

The Graduate Council
March 1, 1990

Agenda Item VI

Approved by the Committee on Structure - December 12, 1989

Proposed Governance Structure

WOMEN'S STUDIES CERTIFICATE PROGRAM GOVERNANCE STRUCTURE

I. FACULTY

Women's Studies Certificate Program faculty will be determined by the Advisory Committee from the members of the doctoral faculty of the Graduate School Programs at the start of each academic year in accordance with the Graduate School Bylaws. Faculty responsibilities will include: teaching the required Women's Studies Certificate Program courses, developing electives with strong women's studies components, supervising dissertations and theses, presenting seminars on feminist scholarship and women's studies topics, attending Women's Studies Certificate Program faculty meetings, and serving on Women's Studies Certificate Program committees.

II. STUDENTS

Women's Studies Certificate Program students will consist of those students matriculated for the Ph.D. degree in any Graduate School Program who have completed an application for the Certificate, and who are pursuing the requirements for the Certificate, including taking the required courses and electives, or working on dissertations and theses in the area. Students are encouraged to attend Women's Studies Certificate Program meetings and serve on Women's Studies Certificate Program committees.

III. MEETINGS

At least one general faculty-student meeting will be held each semester.

IV. STANDING COMMITTEES

The standing committees will be: Advisory Committee, Curriculum Committee, Special Awards Committee. Roberts Rules of Order will be used to conduct all committee meetings. Majority vote of those present will carry, except where specified otherwise.

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V. ADVISORY COMMITTEE

A. The Advisory Committee will consist of nine faculty members and two alternates and four student members and two alternates. The Advisory Committee will be chaired by the Coordinator.

B. Of the faculty members, no fewer than four will be from the Arts and Humanities and no fewer than four from the Social Sciences and Sciences. No more than one may come from any one Graduate School Program or sub-program. One alternate will come from a Social Science or Science program and one from an Arts and Humanities program. Programs will be categorized as Arts and Humanities, Social Sciences, and Sciences, in accordance with the Professional Staff Congress-CUNY Award Divisions, for review panels (see attached.).

C. The Director of the Center for the Study of Women and Society will be an ex-officio, non-voting member.

D. Of the student members, two will be from the Arts and Humanities programs and two from the Social Sciences and Sciences programs. No more than one may come from any one Graduate School Program or sub-program. One alternate will come from a Social Science or Science program and one from an Arts and Humanities program.

E. There will be one student non-voting representative from the women's studies concentration in the Master of Arts in Liberal Studies.

F. One of the co-chairs of the Feminist Students Organization will be an ex-officio, non-voting member.

G. Nominations and elections of members of the Advisory Committee will be by mail ballot to all faculty and students in the Women's Studies Certificate Program. A majority of the faculty members voting will elect the faculty members of the Advisory Committee and a majority of the students voting will elect the student members.

H. The term of the faculty members of the Advisory Committee will be three years. The term of the student members will be on year.

I. The Advisory Committee will meet at least four times during the academic year. Additional meetings may be called by the Coordinator. A quorum will consist of five faculty members and two student members. Members must attend at least three meetings a year.

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J. The Advisory Committee will discuss and advise the Coordinator on the general functioning of the Women's Studies Certificate Program, and make policy decisions necessary to the Program.

K. The Advisory Committee will also carry out the duties of a Faculty Membership Committee and Student Certification Committee. The Faculty Membership Committee will review the credentials of proposed new faculty. The Student Certification Committee will determine students' eligibility for the Certificate. Student members will sit in on these deliberations, but will not vote. Majority vote of the faculty present will carry.

L. The Advisory Committee is empowered to establish Ad Hoc Committees.

VI. CURRICULUM COMMITTEE

A. The Curriculum Committee Chair and members will be appointed by the Advisory Committee based on advice from faculty and students.

B. The Curriculum Committee will consist of seven members: the Chair, four additional faculty members, and two student members. Two faculty members will come from the Social Sciences and Sciences programs and two from the Arts and Humanities programs. One student member will come from the Social Sciences and Sciences programs and one from the Arts and Humanities programs. No more than one faculty and one student member may come from any one Graduate School Program or sub-program. The Coordinator will serve as an ex-officio member.

C. The Curriculum Committee will meet at least twice during the academic year.

D. The Curriculum Committee will review Women's Studies Certificate Program electives and make suggestions for the development of new electives. The Committee will report its decisions and minutes to the Advisory Committee after each meeting.

E. The Curriculum Committee will consider faculty and student proposals for changes in the requirements for the Certificate. The Curriculum Committee will recommend changes to the Advisory Committee which will then vote on the changes; a two-thirds vote of those present at the Advisory Committee meeting will carry.

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VII. SPECIAL AWARDS COMMITTEE

A. The Special Awards Committee Chair and members will be appointed by the Advisory Committee based on advice from faculty and students.

B. The Special Awards Committee will consist of seven members: the chair, four faculty members, and two student members. Two faculty members will come from the Social Sciences and Sciences programs and two from the Arts and Humanities programs. One student member will come from the Social Sciences and Sciences programs and one from the Arts and Humanities programs. No more than one faculty and one student member may come from any one Graduate School Program or sub-program. The Coordinator will serve as an ex-officio member.

C. The Special Awards Committee will meet as often as necessary to review nominations for special awards and to select the recipients.

VIII. LIAISONS

The Coordinator and one student member of the Advisory Committee will be representatives to the Graduate Council.

IX. CHANGES

A. Changes in governance may be proposed by any member of the Women's Studies Certificate Program faculty or student member.

B. Recommendations will be made to the Advisory Committee by an Ad Hoc Committee on Structure appointed by the Coordinator with the advice of faculty and students. The Advisory Committee will then vote on the recommended changes. A two-thirds vote of the Advisory Committee will carry.

Recommendations approved by the Advisory Committee will be sent by mail ballot to the faculty and students for ratification. An approval by two-thirds of those voting will carry.