

# Nomination for Appointment to the Doctoral Faculty

## The Graduate School and University Center of The City University of New York

Nominee Last Name		First Name		Initial
College or Institution		Department		
Street	City	State	Zip Code	
E-mail		Phone		

HOME ADDRESS			
Street	City	State	Zip Code
E-mail		Phone	

If the nominee is a member of the faculty of another doctoral program, please indicate which program(s):

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Is this a temporary (see section 6.11 on page 2) appointment? ( ) Yes ( ) No  
Temporary appointments are only for emergencies. The maximum duration of a temporary appointment is one year or two semesters.

Under which Graduate Center Governance document section(s) is this appointment requested? Check bracket(s).  
See page 2 for details

6.1D1 ( )      6.1D2 ( )      6.1D3 ( )      6.1D4 ( )

BULLETIN INFORMATION		
Doctoral Program:		
Specializations		
1.		3.
2.		4.
Professorial Rank	Tenure Status	Other Title
Highest Degree	Name of Institution where Highest Degree Obtained	
Description of Interest Area(s) for Graduate Center Newsletter and Publications		

Vote of Faculty Membership Committee:	Yes _____	No _____	Abstain _____
Vote of Executive Committee If Required:	Yes _____	No _____	Abstain _____
<small>Vote(s) not required for temporary appointments</small>			
Effective Date of Appointment Requested:	Immediately ( )	Fall _____	Spring _____
		Year	Year
Comments			
Submitted by (Executive Officer)			Today's Date

**SUBMIT THIS COMPLETED APPLICATION AND A COPY OF THE NOMINEE'S CURRICULUM VITAE TO PROVOST@GC.CUNY.EDU**

**GOVERNANCE  
OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER  
OF THE CITY UNIVERSITY OF NEW YORK  
MAY 2012**

**Sec. 6 FACULTY AND STUDENTS**

**6.1 Faculty Membership in Doctoral Programs**

6.1A During the first two years of a degree program, the faculty shall be appointed by the President. Thereafter, the program's faculty shall be determined in accordance with the following paragraphs.

6.1B Appointment to the doctoral faculty is initiated by means of written nomination from the appropriate program committee(s) to the Provost and is effective when the appointment is approved by the Provost. Appointment to the doctoral faculty may not be initiated by the Provost or President except in the case of newly established doctoral or certificate programs or in extraordinary circumstances with the approval of the Academic Review Committee.

6.1C The continued membership of each faculty member of each doctoral program shall be reviewed regularly by the Faculty Membership Committee and/or Executive Committee of each program in accordance with the program's faculty membership policy.

6.1D The program's governance structure shall stipulate whether nomination for appointment is made by (a) the Faculty Membership Committee, (b) the Executive Committee, or (c) the Executive Committee after recommendation by the Faculty Membership Committee, and the criteria employed by the program for nomination to, and continuance on, the doctoral faculty.

Criteria shall include:

1. A determination that the faculty member will make a significant contribution relevant to the needs of the program, and
2. Evidence of significant research relevant to the doctoral program, or
3. Evidence of qualification to teach a doctoral course or provide other doctoral-level training, or
4. Evidence of qualification to supervise doctoral dissertations or other graduate-level research.

6.1E A member may be removed from the doctoral faculty on the recommendation of the appropriate program committee(s), but only after the member has been given one year's prior notice of the intention to remove.

6.1F The faculty member may appeal the decision to remove to the program's Executive Committee, the Provost, and the President.

6.1G The appointment of full-time CUNY faculty as members of the doctoral faculty (except as in 6.1I below) confers full rights and duties.

6.1H Only members of the doctoral faculty may teach a doctoral-level course more than twice or chair dissertation committees.

6.1I In order to meet emergency needs, an Executive Officer may recommend directly to the Provost appointment of individuals to the doctoral faculty for a period of one semester or one year. Such temporary appointments may not be repeated for a cumulative total of more than two semesters. Notification of such appointments shall be conveyed to the Faculty Membership Committee and/or the Executive Committee. Temporary appointees do not have voting rights in the program, nor may they be appointed to program committees.

6.1J Part-time CUNY faculty and faculty or professionals at other institutions may be recommended for adjunct appointment to the doctoral faculty. Their rights and duties with respect to strictly academic activities (e.g., chairing a dissertation committee) are the same as those of other doctoral faculty.

**6.2 Faculty Membership in Certificate Programs and Other Educational Programs**

6.2A An Advisory Committee for a certificate program and the Executive Committee of a master's program not housed within a doctoral program shall nominate to the President members of the initial program faculty. Nominees shall be members of the doctoral faculty.

6.2B The foregoing program structure rules for faculty membership apply as well to certificate and other educational programs of The Graduate School.

6.2C An individual qualified to serve a needed teaching, supervisory, or other function in a certificate or other educational program, but ineligible for membership in an existing doctoral program because there is no relevant doctoral program or because the definition of a relevant doctoral program precludes the individual's specialization, may be appointed in the following manner: after informing related doctoral programs of an intended appointment, the program forwards such nominations to the Provost accordingly, as required by the program's governance.