Masters of Science in Nanoscience

GOVERNANCE STRUCTURE

I. Organization of the M.S. in Nanoscience Program.

A. Standing Committees

1. Executive Committee
2. Admissions Committee
3. Awards Committee
4. Curriculum and Examinations Committee
5. Elections Committee
6. Faculty Membership Committee
7. Diversity, Equity and Inclusion Committee

B. Director

The M.S. in Nanoscience Program has a Director responsible for the overall administration and oversight of the affairs of the program in accordance with the policies established by the program faculty, the Graduate Council and the CUNY Board of Trustees. The Director will be appointed by the President of the Graduate Center for a term of three years which may be renewed. The duties of the Director will include, but will not be limited to:

1. Presiding at meetings of the M.S. in Nanoscience faculty and standing committees;
2. Convoking meetings with the M.S. in Nanoscience faculty, the Executive Committee and the Master’s students;
3. Appointing faculty members to the Executive, Admissions, Awards, Curriculum, Elections, Faculty Membership, and Diversity, Equity and Inclusion Committees based on elections results;
4. Overseeing elections of student members to the Executive, Admissions, Awards, Curriculum, Elections, Faculty Membership, and Diversity, Equity and Inclusion Committees;
5. Appointing faculty and student members to the standing committees in the absence of elected candidates;
6. After consultation with the Dean, Provost or President, the Director may appoint an Associate Director.

C. Eligibility for Participation in Elections and Membership in Standing Committees

Faculty members of the M.S. Program in Nanoscience, students currently enrolled in the program, and ex-officio members are eligible to vote in elections aimed at establishing the membership of standing committees. Ex-officio members include the Director, the Director of the CUNY Nanoscience Initiative, the Chair of the Nanotechnology and Materials Science Subdiscipline in the PhD Program in Chemistry,
the Executive Officers of the Ph.D. Programs in Chemistry and Physics (or their appointed representatives). Faculty members of the M.S. Program in Nanoscience and students enrolled in the program may be elected as members of the standing committees. *Ex-officio* members for a particular standing committee cannot be elected for other positions in the same committee.

II. Committees

A. Executive Committee

1. The Executive Committee is responsible for the operation and administration of the M.S. in Nanoscience Program subject to the policies established by the program faculty. The Executive Committee shall decide on actions, and modify actions by the program standing committees.

2. The Executive Committee shall consist of the Director of the M.S. Program in Nanoscience who shall serve as chair, two elected faculty members of the M.S. Program in Nanoscience (one specialized in Chemistry and one specialized in Physics), two elected student representatives, the Executive Officers of the Ph.D. Programs in Chemistry and Physics (or their appointed representatives), and the Director of the CUNY Nanoscience Initiative. The elected members should come from a range of campuses and may be re-elected. The term of the faculty members shall be identical to that of the Director.

3. Students from the M.S. in Nanoscience Program shall elect two students members (and one alternate) for one-year renewable terms. Student members of all committees must be matriculated in the M.S. in Nanoscience and must be making satisfactory progress to serve.

4. Each faculty member of the Executive Committee shall have voice and vote. Students shall have voice and vote on all on all matters except those concerning academic issues. Students will not be allowed to be present, voice their position and vote on matters concerning academic issues regarding faculty appointments, confidential and sensitive issues related to other students and faculty members. This latter provision extends to the student members of all committees.

5. The Executive Committee shall meet at least once a semester and have a meeting with the faculty and student representatives in the M.S. in Nanoscience at least once a year.

6. Copies of the agenda and minutes of the prior meeting of the Executive Committee meetings shall be distributed to faculty and student members at least one week prior to each meeting.
B. Admission Committee

1. The Admissions Committee is responsible for developing student admission procedures and admission standards for the program. The committee makes student admissions decisions and provide suggestions for best strategies in student recruitment.
2. The Admissions Committee shall consist of the Director, two or more faculty appointed by Director in consultation with the Executive Committee and one or more elected student members.
3. Each faculty member of the Admissions Committee will have voice and vote. Student members will have voice but no vote.

C. Awards Committee

1. The Awards Committee is responsible for reviewing submissions for the named awards given by the program.
2. The Awards Committee shall consist of the Director (or appointed representative), two elected faculty members and one elected student member.
3. Students shall have voice but no vote on the Awards Committee. All other members shall have voice and vote.

D. Curriculum and Examinations Committee

1. The Curriculum and Examinations Committee is responsible for reviewing and proposing recommendations related to the curriculum and examinations to the Executive Committee.
2. The Curriculum Committee shall consist of the Director, the Chair of the Nanotechnology and Materials Science Subdiscipline in the PhD Program in Chemistry, one faculty member with specialization in Physics, and one student member.
3. Each member of the Curriculum Committee shall have voice and vote.

E. Elections Committee

1. The Elections Committee shall have the responsibility for nominations and elections procedures which shall take place in April. Committees with openings will be identified by the Elections Committee. They will solicit nominations and send out ballots to the faculty and students. The results will be tabulated by the Program Director.
2. The Executive Committee shall establish an Elections Committee composed of the Director (or appointed representative), two elected faculty members and one elected student member.
3. The student election committee member will solicit nominations and/or students will self-nominate.
4. Each member of the Elections committee shall have one vote. Student members shall participate fully in discussions about policy and standards pertaining to the elections.

F. Faculty Membership Committee

1. The Faculty Membership Committee has the responsibility for nominating members of the program’s faculty with a view towards including the M.S. program faculty newly appointed at the colleges; to maintain a roster of potential M.S. faculty appointments; to record annually the status of these faculty members currently designated; to review all other actions taken in regard to membership on the M.S. program faculty.
2. The Faculty Membership Committee shall consist of the Director (or an appointed representative), two elected faculty members, one specialized in Chemistry and one specialized in Physics as well as an elected student member.
3. Each member of the Faculty Membership Committee shall have one vote.
4. An applicant for membership in the program shall file a cover letter and provide a curriculum vitae to the Committee. All faculty members of the Program shall provide a curriculum vitae at least once every three years or upon request of the Faculty Membership Committee.
5. Faculty members are required to contribute actively to the functions of the Program including teaching, mentoring research students and serving on committees.

G. Diversity, Equity and Inclusion Committee

1. The Diversity, Equity and Inclusion Committee will enact initiatives aimed at promoting diversity, equity and inclusion within the M.S. Program in Nanoscience.
2. The Diversity, Equity and Inclusion Committee will be composed of the Director (or an appointed representative), two elected faculty members and one elected student member.
3. Each member of the Diversity, Equity and Inclusion Committee shall have voice and vote.

III. Minutes

A. Minutes of all standing committee meetings shall be taken and maintained in the main office by the Director.
B. Minutes of Executive Committee meetings shall be taken and distributed to all faculty upon approval by the Executive Committee and maintained by the Director in the main office.
IV. Rules of Order

The procedures within Program Committees shall be governed by the most current edition of Robert’s Rules of Order, Newly Revised in cases in which they are applicable and not inconsistent with the Graduate School Governance and this governance document.

V. Amendments to this document

A. This governance document may be amended by the Executive Committee after an affirmative majority vote and after timely notification of the proposed changes to the program’s faculty and students.

B. At least 30 percent of the program faculty, or 30 percent of the matriculated students in the program must sign a proposal to change the program’s structure which will be forwarded directly to the Committee on Structure of the Graduate Council for its consideration.

Approved by Structure Committee November 8, 2021
Approved by Graduate Council December 15, 2021