

**GOVERNANCE**  
**Ph.D. PROGRAM IN BIOLOGY**  
**THE CITY UNIVERSITY OF NEW YORK**

**I. PROGRAM STRUCTURE**

The Ph.D. Program in Biology, administered, as described in Section IIA, by an Executive Officer with the advice and consent of an Executive Committee, will be operationally divided into four Subprograms: 1) Molecular, Cellular, and Developmental Biology; 2) Plant Sciences; 3) Neuroscience; and 4) Ecology, Evolutionary Biology, and Behavior.

**II. COMMITTEES**

**A. EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for the establishment and enforcement of policy to guide the operations of the Ph.D. Program in Biology, and shall have the functions shown in Section II A2.

1. Constituents of Committee

a.i. One full-time member of the CUNY doctoral faculty in biology (termed the Graduate Deputy Chair), with vote, from each participating campus either elected by the doctoral faculty at that campus or appointed by the Chair of the campus department. The term of membership on the Executive Committee is three years and shall be concurrent with the term of the respective campus department chair.

a.ii. Campus participation in the Ph.D. Program in Biology is determined by action of the Executive Committee.

b. The full-time CUNY faculty members who are Chairs of the Subprogram Advisory Committees, with vote.

c. One matriculated student from each Subprogram elected annually by mail or electronic ballot by the students of the [S]subprogram, with vote.

d. The Executive Officer will vote only in cases of tie votes.

There shall be an Alternate for each campus faculty representative either elected by the doctoral faculty at each campus or appointed by the Department Chair. No campus may appoint a Chair of the Subprogram Advisory Committee as its voting designated campus representative or alternate.

## 2. Functions of Committee

a. Be responsible for the establishment and enforcement of policy to guide the operations of the Ph.D. Program in Biology.

b. Review and act upon recommendations concerning academic matters generated by the Subprogram Advisory Committees and maintain standards in curriculum and examinations. First Examinations formulated by the First Examination Committee of the Advisory Committees shall be approved by the Executive Committee.

c. Be responsible for matters pertaining to, and the allocation of the annual budget among the participating campuses.

d. Be responsible for all matters pertaining to students, including acting on the recommendations of the Subprogram Advisory Committees in matters involving student status, applications for admission, and cases of disciplinary action.

e. Review and recommend to the Provost nominations for appointment to the Doctoral Faculty. Nominations for doctoral faculty membership may originate at the participating campus, be examined and approved by the appropriate Subprogram Advisory Committee, and then be reviewed by the Executive Committee.

f. Review, approve, and expedite to the appropriate channels all matters involving curriculum; matters of Subprogram development including training grant proposals, advertisement,

and student recruitment; programs, lectures, and symposia; and any other form of program enhancement.

g. Form Standing Committees as follows: Faculty Membership; Curriculum and Examination; and Admissions and Awards. Additional subcommittees may be established by the Executive Committee as required. The rules of procedure that pertain to the Executive Committee shall also pertain to these Standing Committees and Subcommittees. The membership of the committees shall be as shown in Section IIB.

### 3. Meetings of the Executive Committee

a. Frequency: The Executive Committee shall meet at least twice each semester. Additional meetings may be called by the Executive Officer or by any three members of the Committee upon written request to the Executive Officer. The Executive Committee shall meet at least once a semester with students matriculated in the program and at least once a year with the program faculty.

b. Quorum: Two thirds of the voting membership shall constitute a quorum.

c. Announcement: An agenda for each meeting will be distributed to the committee members at least one week prior to the meeting. Minutes of the prior meeting will be distributed prior to or accompanying the agenda. Any faculty member or any student may request that an item be placed on the agenda for consideration by the Executive Committee.

d. Special requests: The Executive Committee will consider requests by, or may invite, any faculty member or student to address the Committee on any particular item(s) on the agenda. The Executive Committee, however, shall retain the right to go into executive session by a 2/3 vote of the members present.

e. Minutes: Copies of the approved minutes will be circulated to all faculty and students. Information regarding the Subprograms, in the form of minutes of their Advisory Committee meetings, will be appended.

#### 4. Vacancies

Vacancies on the Executive Committee will be filled by either an appointment by a campus department chair or a special election by the campus doctoral faculty in the event of an faculty representative vacancy, or by a special election of the doctoral students in a Subprogram, or by a special election of a Subprogram Advisory Committee.

#### 5. Student Voting Rights

Student members will have voting rights on the Executive Committees as follows:

a. Students shall vote on matters of policy, but shall not vote on matters of administration.

b. Matters will be designated as policy or administrative by the Executive Officer. If the designation of a matter as policy or administrative is disputed, the dispute will be decided by a vote of 2/3 of the members present and voting.

c. Restricted issues: The voting faculty members will go into separate session on the following matters:

i. Issues concerning individual students, with the exception of disciplinary matters.

ii. Review of the questions and the evaluation of the results of the First Examination.

iii. The voting faculty members may go into separate session by a minimum 2/3 vote of the Executive Committee present and voting unless it infringes upon the student rights of expression.

### **B. FACULTY MEMBERSHIP COMMITTEE**

1. Faculty Membership Committee nominates members of the program's faculty with a view toward including in the doctoral program faculty newly appointed at the colleges and recommended by the Advisory Committee of each Subprogram maintains a roster of potential doctoral faculty appointments, record annually the status of those faculty members currently designated, and review all other actions

taken in regard to membership in the doctoral faculty. A roster of doctoral faculty determined to have contributed to the program according to the criteria listed below shall be prepared by the Faculty Membership Committee at the start of each academic year for review by the Provost. Committee composition shall be the Subprogram Advisory Committee, including students, acting on nominations of faculty to that Subprogram. Nomination for appointment will be made by the Executive Committee after recommendation by the corresponding Faculty Membership Committee.

2. Criteria for nomination to the program doctoral faculty include[s]:

a. A determination that the faculty member will make a significant contribution relevant to the needs of the program, and

b. Evidence of significant research relevant to the doctoral program, or

c. Evidence of qualification to teach a doctoral course or provide other doctoral level training, or

d. Evidence of qualification to supervise doctoral dissertations or other graduate-level research.

3. Faculty Membership Considerations

a. The appointment of full-time CUNY faculty as members of the doctoral faculty (except as in c below) confers full rights and duties.

b. Only members of the doctoral faculty may teach doctoral-level courses more than twice or chair dissertation committees.

c. In order to meet emergency needs, an Executive Officer may directly recommend to the Provost appointment of individuals to the doctoral faculty for a period of one semester or one year. Temporary appointments may not be repeated for a cumulative total of more than one academic year (two semesters). Notification of such appointments shall be conveyed to the Faculty

Membership committee of the relevant Subprogram and/or the Executive Committee. Temporary appointees do not have voting rights in the program, nor may they be appointed to program committees.

d. Part-time CUNY faculty and faculty or professionals at other institutions may be recommended for adjunct appointment to the doctoral faculty. Their rights and duties with respect to strictly academic activities (e.g., chairing a dissertation committee) are in no way different from those of other doctoral faculty.

#### 4. Continuance on the Doctoral Faculty

a. Criteria for continuance include:

i. A determination that the faculty member continues to make a significant contribution relevant to the needs of the program, and

ii. Evidence of significant research relevant to the doctoral program, or

iii. Evidence of participation in teaching courses for doctoral students, or

iv. Evidence of supervision of productive doctoral student research.

b. A member may be removed from the doctoral faculty on the recommendation of the appropriate subprogram Advisory Committee (above), but only after the member has been given one year's prior notice of the intention to remove.

c. The faculty member may appeal the decision to remove to the program's Executive Committee, the Provost, and the President.

### **C. CURRICULUM AND EXAMINATIONS COMMITTEE**

To review curriculum and recommend curriculum proposals for action; to recommend procedures and standards for the conduct of examinations. Committee composition shall be the Subprogram Advisory Committee, including students, except as noted in Section IIA5c, acting on curriculum and examinations relevant to that [S]subprogram. Approval of the First Examination will be made by the Executive Committee after recommendation by the

Subprogram Advisory Committee.

**D. ADMISSIONS AND AWARDS COMMITTEE**

To solicit and review student applications and recommend student admission, nominate students for awards, and recommend actions and procedures to the Executive Committee and to administer these procedures. Committee composition shall be the Subprogram Advisory Committee, including students, except as noted in Section IIA5c, acting on admissions and awards relevant to the Subprogram.

**E. SUBPROGRAM ADVISORY COMMITTEES**

Activities in major areas of specialization will be coordinated by an Advisory Committee. Each [Subprogram] major area of specialization shall have an Advisory Committee composed of six doctoral faculty and three matriculated doctoral students responsible for recommending to the Executive Committee and its appropriate Standing Committees, matters of policy, curriculum, development, and student and faculty membership. The subprogram committees may include a seventh regular faculty member if such an increase is necessary to represent the proportion of subprogram students on the various CUNY campuses and is approved by the Executive Committee. The committee acts as an admissions committee in the admission of new students. This Advisory Committee shall also organize a First Examination Committee responsible for the annual production and administration of the First Examination in its major area of specialization.

Where consistent with proportion of students on the various CUNY campuses, it is encouraged that each Subprogram Advisory Committee be constituted with faculty representing at least three campuses, and that no more than two faculty represent any one campus on the Advisory Committee. Up to two committee seats may be filled by members from affiliated institutions if approved by the Executive Committee. The student representatives should represent as many campuses as possible. The Executive Officer shall be a voting, ex-officio member of each Subprogram Advisory Committee. One full-time CUNY faculty member of the Committee shall be elected Chair by the members of the Committee and will serve as that Subprogram's voting representative to the Executive Committee.

1. Selection of Representatives:

a. Faculty representatives: Doctoral faculty members shall serve three-year terms such that two representatives are selected by the Executive Committee annually. At the initial establishment of a Subprogram Advisory Committee, three groups of two faculty will be selected to serve 3, 2, and 1 year

terms, respectively. Thereafter, two faculty members and one alternate shall be elected annually. Nominations will be solicited by the Executive Officer for the Executive Committee, and the election of the representatives shall be made by the Executive Committee. Nominations and elections shall be conducted in April with the term of office commencing with the beginning of the Fall semester.

b. Student representatives: Three matriculated doctoral students in good standing shall be elected by the student members of the Executive Committee from nominations of students affiliated with a given Subprogram in consideration of the objectives of campus representation stated above. Nominations will be solicited by the Executive Officer for the Executive Committee from among all matriculated doctoral students registered in each Subprogram. Nominations and elections will be conducted in April, and the term of office will be one year commencing with the Fall semester.

c. Vacancies: Vacancies on a Subprogram Advisory Committee will be filled by the alternate for the remainder of the year and a new alternate appointed by the Executive Committee.

2. Student voting rights: Student members will have voting rights on the Subprogram Advisory Committees as follows:

a. Students shall vote on matters of policy.

b. Restricted issues: The voting faculty members will go into separate session on the following matters:

i. Issues concerning individual students and applicants, with the exception of disciplinary matters.

ii. Review of the questions and the evaluation of the results of the First Examination.

iii. The voting faculty members may go into separate session by a minimum 2/3 vote of the Subprogram Advisory Committee present and voting unless it infringes upon the student rights of expression.

3. Standing Committees, [and] Subcommittees, and *ad hoc* Committees:

a. Each Subprogram Advisory Committee shall appoint a First Examination Committee responsible for the formulation, administration, and grading of the First Examination. This Committee will be comprised of faculty affiliated with a given Subprogram selected by its Advisory Committee in collaboration with the Executive Officer. Faculty membership on each Subprogram Advisory Committee does not preclude membership on the First Examination Committee.

b. Subcommittees: Subcommittees may be established by each Subprogram Advisory Committee as required. The same rules of procedure shall pertain to subcommittees as those pertaining to each Subprogram Advisory Committee as a whole.

c. *Ad hoc* Committees: *Ad hoc* committees may be established by each Advisory Committee as required. The same rules of procedure shall pertain to *ad hoc* committees as those pertaining to each Advisory Committee, and such committees shall make their recommendations to the subprogram Advisory Committees.

#### 4. Advisory Committee Meetings

a. Frequency: Each Subprogram Advisory Committee shall meet at least twice each semester. Additional meetings may be called by the Chair or by three members of the Committee upon written request to the Chair.

b. Quorum: A majority of the voting members shall constitute a quorum.

c. Announcement: An agenda for each meeting shall be distributed to the Committee members at least one week prior to the meeting. Minutes of the prior meeting will be distributed prior to or accompanying the agenda. Any faculty member or student may request that an item be placed on the agenda for consideration by the Committee.

d. Minutes: The approved minutes will be forwarded to the Executive Officer for inclusion in the Minutes of the Executive Committee.

### III. EXECUTIVE OFFICER

A. The Executive Officer is responsible for administering the affairs of the program in accordance with the Governance document of The Graduate School and University Center, and with the policies established by the program faculty, Graduate Council, and the CUNY Board of Trustees.

B. The Executive Officer shall be appointed by the President for a term not exceeding three years. The President shall actively solicit nominations and counsel from individual members of the Executive Committee, doctoral faculty, and students matriculated in the program concerning this appointment. The Executive Officer may be reappointed.

C. The Executive Officer shall preside at meetings of the program's faculty, Executive Committee, and Faculty Membership committee. The Executive Officer shall have authority to initiate policies and actions concerning the affairs of the program, subject to the powers delegated by the GSUC Governance document to the program's faculty. The Executive Officer shall serve ex officio as a voting member of all program committees.

D. Courses to be offered each semester shall be determined by the Executive Officer after consultation with representative groups of faculty and students and considering [S]subprogram recommendations. The Executive Officer shall work with chairs of CUNY college departments to assign faculty to teach these courses.

E. The Executive Officer shall work with chairs of CUNY college departments in the Executive Officer's discipline to develop procedures for making new faculty appointments useful both to the college departments and to The Graduate School and University Center. 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 enrolled in the doctoral program.

#### **IV. GRADUATE COUNCIL REPRESENTATION**

A. The faculty and students in the program shall elect representatives to the Graduate Council according to the following formula: for each 100 or fewer matriculated students - one faculty and one student representative (e.g., 101 students equates to 2 faculty and 2 students).

B. All members of the doctoral faculty and all matriculated doctoral students of the program are eligible to be elected to the Council. Neither faculty members nor students on leave of absence shall be eligible to serve.

C. Faculty and student representatives shall be elected according to the following procedures.

1. The Executive Committee shall appoint an Election Committee consisting of the Executive Officer, at least three faculty members, and at least three student members. This committee shall have responsibility for nominations and election procedures.

2. The election shall take place no later than April 1 for service in the subsequent academic year or years. Faculty members shall vote for faculty representatives only; students shall vote for student members only. Students or faculty members on leave of absence shall not vote. The Chair of each Election Committee shall report the election results to the Secretary of Graduate Council no later than April 15.

D. Terms of Office and Vacancies

Members of Graduate Council shall be elected for two-year terms. Faculty or student vacancies in the elected membership of Graduate Council shall be filled, for the unexpired term, by the faculty Executive Committee members or [student members or] student Executive Committee members, respectively. Replacements for members absent for one semester or more shall be named in the same way.

## **V. ROBERT'S RULES**

The procedures of the Program and [S]subprogram committees shall be governed by ROBERT'S RULES OF ORDER, NEWLY REVISED, in all cases in which they are applicable and not inconsistent with the Governance document and Graduate Council Bylaws of The Graduate School and University Center

Approved by the Biology Executive Committee, February 5, 1986

Approved by the Graduate Council, May 8, 1986

Revised by the Biology Executive Committee, December 8, 1987

Approved by the Graduate Council, March 10, 1988

Revised by the Biology Executive Committee, March 4, 1996

Approved by the Graduate Council, May 16, 1996

Revised by the Biology Executive Committee, April 8, 2008

Revised and Approved by the Structure Committee, April 29, 2008

Approved by the Graduate Council, May 15, 2008