ex officio member. The Chair will be elected in the first meeting of the committee.

4.4B The Curriculum and Examination Committee is to review curriculum, to submit curriculum recommendations for action, and to recommend procedures and standards for the conduct of examinations.

4.4C Students members of the Curriculum and Examination Committee shall be absent in all discussions on matters that concern individual student exam outcomes and student appeal.

4.5 Faculty Membership Committee

4.5A Membership of the Faculty Membership and Research Committee shall consist of three (3) faculty members including the Executive Officer, and two (2) students.

4.5B The Faculty Membership Committee is to recommend to the Executive Committee nominations of members of the Program's faculty in accordance with Section 6.1 of the Graduate Center Governance document with a view toward including in the doctoral program faculty newly appointed at the colleges; to maintain a roster of potential doctoral faculty appointments; to record annually the status of those faculty members currently designated; and to review all other actions taken in regard to membership on the doctoral faculty.

4.5C If any one member of the Faculty Membership Committee recommends that a member be elected to the doctoral faculty, a vote shall be taken and the results reported to the Executive Committee. This procedure refers only to questions of recommending members to the doctoral faculty. All other activities and procedures of the Faculty Membership Committee follow Section 3.6A of the Graduate Center Governance document.

4.5D Student members of the Faculty Membership Committee have the right to participate in all discussions on individual candidates for appointment, reappointment, promotion, and tenure within the Economics Program, but may not vote on individual candidates.

4.6 Elections Committee

4.6A Membership of the Elections Committee shall consist of three (3) faculty members and three (3) students. In addition, the Executive Officer is an ex officio member.

4.6B The Elections Committee has responsibility for all nominations and election procedures.

4.6C The student members of the Elections Committee shall hold all elections for student membership of the Executive Committee and all Standing Committees.

4.6D The Elections Committee shall certify the election results of both faculty and student elections.

4.6E In any election, faculty members shall be eligible to nominate and vote only for faculty representatives, and students shall be eligible to nominate and vote only for student representatives.

4.7 General Procedures for Standing Committees other than the Executive Committee

The following general procedures pertain to the following Standing Committees: Curriculum and Examination, Admissions and Awards, Faculty Membership and Research, and Elections.

4.7A. The Executive Committee shall appoint all faculty members of the Standing Committees for a three-year term. A faculty member may decline appointment to any committee.

4.7B All student members are to be elected by the full student body of the program.

1. The student elections for representatives who are to serve on Program committees shall be held during the month of April of each year.

2. Student representatives shall serve for a term of one calendar year.

3. Student representatives can be reelected not more than once as representatives of the same committee. However, student representatives will become eligible for service on the same committee again in the subsequent election in the following year.

4. If an elected student representative is unable to serve a full term, the first runner-up shall serve as a replacement.

4.7C Committee meetings may be called by the chair or by a majority of the committee.

4.7D Subject to notification of the chair prior to a scheduled committee meeting and subject to the availability and functionality of audiovisual equipment, members of a committee are permitted to participate and vote in a committee meeting from a remote location by means of a two-way communication link that is audible to all members in attendance. Secret-ballot votes of members participating from a remote location are to be collected by the Program's Administrative Program Officer who will then communicate aggregated voting results to the committee chair.

4.7E Program Committee meeting shall be governed by the latest version of *Robert's Rules of Order, Newly Revised*. A quorum for each committee shall be defined as one more than half of the number of seats on the committee.

- 4.7F Students must be formally heard on all questions concerning appointment and tenure of faculty members, as specified in Section 3.2 of the Graduate Center Governance document.

Sec. 5 MODIFICATIONS OF PROGRAM GOVERNANCE

- 5.1 The Economics Program may at any time propose a change in their structure within the requirements of the Governance document of The Graduate Center, provided that changes are submitted by a majority of the program's Executive Committee, and after timely notification to the Program's faculty and students of the proposed changes, to the Committee on Structure for review and recommendation to Graduate Council for its consideration.
- 5.2 If at least 30 percent of the doctoral faculty or 30 percent of the matriculated students in the Economics Program sign a proposal to change the Program's structure, the proposal shall be considered by the Committee on Structure of the Graduate Council.

Sec. 6 PROGRAM FACULTY

- 6.1 The faculty, through its members on the Standing Committees of the program, shall have responsibility to establish policies for the Program.
- 6.2 At any meeting of the faculty, a quorum being present, the faculty of each program may vote to make direct recommendations without Executive Committee approval to the appropriate committee of the Graduate Council or to the administration on any matter that affects them.
- 6.3 Upon permanent appointment to the Economics faculty, a faculty member receives full rights and duties.
- 6.4 Only permanent members of the Economics faculty may teach a doctoral-level course more than twice or chair dissertation committees.
- 6.5 A member of the Economics faculty may be removed from the doctoral faculty on the recommendation of the Executive Committee after receiving a recommendation to remove from the Faculty Membership Committee but only after the member has been given a year's prior notice of the intention to remove.
- 6.6 A faculty member who has been recommended for removal may appeal the decision to remove to the Program's Executive Committee, the Provost, and the President.

Sec. 7 STUDENT RESPONSIBILITIES

- 7.1 The students of the Economics Program shall have responsibility through student representatives to the Executive Committee and the Standing Committees of the Economics Program to make known their views on the policies of the Program.
- 7.2 All students on these committees shall be chosen by means of an election by mail, email, or other electronic means by the students in the Economics Program.
- 7.3 Any matriculated student shall be eligible to serve.
- 7.4 Students of the Economics Program may make direct recommendations to the appropriate committee of Graduate Council or to the administration for immediate consideration on any matter that affects them if at least 10% of the students in the Economics Program support those recommendations.

