Governance Plan of the Ph.D. Program in Psychology

The City University of New York

Approved by Structure Committee April 17, 2018

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 ten training areas ((Basic and Applied Social Psychology (BASP). Behavioral and Cognitive Neuroscience (BCN), Clinical Psychology at John Jay, Clinical Psychology at Queens, Cognitive and Comparative Psychology (CCP), Critical Social and Environmental Psychology, Developmental Psychology, Health Psychology and Clinical Science (HPCS), Industrial-Organizational Psychology and Psychology and Law), 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 (27) of the Executive Committee are:

1. The eight Chairs (or designated representatives) in Psychology from each CUNY campus that has at least six members of the doctoral faculty in Psychology. (Currently, there are seven campuses with such Psychology representation (Baruch, Brooklyn, City, College of Staten Island, Hunter, John Jay and Queens). The Graduate Center (GC) will elect an eighth representative.) In the event that the 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. The eight Chairs of the major campuses represent doctoral faculty from that campus irrespective of Training Area, and join the Psychology Executive Committee to facilitate communications and decision making across campuses.

2. The ten Training Area Heads (Basic and Applied Social Psychology (BASP). Behavioral and Cognitive Neuroscience (BCN), Clinical Psychology at John Jay, Clinical Psychology at Queens, Cognitive and Comparative Psychology (CCP), Critical Social and Environmental Psychology, Developmental Psychology, Health Psychology and Clinical Science (HPCS), Industrial-Organizational Psychology and Psychology and Law) will be elected by their full-time faculty members of their respective training areas once every three years. In the event that a Training Area Head is unable to attend a meeting, a doctoral faculty member in Psychology who is a primary faculty member in that Training Area and who had been elected as an alternate shall attend the meeting as a voting member. The election procedure for Training Area Head originates within each Training Area by sending out electronic announcements to all faculty within their Training Area calling for nominations in the spring of the year before the end of the current three-year term of that Training Area Head. Faculty can nominate themselves or others. The elected Training Area Head represents doctoral faculty of that particular Training Area irrespective of the campus to which the doctoral faculty member belongs.

3. One student from each of the eight participating CUNY campuses (Baruch, Brooklyn, City, College of Staten Island, Graduate Center, Hunter, John Jay and Queens), using an election mechanism that maximizes the possibility that each Training Area is represented with voice and vote. Given that there are students from ten Training Areas spread across campuses, but only eight student seats, the election mechanism will identify the students by their Training Area in each campus election with the intent that the eight elected students represent eight of the Training Areas, and not a cluster of students from one given Training Area. 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 have a voice and vote on all matters except those relating to individual faculty members or individual students in the program in which the students will have a

voice, but not a vote. The eight student representatives come from the major campuses and represent students from that campus irrespective of Training Area with both voice and vote. The election procedure for campus student representative originates with the Executive Officer sending out electronic announcements to all students calling for nominations in August of the year that an election to be held. Students can nominate themselves or others.

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 Training Area 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 Training Area Heads elected every three years. 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.

F. In the fall semester of the final year of the Executive officer's current term, the Psychology 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.

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 who have both voice and vote. The faculty members will be appointed by the Executive Officer after securing nominations from the doctoral faculty members and insuring representation across campuses and Training Areas. The student members will be elected by the students while insuring representation across

campuses and Training Areas. 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 and any other body within CUNY. Elections will be held by email or electronic ballot. Normal provisions shall be made for the expression of student opinion on decisions affecting appointments, promotion, and tenure of individual faculty members through voice, but not vote.

B. Committee on Curriculum, Examinations and Outcomes Assessment: This Committee shall consist of the Executive Officer or his or her designee, six faculty members elected by the program faculty, and three students elected by the program's students with both voice and vote. The function of the Curriculum, ~~and~~ Examination <u>and Outcome Assessment</u> 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, <u>to coordinate Program-wide and Training Area-specific evaluations for outcomes assessment,</u> 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, 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. Nominations can be considered by the Psychology Executive Committee by petitions from the Faculty Membership Committee, by petitions of Training Area Heads, and by petitions from the Faculty Membership Committee after input from the Training Areas.

D. Admissions Committee: The Admissions Committee shall be responsible for recommending overall admissions policy to the Psychology Program's Executive Committee in terms of allocating admissions slots, Graduate Center Fellowships, Science Fellowships and Neuroscience Fellowships for a given year to the ten Training Areas. This overall Committee shall consist of the ten Training Area Heads with the Executive Officer serving *ex officio.* In addition, each of the ten Training Areas have individual Admissions Committees to select from among the applicants of that Training Area. Given the differences in the number of applicants in each Training Area, there is representation of three to five faculty members and two to three students on each of the Training Area Admissions Committees with voice and vote. The faculty and student representatives are elected by Training Area faculty and students at the beginning of each academic year. The student members shall have voice and vote on general admissions and awards policy and <u>a</u> vote on admission of individual applicants, but shall not participate (no voice or vote) in recommendations regarding financial awards to individual students.

E. The above committee membership are pursuant to and consistent with Graduate Center

Governance on Faculty membership. Nomination of members of the program's faculty should be consistent 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.

F. All Program committees will maintain a commitment to inclusion and diversity in their make-up, objectives and mode of functioning.

VI. RESPONSIBILITIES OF STUDENTS

The students shall have responsibility through student representatives to the Executive Committee and Standing Committees of the Program (see below) 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 Training Area 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 program support those recommendations.

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 faculty, staff and students to discuss matters of concern in privacy. 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

In accordance with the governance of the Graduate School, this Governance document may be amended by a two-thirds affirmative vote of the members present, there being a quorum, at any stated or special meeting of the Psychology Executive Committee, provided that the text of the proposed amendment shall have been sent in writing to every member of the Psychology Executive Committee at least two weeks before the meeting at which the proposed amendment is to be considered. The procedures described in the previous paragraph shall be followed except that such amendments shall require a majority affirmative vote of the members present, there being a quorum.

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.

Appendix:

The following is a brief rationale for the reuested Psychology Governance changes. Following a self-study in 2012, the Psychology Doctoral Program underwent a reorganization from 11 distinct and largely campus-based Doctoral sub-programs (Baruch: Industrial-Organizational Psychology; Brooklyn: Brain, Behavior and Cognition; City: Clinical Psychology; Cognitive Neuroscience; Graduate Center: Developmental Psychology, Environmental Psychology, Social-Personality; Hunter: Biopsychology; John Jay: Forensic Psychology; Queens: Learning Processes, Neuropsychology) to 14 Training Areas administratively represented over four clusters. They were: the Basic and Applied Social Systems Cluster (Basic and Applied Social Psychology, Human Development, Industrial-Organizational Psychology, and Psychology and Law), the Brain Cognition and Behavior Cluster (Animal Behavior and Comparative Psychology, Behavior Analysis, Behavioral and Cognitive Neuroscience, and Cognition Language and Development), the Clinical Psychology Cluster (Clinical Psychology at City (Psychodynamic; APA-accredited), Clinical Psychology at John Jay (Forensic; APA-accredited), Clinical Psychology at Queens (Neuropsychology; APA-accredited), and Health psychology and Clinical Science), and the Critical Cluster (Environmental Psychology, Critical Social Psychology).

In the ensuing five years, the Psychology Doctoral Program (like many of its counterparts) experienced a decline in the number of admissions slots: 2012-2013 (74), 2013-2014 (68), 2014-2015 (63), 2015-2016 (54), 2016-2017 (45) and 2017-2018 (50). Therefore, a number of the Training Areas were awarded only 2-3 admissions slots each year, causing concerns about long-time viability of the Training Area. In 2016, the Clinical Psychology Program based at City College began to migrate to City College that was approved by the Graduate Council in Spring, 2017, leaving 13 Training Areas. In the Spring, 2017 semester, the Psychology Program interacted with the Provost's Office in an attempt to strengthen the viability of all Training Areas by reorganization and merger. In the Fall, 2017 semester, the Psychology Program Executive Committee including its Cluster Heads worked with the Heads of the Training Areas and Chairs from the major campuses (Baruch, Brooklyn, City, College of Staten Island, Graduate Center, Hunter, John Jay and Queens) to discuss the reorganization and the ensuing changes in the governance structure, particularly the make-up of the Executive Committee. All of the motions above passed with far more than the 67% threshold for enacting changes in governance.

The major change was that the number of Training Areas was reduced from 13 to 10. This was accomplished by the merger of Environmental Psychology and Critical Social-Personality into Critical Social and Environmental Psychology, the merger of behavior Analysis and Clinical Psychology at Queens into Clinical Psychology at Queens, and the merger of Animal Behavior and Comparative Psychology and Cognition Language and Development into Cognitive and Comparative Psychology. Given the reduction in Training Areas, the administrative concept of Clusters was eliminated. When the sub-program organization was in place before 2013, the Sub-Program Heads, Chairs of campuses and student representatives comprised the Executive Committee. With the first reorganization in 2013, the Executive Committee was comprised of the EO, the four Cluster Heads, faculty representatives from 8 campuses and student representatives from 8 campuses. This deprived a number of Training Area Heads from serving on the Executive Committee and it also severed connections with Chairs. This current reorganization eliminates the Cluster Heads and the eight faculty representatives, and replaces them with the 10 Training Area Heads and the 8 Chairs (or their representatives. Student representation is unchanged.