

# **Criminal Justice Doctoral Program GOVERNANCE STRUCTURE**

Draft approved by the Criminal Justice PhD Executive Committee – March 2019  
Approved by Graduate Council on May 8, 2019

## **SEC. 1. General Provisions**

1.1. Program Committees 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. A motion shall be considered valid only if it receives a total number of affirmative votes equal to one half of the number of seats on the committee, plus one (or greater) Regarding executive sessions, minutes shall not record discussion and all individuals present during executive discussion are honor-bound not to divulge the discussion that occurs.

1.2 All program committees will maintain a commitment to inclusion and diversity in their make-up, and objectives.

## **SEC. 2. Executive Officer (EO)**

2.1. The EO is responsible for administering the affairs of the program in accordance with this document, The Graduate Center governance document, and the policies established by Graduate Council of The Graduate Center.

2.2. The DEO assists the EO in administering the affairs of the program. The DEO is selected by the EO.

2.3. Courses to be offered each semester shall be determined by the Executive Officer.

2.4. The EO shall meet at least once a semester with students.

2.5. The EO shall meet at least once a semester with faculty and present a report to the faculty.

2.6. The EO, in coordination with the Membership Committee and the Criminal Justice Doctoral Faculty Membership Criteria Document, shall conduct a review of the Criminal Justice Doctoral Faculty every three years.

## **SEC. 3. Program Standing Committees**

### **3.1 Program Standing Committee Structure**

3.1.1. The terms of office for faculty members on program standing committees shall be two years staggered.

3.1.2. Faculty members on program standing committees shall be elected from among the doctoral faculty during the spring semester.

3.1.3. The term of office for student members on program standing committees shall be one year.

3.1.4. Student members on program standing committees shall be elected in late spring from a slate drawn of all matriculated students in the doctoral program.

3.1.5. Student members on program standing committees shall not vote on matters concerning academic competence of students or the professional competence of faculty. Student members shall be excluded from personnel matters. Formal provisions shall be made for the expression of student opinions on decisions affecting appointments, promotion, and tenure of individual faculty members.

## **3.2 Executive Committee**

3.2.1. The Executive Committee shall have the authority over the operation of the program.

3.2.2. The Executive Committee may make recommendations to the appropriate committees of Graduate Council and to the administration of The Graduate Center.

3.2.3 The Executive Committee shall recommend policies and procedures on dissertations.

3.2.4. The Executive Committee shall meet at least twice per semester.

3.2.5. The Executive Committee shall consist of the EO (serves as chair), DEO, at least 4 faculty members, and 2 student members.

3.2.6. The Executive Committee of each program shall call at least one meeting a year of the faculty and present a report to the faculty. At any meeting of the program faculty a quorum shall consist of 25 persons or 50 percent of the faculty, whichever is smaller.

3.2.7. The Executive Committee shall call a meeting with the students of each program at least once each semester.

3.2.8. Student members of the Executive Committee have the right to participate in all discussions on matters of policy and on individual candidates for appointment, reappoint, promotion, and tenure, but may not vote on individual candidates.

3.2.9. The Executive Committee of the Criminal Justice PhD program shall establish an Elections Committee.

3.2.10. In the fall semester of the final year of the EO's current term, the Executive Committee shall undertake a review of its program governance 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.

## **3.3 Membership Committee**

3.3.1. The Membership Committee shall: nominate members to the program's faculty with a view toward including newly-appointed faculty at the colleges; maintain a roster of potential doctoral faculty appointments; record annually the status of those faculty members currently designated; review all other actions taken in regard to membership on the doctoral faculty.

3.3.2. The Membership Committee shall meet at least once per year.

3.3.3. The Membership Committee shall consist of the EO (serves as chair), DEO, at least 4 faculty members, and 2 student members.

3.3.4. The criteria of the program for nomination to, and continuance on, the faculty are:

- A determination that the faculty member will make a significant contribution relevant to the needs of the program
- Evidence of significant research relevant to the program
- Evidence of qualification to teach a course or provide other graduate-level training
- Evidence of qualification to supervise dissertations or other graduate-level research

3.3.5. Student members participate and vote on policy related issues regarding faculty membership.

### **3.4 Curriculum and Examinations Committee**

3.4.1. The Curriculum and Examinations Committee shall review curriculum, submit curriculum recommendations for action, and recommend procedures and standards for the conduct of examinations.

3.4.2. The Curriculum and Examinations Committee shall meet at least once per year.

3.4.3. The Curriculum and Examinations Committee shall consist of the EO (serves as chair), DEO, at least 4 faculty members, and 2 student members.

### **3.5 Admissions Committee**

3.5.1. The Admissions Committee shall recommend admissions procedures and standards for the program and administer these procedures in accordance with these standards.

3.5.2. The Admissions Committee shall meet at least once per year.

3.5.3. The Admissions Committee shall consist of the EO (serves as chair), DEO, at least 6 faculty members and 3 student members.

### **3.6 Diversity Committee**

3.6.1. The Diversity Committee shall recommend procedures and standards regarding diversity in the program and administer these procedures in accordance with these standards.

3.6.2. The Diversity Committee shall meet at least once per year.

3.6.3. The Diversity Committee shall consist of the EO, DEO, (serving as chair), at least 4 faculty members, and 3 student members.

### **3.7 Elections Committee**

3.7.1. The Executive Committee shall establish the Elections Committee. The Elections Committee shall be composed of the EO (serves as chair), DEO, at least 3 faculty, and 3 student members. This committee shall

have responsibility for nominations and election procedures to serve on program standing committees.

3.7.2. Faculty members of the Elections Committee are responsible for securing nominations and executing elections for faculty membership on committees.

3.7.3 Student members of the Elections Committee are responsible for securing nominations and executing elections for student membership on committees.

3.7.4. Elections for service in the subsequent academic year(s) shall take place no later than April 1.

3.7.5. Faculty and students on leave of absence shall not be eligible to vote.

3.7.6. The EO shall report committee election results to the Secretary of the Graduate Center Graduate Council no later than April 15.

### **3.8 Graduate Council**

3.8.1. The terms of office for faculty members on the Graduate Council shall be two years staggered.

3.8.2. The terms of office for student members on the Graduate Council shall be two years staggered.

3.8.3. Faculty members on the Graduate Council shall be elected from among the doctoral faculty during the spring semester.

3.8.4. Student members on the Graduate Council shall be elected in late spring from a slate drawn of all matriculated students in the doctoral program.

### **3.9. Ad Hoc Committees**

3.9.1. The program may create ad hoc committees to serve specific needs of the program. Examples may include internal program awards or special events.

## **SEC. 4. Faculty Responsibilities**

4.1. 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 of each program 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.

4.2. The Executive Committee of the Graduate Council may receive motions for action directly from program faculty or from a program's Executive Committee.

## **SEC. 5. Student Responsibilities**

5.1. The students shall have responsibility, through student representatives to the Executive Committee and the Standing Committees of the program, to make known their views on the policies of the program. 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 program. Any matriculated student shall be eligible to serve. Students of any 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 that program support those recommendations.

#### **SEC. 6. Modifications of Program Governance**

6.1. Programs may at any time propose a change in their structure within the requirements of the Governance document of The Graduate School 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.

6.2. If at least 30 percent of the doctoral faculty or 30 percent of the matriculated students in a program sign a proposal to change the program's structure, after timely notification to the program's faculty and students of the proposed changes, the proposal shall be considered by the Committee on Structure of the Graduate Council. If the Committee on Structure approves the proposal, it shall forward the proposal with its recommendation to Graduate Council for its approval.