1. Program Organization
   1.1. The governance structure of the PhD Program in Computer Science shall consist of the Executive Officer, the Executive Committee, and the following seven Standing Committees listed below. The governance structure of the Master's in Data Science Program shall be integrated into the structure of the PhD Program in Computer Science. The EO of the PhD Program in Computer Science shall serve as Director for the Master's in Data Science Program:
   (1) PhD Admissions and Awards,
   (2) MSc Admissions and Awards,
   (3) Curriculum and Examinations,
   (4) Faculty Membership,
   (5) Governance,
   (6) Diversity, Equity, and Inclusion,
   (7) Elections.
   All these seven committees except for the two Admissions and Awards are joint committees for both programs.

1.2. Rules
   The Rules governing all committee meetings shall be Robert's Rules of Order, newly revised. The governance structure shall be consistent with the Governance of the Graduate School, the Bylaws of the Graduate Council of the Graduate School, and the CUNY Bylaws.

1.3. Faculty
   1.3.1. The faculty members of the Computer Science Doctoral program consist of faculty members of CUNY Computer Science or related academic programs who have been appointed as members of the doctoral faculty by the rules stated in the Faculty Membership Committee section of this document.

1.4. Students
   1.4.1. The student members of the Computer Science Doctoral program consist of all matriculated Computer Science doctoral students in good academic standing. The student members of the Data Science Master's Program consist of all matriculated Data Science Master's students in good academic standing. The student body is considered to be the union of the two sets of students.

1.5. Amendments and Review
   This Governance document may be amended by either:
   1.5.1. a two-thirds affirmative vote of the members of the Computer Science Executive Committee, there being a quorum and after timely notification
to the program's faculty and students of the proposed changes, or by a
two-thirds affirmative vote at any stated or special meeting of the
Computer Science Doctoral faculty and students, provided that the
proposed amendments shall have been sent in writing to every member
of the Computer Science Doctoral Faculty and to all doctoral students at
least one week prior to being submitted to the Graduate Council
Committee on Structure for consideration. If the Structure Committee
approves the changes, they shall be sent to the Graduate Council.

1.5.2. if at least 30 percent of the doctoral faculty or 30 percent of the student
body sign a proposal to change the CS/DS governance structure, after
timely notification to the program's faculty and students of the proposed
changes, the proposal should be considered by the Graduate Council
Committee on Structure. If the Structure Committee approves the
changes, they shall be sent to the Graduate Council.

2. Program Faculty Meetings and Responsibilities

2.1. The doctoral faculty shall meet at least once each semester on call of the
executive officer. A special meeting of the doctoral faculty shall be held on
petition of 10% of the doctoral faculty. Calls for special meetings shall state the
purpose of the meeting and shall be circulated to the doctoral faculty at least one
week in advance of the meeting. No other business shall be considered at a
special meeting unless approved by two-thirds of the doctoral faculty present at
the special meeting, there being a quorum.

2.2. At any meeting of the doctoral faculty, a quorum shall consist of 25 persons or 50
percent of the faculty, whichever is smaller. At all other kinds of committee
meetings the quorum shall consist of a majority of the voting members in
accordance with Robert's Rules of Order, newly revised.

2.3. Each meeting of the doctoral faculty, as defined above, shall be chaired by the
Executive Officer of the Program. Notification of each regular meeting shall be
sent to all members of the doctoral faculty at least three weeks prior to the
meeting.

2.4. All members of the doctoral faculty shall have open access to the minutes of the
doctoral faculty meetings, Executive Committee meetings, and the minutes of
each Standing Committee no later than two weeks after their approval. They will
not have access to minutes of executive sessions.

2.5. The faculty, through its members on the Standing Committees of the program,
shall have responsibility to establish policies for the program. At any meeting of
the faculty, a quorum being present, the faculty may vote to make direct
recommendations without Executive Committee approval to the appropriate
committee of Graduate Council or to the administration on any matter that affects
them.

3. Student Meetings and Responsibilities

3.1. The students shall have the responsibility through student representatives to the
Executive Committee and the Program Standing Committees to make known
their views on the policies of the program. All students on Standing Committees
shall be chosen by means of an election by mail, email, or other electronic means by the students in the two programs in accordance with the policies set forth by the Elections Committee. Any matriculated student in good standing shall be eligible to serve. Students of the two programs may make recommendations to the appropriate committee directly.

3.2. A meeting of the whole student body shall be held at least once a semester on call of the student representatives to the Executive Committee. A special meeting of the student body shall be held on petition of 10% of the students. Notification of each regular meeting shall be sent to all members of the student body at least three weeks in advance of the meeting. Calls for special meetings shall state the purpose of the meeting and shall be circulated to the student members at least one week in advance of the meeting.

3.3. The Executive Committee shall call a meeting with the students at least once each semester.

3.4. Elections of students to Standing Committees shall be initiated April 1 in accordance with policy set by the Elections Committee. Elections can occur at a face to face meeting of students, by mail or electronically, in accordance with the policy set by the Elections Committee as carried out by student members. The Students with the most votes will be designated chairperson. A vacancy of the chairperson seat shall be filled by the alternate in the election taking place at the first meeting of the students. A vacancy of a student seat on the Executive Committee or any Standing Committee shall be filled by the alternate who was duly elected. If the alternate is unwilling to serve, a special election, coordinated by the Elections Committee, will be held to fill the vacancy.

3.5. There shall be at least one student representative on all ad hoc committees formed by the Executive Committee or any Standing Committee.

3.6. Student members of the Executive Committee and all Standing Committees shall give a report on the work done by their respective committees during the meeting of the student body.

3.7. The student body shall have open access to the minutes of the doctoral faculty meetings, Executive Committee meetings, and the minutes of each Standing Committee no later than two weeks after their approval. They will not have access to minutes of executive sessions.

3.8. Student members of Standing Committees shall have voice and vote on all matters, unless otherwise specified.

3.9. The PhD Admissions and Awards Committee shall not have student representatives from the MSc program.

4. Executive Committee

4.1. The Executive Committee shall consist of at least 5 members which includes

4.1.1. the Executive Officer of the Program who shall serve as chair;

4.1.2. one doctoral faculty representative from each college having at least four of its members on the doctoral faculty of the CS PhD program in the college. An alternate shall be elected from that same college. The faculty
member and alternate shall be elected locally by the doctoral faculty of the CS PhD program of the college.

4.1.3. one doctoral faculty and alternate at-large from and elected by the CS doctoral faculty of those campuses not meeting the above-stated membership criteria.

4.1.4. if the doctoral faculty includes two or more faculty members (other than the Executive Officer) who hold central appointments, then at least one central-line member shall be elected from the central-line faculty.

4.1.5. two student representatives or 30% of the number of faculty representatives, rounded to the nearest whole number, whichever is greater.

4.2. Each faculty member of the Executive Committee shall be elected locally for a term of three years. One third of the faculty representatives shall be elected each year. No member of the Executive Committee, excluding the Executive Officer, may serve consecutively for more than two 3-year terms. Student members serve for one year and can be reelected.

4.3. The Executive Committee shall be chaired by the Executive Officer and shall meet at least once during each academic semester. Meeting notices shall be sent out to the entire faculty and student body.

4.4. The Executive Committee shall establish policy for and evaluate the Program, subject to the bylaws of the Graduate Council and the GC Governance.

4.5. The Executive Officer shall circulate to the Executive Committee members a tentative agenda at least five days before each meeting. The Executive Committee members may recommend changes or additions to the tentative agenda in advance of the meeting. Agenda items must be approved by the Executive Committee as its first order of business.

4.6. Unless otherwise specified by the Executive Officer, meetings of the Executive Committee are open to faculty and student members of the program. The members of the Executive Committee shall meet in executive session to discuss and vote on individual personnel matters.

4.7. Each member of the Executive Committee shall have one vote, except that the student members shall have voice but no vote on matters concerning academic issues regarding individuals or faculty appointments.

4.8. Each faculty member of the Executive Committee shall meet at least once a semester with the doctoral faculty members he/she represents to discuss programmatic matters as the need arises. Minutes of these meetings shall be distributed to the Executive Committee.

4.9. The members of the Executive Committee shall recommend alumni and other prominent Computer Science professionals to the Executive Officer to serve as Advisory Board of the Computer Science PhD program, to be constituted by the Executive Officer at the beginning of the new term of the Executive Officer. The Advisory Board shall make recommendations to the Executive Committee about the teaching emphases of the program and ways of obtaining grants and gifts to the program.
4.10. In the event that any member of the Executive Committee expects to be absent for a meeting, the elected alternate shall serve as his or her proxy.

4.11. Doctoral faculty vacancies due to resignation on the Executive Committee will be filled by a special election, coordinated by the Elections Committee.

4.12. Executive Committee members who miss, without notice, three meetings in a school year will be ineligible to either serve out their term on the Executive Committee or be elected for a renewed term the following year.

4.13. The responsibilities of the Executive Committee are consistent with those described in the Graduate Center Governance.

5. Standing Committees

5.1. PhD Admissions and Awards Committee

5.1.1. The PhD Admissions and Awards Committee shall consist of at least 5 members, which includes:

5.1.1.1. the Executive Officer of the Program who shall serve as chair

5.1.1.2. the chairpersons, if they are members of the doctoral faculty, of each of the CUNY college computer science or computer information systems or computer systems technology departments offering a bachelor's degree program in computer science or computer information systems or computer systems technology with at least four of its faculty members appointed to the doctoral faculty.

5.1.1.3. one doctoral faculty representative and one faculty alternate from each college offering a bachelor's degree in computer science or computer information systems or computer systems technology with at least four of its faculty members on the doctoral faculty, who shall be elected locally by their doctoral faculty to staggered two-year terms,

5.1.1.4. two PhD student representatives, and two PhD student alternates, elected at large by the students in the program, to one-year terms, with reelection to additional terms permitted.

5.1.1.5. one doctoral faculty representative and one faculty alternate at-large (other than the Executive Officer), to represent all the doctoral faculty not represented by the above-stated membership criteria, elected by their doctoral faculty to a two years term.

5.1.2. The PhD Admissions and Awards Committee will recommend admission and awards procedures and standards for the PhD program and administer these procedures in accordance with these standards.

5.1.3. Each member of the Admissions Committee shall have one vote, except that students shall have voice but no vote on admissions decisions.

5.1.4. This committee shall meet at least once a year to review and revise admissions and awards policies annually and as needed to review and make decisions on applicants to the PhD program.
5.2. **MSc Admissions and Awards Committee**

5.2.1. The MSc Admissions and Awards Committee shall consist of at least 5 members, which includes:

5.2.1.1. the Director of the Program who shall serve as chair
5.2.1.2. the Deputy EO for the MSc program
5.2.1.3. one Central line faculty from GC
5.2.1.4. two student representatives, and two student alternates, elected at large by the students in the program, to one-year terms, with reelection to additional terms permitted.

5.2.2. The MSc Admissions and Awards Committee will recommend admission and awards procedures and standards for the MSc program and administer these procedures in accordance with these standards.

5.2.3. Each member of the Admissions Committee shall have one vote, except that students shall have voice but no vote on admissions decisions.

5.2.4. This committee shall meet at least once a year to review and revise admissions and awards policies annually and as needed to review and make decisions on applicants to the MSc program.

5.3. **Curriculum and Examinations Committee**

5.3.1. The Curriculum and Examinations Committee shall consist of at least 7 members which includes:

5.3.1.1. the Executive Officer of the Program who shall serve as chair;
5.3.1.2. five members of the doctoral faculty, each from a different campus, and five faculty alternates, each from a different campus, where a faculty alternate may not serve at a meeting if a faculty member from their campus (excluding the Executive Officer) is present, elected by the doctoral faculty, each for a three year term;
5.3.1.3. two student representatives and two student alternates elected at large by the students in the program. Student representatives and student alternates serve for one year and can be reelected.

5.3.2. The Curriculum and Examinations Committee shall by January 1, review the curriculum and submit curriculum recommendations for action. The Curriculum and Examinations Committee shall also recommend procedures and standards for the conduct of examinations and submit these to the Executive Committee.

5.3.3. Each member of the Curriculum and Examinations Committee shall have one vote. Students shall have both voice and vote.

5.3.4. The Curriculum and Examinations Committee shall choose every three years a set of 10 universities that grant the PhD degree in Computer Science and write a review comparing their curriculum requirements and course offerings with those of the Computer Science Doctoral program at the Graduate Center. The tri-annual review shall be made available by open access to the Doctoral Faculty by January 1.

5.3.5. To help increase interdisciplinary activities, the Curriculum and Examinations Committee will assist the Executive Officer to put in place
cross-listed team taught interdisciplinary courses that have content from both Computer Science and other disciplines.

5.3.6. The Curriculum and Examinations Committee shall be responsible for presenting policy proposals to the Executive Committee regarding the form, content and outcomes of all doctoral examinations. The Curriculum and Examinations Committee shall annually review and evaluate the status of these examinations and report its findings to the Executive Committee by the end of April of each year.

5.3.7. The Curriculum and Examinations Committee shall, annually in the Spring semester, appoint one of its faculty members to coordinate the administration of the First Examination. The Curriculum and Examinations Committee shall report a summary of the results of each First Examination to the Executive Committee.

5.3.8. The Curriculum and Examinations Committee may appoint a subcommittee for the MSc Program in Data Science.

5.3.8.1. The Director of the MSc Program will serve as chair.

5.3.8.2. The subcommittee shall consist of at least 5 persons.

5.3.8.3. Up to 2 of the 5 members may be selected from outside the Curriculum and Examinations Committee. Remaining 3 of the 5 members shall be members of the Curriculum and Examinations Committee.

5.3.8.4. Student representation on the subcommittee shall be drawn from the student representation on the Curriculum and Examinations Committee.

5.3.9. The Curriculum and Examinations Subcommittee for the MSc Program in Data Science shall execute the duties of §§ 5.3.2 through 5.3.7 as pertains to the MSc Program in Data Science. If this subcommittee is not appointed, the duties of §§ 5.3.2 through 5.3.7 as pertains to the MSc program in Data Science fall on the Curriculum and Examinations Committee.

5.4. Faculty Membership Committee

5.4.1. The Faculty Membership Committee shall consist of at least 7 members which includes:

5.4.1.1. the Executive Officer of the Program who shall serve as chair;

5.4.1.2. four faculty members, each from a different campus, and four alternates, each from a different campus, where a faculty alternate may not serve at a meeting if a faculty member from their campus (excluding the Executive Officer) is present, elected by the doctoral faculty;

5.4.1.3. two student representatives, and two student alternates, elected at large by the students in the program; student representatives and student alternates serve for one year and can be reelected;
5.4.1.4. each faculty member shall be elected to serve on this committee for a term of two years. Terms shall be staggered so that half of the Faculty Membership Committee shall be elected each year.

5.4.2. Each member of the Faculty Membership Committee shall have one vote, except that students shall have voice but no vote on the appointment or removal of individual faculty members.

5.4.3. The Faculty Membership Committee shall establish objective criteria for the review of the doctoral faculty membership.

5.4.4. The Faculty Membership Committee shall be responsible for conducting an annual review of the doctoral faculty, with a more detailed review once every three years. By majority vote, the Faculty Membership Committee can recommend each doctoral faculty member for continuation or removal from the doctoral faculty. Criteria to be considered over the last ten years include their accomplishments such as: (1) publications and external grants, (2) mentoring and committee work with PhD students and teaching doctoral courses at the Graduate Center, (3) professional service, and (4) overall career standing as measured by any one of a number of publicly available measures. Untenured faculty shall be evaluated on criteria appropriate for them. All doctoral faculty should have an established track record of significant contributions to research as demonstrated by outcomes such as publications, external funding, major awards, or patents in the field of Computer Science, and have a doctoral degree in Computer Science or a related academic field.

5.4.5. Potential members must submit their request and documentation to the Executive Officer who will pass it on to the Faculty Membership Committee. The Faculty Membership Committee shall nominate by majority vote, new members to the program’s doctoral faculty. Any CUNY faculty member or student may present relevant information regarding a candidate’s eligibility for doctoral faculty membership at the meeting of the Faculty Membership Committee at which the candidate is considered. The faculty members of the Faculty Membership Committee shall vote on a proposed nomination in executive session.

5.4.6. All doctoral faculty nominations and recommendations made by the Faculty Membership Committee shall be reviewed by the Executive Committee. After approval by the Executive Committee, the nominations or recommendations of the Faculty Membership Committee shall be sent to the Provost by the Executive Officer. If a recommendation for continuation is not approved by the Executive Committee, the membership of the doctoral faculty shall be discontinued. If a nomination for membership is not approved by the Executive Committee, the nomination shall not be forwarded to the Provost.

5.5. Governance Committee

5.5.1. The Governance Committee shall consist of the Executive Officer, one faculty member and one student member, each on the Executive
Committee. The members of the Governance Committee shall be elected by a majority vote of the Executive Committee.

5.5.2. Faculty Appointments shall be for a term of three years, students for a term of one year.

5.5.3. The Governance Committee shall solicit comments from the doctoral faculty and students, meet at least once a year and recommend any changes to the Computer Science Governance document to the Executive Committee by April 1 of each year.

5.6. Diversity, Equity, and Inclusion Committee

5.6.1. The Diversity, Equity, and Inclusion Committee shall consist of at least 5 members which includes:

5.6.1.1. the Executive Officer of the Program;

5.6.1.2. 3 members of the doctoral faculty and 3 alternates elected by the doctoral faculty, each for a two year term.

5.6.1.3. 1 student representative and 1 student alternate elected at large by the students in the program. Student representatives and student alternates serve for one year and can be reelected.

5.6.2. The Diversity, Equity, and Inclusion Committee is responsible for reviewing and proposing recommendations to the Executive Committee on all matters related to these issues throughout the program. Such matters include ensuring the program maintains diversity among faculty and students, promotes an inclusive environment for faculty and students, and, where applicable, promotes a curriculum that promotes a broad range of perspectives.

5.6.3. Each member of the Diversity, Equity, and Inclusion Committee shall have one vote. Students shall have both voice and vote.

5.6.4. This committee shall meet at least once a year and report their findings to the Executive Committee.

5.7. Elections Committee

5.7.1. Faculty representatives of the Elections Committee shall conduct and certify the results of all elections for doctoral faculty. Student representatives of the Elections Committee shall conduct and certify the results of all elections for doctoral students (except the elections conducted by the DGSC).

5.7.2. The Elections Committee shall consist of the Executive Officer, three doctoral faculty representatives, three faculty alternates, three student representatives, and two student alternates. The faculty representatives are elected for staggered three year terms. Student representatives serve for one year and can be reelected.

5.7.3. The Elections Committee shall hold elections for members of the Executive Committee, Membership Committee, Curriculum and Examinations Committee, Admission and Awards Committees, and Elections Committee. All members of all committees should remain active until replacements are elected.
5.7.4. The Elections Committee solicits nominations for faculty representative(s) and student representative(s) to the Graduate Council for two year staggered terms. Only doctoral faculty members vote for faculty representatives and only students vote for student representatives. Students or faculty members on leave of absence shall not be eligible to vote.

5.7.5. Elections shall take place in the Spring semester before April 1 and use an election procedure that protects the anonymity of the voting faculty and students in a way that is consistent with the New York State open meetings law.

5.7.6. The runners-up in the elections shall be the alternate delegates. It is not mandatory for all alternate positions to be filled.

5.7.7. All terms of office begin July 1 and end June 30.

5.7.8. Any election procedures left unspecified by this document shall be decided by the Elections Committee.