

APPENDIX F

STRUCTURE OF THE PROGRAM

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The Linguistics program is administered by the Executive Officer, assisted by the Deputy Executive Officer, when applicable, and the Executive Committee, which is composed of elected students and faculty representatives. The Executive Officer and Deputy Executive Officer serve on all Program committee. The Executive Officer serves ex officio and when applicable, the Deputy Executive Officer, is a non-voting member. The Executive Officer chairs all standing committees, except the Admissions and Awards Committee, which is chaired by the Deputy Executive Officer. Membership in all committees is restricted to tenured or tenure-track faculty and matriculated students.

The bylaws of the Linguistics program and Graduate School Governance require at least one yearly meeting/town hall of the Program membership at which the Program committees report on their activities. This meeting/town hall will be at the end of the academic year. In addition, such meetings may be held at any other time at the request of the Executive Officer or the members of the Executive Committee.

GOVERNANCE OF THE PhD. PROGRAM IN LINGUISTICS

I. COMPOSITION OF THE EXECUTIVE COMMITTEE AND THE STANDING COMMITTEES

A. EXECUTIVE OFFICER

Term of Office:

Executive Officer to serve for the duration of his/her appointment

Duties:

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 and the CUNY Board of Trustees.

2. The EO recommends to the Provost a Linguistics faculty member as DEO.
3. The EO shall serve as chair of the Executive Committee.
4. The EO shall preside at meetings of the program's standing committees and faculty.
5. The EO shall have authority to initiate policies and actions concerning the affairs of the program, subject to the powers delegated by The Graduate Center governance document to the faculty.
6. The EO shall determine courses to be offered each semester after consultation with representative groups of students and faculty. The EO shall assign faculty to teach these courses.
7. The Executive Officer shall try to ensure that department chairs, in accordance with the policies of The City University of New York, give preference, when recruiting part-time faculty, to qualified students in the doctoral program.

B. EXECUTIVE COMMITTEE

1. Membership. Eight faculty (including the Executive Officer as chair, and the Deputy Executive Officer) and six students. There shall be two faculty and two student alternates. Alternates will have voice but not vote unless a regular member is absent. Alternates will be ranked according to the number of votes they receive on election.
2. Term of office: Faculty members to serve for two years. Student members to serve for one year. Faculty and student alternates to serve for one year. Term of office to begin July 1 of the year elected.
3. Student participation. Student members of the Executive Committee shall have voice in general discussion on matters of policy and on individual candidates for faculty appointment, reappointment, promotion and tenure, but shall not vote on individual candidates. Students shall have voice but not vote on student appeals, unless the appellant requests that student EC members be excluded from the discussion.

4. Duties. The Executive Committee shall have the authority for the operation of the Program between stated meetings of the Program's faculty subject to the policies established by the faculty. It shall serve as a Committee on Committees to prepare slates of nominees for the Program's representatives to the Graduate Council.

The Executive Committee may make recommendations to the appropriate committees of the Graduate Council.

The Executive Committee, in coordination with the Faculty Membership Committee, shall conduct a continuing review of the faculty resources of the University. The Executive Committee shall work with the Executive Officer to facilitate the coordination of efforts with the chairs of CUNY college departments of linguistics (or related disciplines) to develop procedures for making new faculty appointments useful both to the college departments and to The Graduate Center.

The Executive Committee shall recommend policies and procedures on dissertations.

Nomination for appointment to the doctoral faculty is made by the Executive Committee after recommendation by the Faculty Membership Committee.

The Executive Committee shall call at least one meeting a year of the faculty of the Program at which time the faculty shall receive a report from the Executive Committee. At any meeting of the faculty of the Program, a quorum shall consist of 25 persons or 50 percent of the faculty, whichever is smaller.

At its first meeting of the year, the Executive Committee shall appoint the Election Committee and select the faculty members of the Program Standing Committees.

C. FACULTY MEMBERSHIP COMMITTEE

1. Membership. Five faculty (including the Executive Officer and Deputy Executive Officer) and three students.

2. Term of Office: One year.
3. Student participation: Student members of the Faculty Membership Committee shall have voice and vote in general discussion on matters of policy and shall have voice but not vote on individual candidates for faculty appointment.
4. Duties: To recommend to the Executive Committee members of the Program' s faculty with a view toward including the doctoral faculty newly appointed at the colleges; to periodically evaluate the status of current campus faculty members; to review all other actions taken in regard to membership on the doctoral faculty.
Criteria for membership to the doctoral faculty 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.

D. CURRICULUM AND EXAMINATION

1. Membership. Six faculty (including the Executive Officer and Deputy Executive Officer) and three students.
2. Term of office. One year.
3. Student participation: Voice and Vote
4. Duties: To review curriculum and to submit curriculum recommendations to the Executive Committee for action; to recommend procedures and standards for the conduct of examinations.

E. ADMISSIONS AND AWARDS COMMITTEE

1. Membership. Six faculty (including the Executive Officer and Deputy Executive Officer) and four students who are confirmed at Level II or higher at time of election.
2. Term of office. One year.
3. Student participation. Student members of the Admissions Committee shall have voice and vote in general discussion on matters of policy, admissions procedures and review of applicants. Students shall not participate in discussions of awards to individual students
4. Duties. To recommend admission and awards procedures and standards for the Program; to administer the procedures.

F. ELECTION COMMITTEE

1. Membership. Four faculty (including the Executive Officer) and three students.
2. Term of office. One year.
3. Duties. To be responsible for the nominations and election procedures for faculty and student representatives to the Graduate Council, and to the Program's Executive Committee. To be responsible for the nominations and election procedures of student representatives to the Program's Standing Committees.

II COMPOSITION AND FUNCTION OF OTHER COMMITTEES

A. COLLOQUIUM

1. Membership. One faculty adviser and a minimum of two students.
2. Term of office. One year.
3. Duties. To organize and coordinate the Program's regular colloquium series.

B. LINGUISTICS PROGRAM STUDENT ASSOCIATION

1. Membership. Two students plus one alternate
2. Term of office. One year.

Objectives: The Linguistics Student Association seeks to promote student involvement, integration and welfare in the program. The objective is to accomplish this through the organization of social and informational events for students and the organization of all the student-run committees (e.g., speaker series). The association will foster communication between the student body and its elected representatives, and the Linguistics Program standing committees and the Executive Officer by holding student body-wide informational meetings at least once per semester.

III NOMINATION AND ELECTION PROCEDURES FOR EXECUTIVE COMMITTEE

A. FACULTY MEMBERS

1. The terms of office shall be staggered, so that two members are elected each year.
2. In March of each year, a ballot consisting of all eligible candidates shall be emailed to all doctoral faculty of the Program. In any March election, when a senior college with six or more members of the doctoral faculty does not have a member of the Executive Committee due to serve the following year, or when a member of the Graduate Center faculty is not due to serve the following year, the ballot will instruct the voting members of the Program to select at least one candidate from any such college and/or from the Graduate Center faculty. The person(s) representing any such college(s) and/or Graduate Center faculty with the highest number of votes shall be elected for a two-year term; if fewer than two candidates are to be chosen by this procedure, then any remaining candidate will be selected in accordance to the number of votes cast, regardless of his or her campus affiliation. The two people receiving the next highest number of votes shall be named alternates for a one-year term. In case of a tie, a run-off election shall be held.

B. STUDENT MEMBERS

1. In March of each year a nominating ballot consisting of all eligible candidates shall be emailed to all students in the Program. Each student may nominate up to six persons on the list. Any student receiving three or more nominations will be considered nominated.
2. A ballot consisting of these nominees shall be emailed to all students in the Program. The four persons receiving the highest number of votes shall be elected. The two persons receiving the next highest number of votes shall be named alternates. In case of a tie, a run-off election shall be held.

IV NOMINATION AND ELECTION PROCEDURES FOR STUDENT MEMBERSHIP OF STANDING COMMITTEES

In March of each year a nominating ballot consisting of all eligible candidates shall be emailed to all students in the Program. Students may nominate candidates for each standing committee as follows:

A. FACULTY MEMBERSHIP

1. Each student may nominate up to **four** persons on the list. Any student receiving **three or more** nominations will be considered nominated.
2. A ballot consisting of these nominees shall be emailed to all students in the Program. The **three** persons receiving the highest number of votes shall be elected. In case of a tie, a run-off election shall be held.

B. CURRICULUM AND EXAMINATIONS

1. Each student may nominate up to **four** persons on the list. Any student receiving **three or more nominations** will be considered nominated.
2. A ballot consisting of these nominees shall be emailed to all students in the Program. The **three** persons receiving the highest number of votes shall be elected. In case of a tie, a run-off election shall be held.

C. ADMISSIONS AND AWARDS

1. Each student may nominate up to **five** persons on the list. Any student receiving **three or more nominations** will be considered nominated. Any

student who is confirmed at Level II or higher at time of election is eligible.

2. A ballot consisting of these nominees shall be emailed to all students in the Program. The **four** persons receiving the highest number of votes shall be elected. In case of a tie, a run-off election shall be held.

D. ELECTIONS

1. Each student may nominate up to **four** persons on the list. Any student receiving **three or more nominations** will be considered nominated.
2. A ballot consisting of these nominees shall be emailed to all students in the Program. The **three** persons receiving the highest number of votes shall be elected. In case of a tie, a run-off election shall be held.

V AMENDMENTS TO THIS DOCUMENT

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.

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.