Governance Structure of the Ph.D. Program in
Educational Psychology

I. Faculty Membership

The determining factors for faculty membership are the needs of the Educational Psychology Program and the potential of the proposed faculty member for contributing to attainment of the goals of a research-oriented doctoral program.

Applicants must meet Graduate School bylaws regulations for membership on the doctoral faculty, described in the Graduate School Governance.

The Faculty Membership Committee of the program shall determine whether or not to recommend an applicant. The Committee may arrange an interview or request that an applicant present a colloquium before a decision is reached. The Faculty Membership Committee will review each year at the start of the Fall semester the qualifications of current faculty.

II. Faculty Responsibilities

The faculty as a body shall have responsibility to establish policy for the program. The faculty is also responsible for any modification of the program’s curriculum. The Faculty shall meet at least once a
year, at which time they will receive a report from the Executive Committee concerning the status of the program. All faculty members except Adjunct Faculty (faculty from a non-CUNY institution) have voting rights on any matters pertaining to these responsibilities.

III. Student Responsibilities

The students as a body have responsibility for holding at least one meeting a semester, to be conducted by the students elected as representatives to the program's Executive Committee. These meetings shall be used to nominate the student candidates who will serve as the representatives to Graduate School and program committees and to assign other responsibilities. The actual elections will be held by mail ballot. The meetings shall also be used to disseminate information relevant to program and Graduate School policies, to provide a forum for timely issues, and to make determinations concerning DSC funds.

All matriculated students in good standing shall have voting rights on any matters pertaining to these responsibilities.

IV. The Executive Committee

The Executive Committee shall be the governing Committee for the program, with responsibility for carrying out the policies of the
program. It shall review faculty membership in the program each year. It may also recommend policies and practices to the faculty for its decision. The composition of the Executive Committee will be determined as follows:

(a) The Executive Officer will chair the Executive Committee.

(b) The remaining seven faculty members, at least one of whom shall have a central appointment and one a non-central appointment, will be determined by election. At least one faculty member from each senior college substantially participating in the program shall be a member of the Executive Committee. Further, the committee shall include at least one representative from each of the three program subareas: Learning, Development, and Instruction; School Psychology; and Statistics and Measurement. Each faculty member will be primarily a member of one subarea as determined by the Faculty Membership Committee, even though s/he may have other subarea affiliations.

(c) Every doctoral faculty member is a nominee and every doctoral faculty member votes for 7 faculty members. The 7 who get the highest number of votes in accordance with the categories stated above in (b) are elected.

Remaining positions on the Executive Committee will be filled without regard to a person’s area or appointment status.
All elected committee members shall serve concurrent with the term of the Executive Officer. In the event of a vacancy on the Committee, an election shall be held which preserves the required composition of the committee.

(d) Two student representatives shall be elected by their fellow students in good standing. The student representatives shall have voting rights on the Executive Committee on all matters except those aspects related to a) individual faculty members, and b) individual students. The representatives may petition the Executive Committee on behalf of a student, if so desired.

Minutes of the Executive Committee meetings shall be distributed to faculty members of the program and to other appropriate officers within the Graduate School. The minutes (excluding the Executive Session) will be available to all students through the student members of the Executive Committee.

V. Standing Committees

Faculty members of the Standing Committees will be appointed where necessary, by the Executive Committee for a three year term. Student representatives will be elected to serve for one year, with the possibility of reelection. The committees are as follows:
Faculty Membership: This committee shall nominate candidates for the program's faculty and shall designate for each member a subarea, in the following manner. If a faculty member has agreed to fulfill duties in only one subarea that area will be designated as his/her primary area. If a faculty member has interests in more than one area, s/he is to select one area as his/her primary area. The reason(s) for the nomination of each member shall be explicitly stated. Requests for change in the primary subarea shall be made to the committee. In addition, at the start of each academic year the committee shall review the status of each member. The committee shall consist of the entire Executive Committee. The student representatives shall have voting rights on all business except those aspects related to individual faculty members.

Admissions and Awards: This committee shall recommend admission and award procedures for the program. It shall also administer these procedures. All recommendations for awards or entry into award competitions must have prior approval from this committee. This committee shall consist of the entire Executive Committee. The student representatives shall have voting rights on all business except those aspects related to individual students.

Curriculum and Examinations: This committee shall review curriculum and submit curriculum recommendations to the Educational Psychology faculty for action. In addition, it shall recommend procedures and
policies on dissertations and for the conduct of the program's examinations. It shall report to and submit recommendations on any of these matters to the faculty. This committee shall consist of the program's subarea heads, who are appointed by the Executive Officer, and two elected student representatives. The student representatives shall have voting rights on all matters except those related to individual students.

**Elections Committee:** This committee shall consist of the program's subarea heads, three elected student representatives, and the Executive Officer. The committee will monitor all program elections and certify that proper procedures have been followed.

**Student Committee:** This committee shall be composed of all students currently matriculated in the program. This committee shall meet at the beginning of the academic year as well as at other appropriate times throughout the year. This committee will elect student representatives to program committees and make recommendations to be presented to the Executive Committee.

VI. Other Committees

Faculty members of the following committees will be appointed by the Executive Committee for a three-year term with possibility of reappointment. Student representatives will be elected for one year,
with possibility of reelection.

**Library:** This committee will serve as a liaison to the library in matters of concern to the faculty and students of the program. In addition, it will oversee the maintenance of the program's library and computer software collections. Two faculty and two students shall serve on the committee. The committee shall report to the faculty and students.

**Colloquium - Social Committee:** This committee is responsible for all colloquia, meetings and other program social functions. Two faculty and two students shall serve on the committee. The committee shall report to the faculty and students.

VII. Quorum

The attendance of the majority of the committee at a meeting, shall constitute a quorum for the meeting.

VIII. Voting Procedures

Except for elections to the Executive Committee and other exceptions determined by the Executive Committee, the faculty and students will vote on program matters at announced meetings. All votes pertaining to individuals shall be by secret ballot. On issues polled by a mail
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ballot at least 30 percent of those eligible to vote, either faculty or students, must cast a ballot to validate the vote.

Approved by Graduate Council, May 16, 1996

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