

AFRICANA STUDIES CERTIFICATE PROGRAM GOVERNANCE STRUCTURE

The Graduate School and University Center

The City University of New York

In accordance with the Bylaws of the Graduate Council and the Governance document of The Graduate School and University Center, the Africana Studies Certificate Program shall be governed by a Coordinator appointed by the President, a doctoral faculty, and a standing Advisory Committee.

1. COORDINATOR

1.1 The Coordinator shall be appointed by the President for a term not exceeding three years, with reappointment possible.

1.2 The Coordinator shall preside at meetings of the Certificate Program's faculty and of its Advisory Committee, and shall serve ex officio as a member of all ad hoc Certificate Program committees.

1.3 The Coordinator shall manage the administrative and academic affairs of the Certificate Program with the advice and counsel of the Advisory Committee, and shall have the authority to initiate policies and actions concerning the affairs of the program subject to the powers delegated by the Graduate Council Bylaws to the faculty of the Certificate Program.

2. FACULTY

2.1 The faculty shall be nominated by the Advisory Committee of the Africana Studies Certificate Program from among the members of the doctoral of the Graduate School and where appropriate from outside the doctoral faculty in accordance with Graduate Center governance.

2.2 Faculty responsibilities shall include: development and teaching of the required courses within the certificate program; supervision of the independent study component of the certificate program, attendance at certificate program faculty meetings, and service on certificate program committees.

2.3 The Coordinator with the Advisory Committee shall call at least one meeting per semester of the doctoral faculty and students of the certificate program.

3. STUDENTS

3.1 Certificate Program students shall be defined as those students matriculated for the Ph.D. degree in any doctoral program at The Graduate Center who have completed the application for the Certificate, and who are pursuing the requirements for the Certificate, including taking the required and elective courses.

3.2 Students shall be represented by two members on the Advisory Committee, who shall be elected for two-year terms.

3.3 Student members of the Advisory Committee have voice and may vote on all issues of principle and policy except those mentioned in 4.1D.

3.4 Students may volunteer for service or be appointed by the Coordinator to serve on all ad hoc committees of the Certificate Program.

4. ADVISORY COMMITTEE

4.1 Functions and Membership

4.1A The Africana Studies Certificate Program shall have an elected standing Advisory Committee consisting of seven persons; four from the Certificate Program Faculty, two Africana Studies Certificate Program students, plus the Coordinator who shall act as Chair.

4.1B Advisory Committee members shall have the responsibility of advising the Coordinator on all aspects of the Certificate Program, including certificate requirements, awarding of certificates, establishing standing or ad hoc committees, scheduling courses, curricular development, faculty appointments and recruitment, budgeting, and sponsorship of extracurricular events.

4.1C The Advisory Committee shall serve as a committee of the whole in matters of faculty membership, curriculum, and awards, in lieu of separate standing committees.

4.1D Only faculty members of the Advisory Committee shall vote on questions of certificate requirements, faculty membership, individual student eligibility for the Certificate, fellowship awards, and awarding of certificates.

4.1E The Advisory Committee shall meet at least once each semester. Additional meetings may be called by the Coordinator.

5. ELECTIONS AND TERMS OF OFFICE

5.1A Nomination and election of the Advisory Committee shall be conducted by mail, email, or other electronic means by Certificate Program faculty and the two student representatives during the semester preceding that in which the committee will take office, with a minimum of one month allowed for response to each ballot.

5.1B Faculty members of the Advisory Committee shall be elected by Certificate Program faculty, and student members shall be elected by Certificate Program students.

5.2C Faculty members of the Advisory Committee as well as Student members shall serve for three years, with reelection permitted.

5.2D Election to the Advisory Committee in each category shall be by a plurality of ballots received. In the case of a tie, a run-off ballot shall be held.

5.2E Decisions shall be made by majority vote of committee members present.

6. CHANGES IN GOVERNANCE STRUCTURE

Changes to this governance structure may be proposed by the Coordinator, by any Africana Studies Certificate Program faculty or student. The Coordinator shall introduce the proposed change to the Advisory Committee. Any change approved by the Advisory Committee shall be submitted by email ballot to all Africana Studies Certificate Program faculty and students for ratification, which shall be by majority of those eligible to vote. Changes so approved shall be forwarded by the Coordinator to the Committee on Structure.

*The vote for governance took place by the Advisory Committee on February 15, 2013
Approved by Graduate Council March 6, 2013*