

**Governance Plan of the Ph.D. Program in Psychology
The City University of New York**

I. PROGRAM STRUCTURE

The Ph.D. Program in Psychology is comprised of Subprograms based at different campuses of the City University of New York. The Program as a whole is governed by an Executive Officer and a Psychology Council. The functions and responsibilities of the Executive Officer, Psychology Council, and Subprograms are specified in this Governance Plan.

II. EXECUTIVE OFFICER

A. The Executive Officer shall serve as the primary spokesperson for the Psychology Program and shall represent the views of the Program to the GSUC Administration.

B. The Executive Officer is responsible for insuring that all Program and Subprogram activities are carried out in compliance with this Governance Plan and the Governance of the GSUC.

C. The Executive Officer shall preside at meetings of the Program faculty and the Psychology Council and determine the agenda for such meetings. The Executive Officer shall serve ex officio on all standing committees.

D. The Executive Officer shall appoint two Deputy Executive Officers. The Deputy Executive Officer for the Campuses will serve as a liaison between the senior college Subprograms and the Executive Office. The Deputy Executive Officer for the Graduate Center will serve as coordinator of the Subprograms based at the Graduate Center.

E. Once each year the Executive Officer, Deputy Executive Officers, and other interested members of the Psychology Council shall meet with the students of the Psychology Program. This meeting shall rotate among the campuses at which Subprograms are based.

F. The Executive Officer will work with Subprograms and Department Chairs to encourage participation of CUNY faculty in the Ph.D. Program. The Executive Officer may make recommendations for faculty membership to Subprogram Faculty Membership Committees, or directly to the Psychology Council.

III. PSYCHOLOGY COUNCIL

A. Voting Members of the Psychology Council shall consist of:

1. The Subprogram Heads of each Psychology Subprogram. In the event that a Subprogram Head is unable to attend a meeting, he or she may designate any faculty member of his or her Subprogram to attend the meeting as a voting member.

2. The Chair of the Psychology Departments at senior college campuses that house a Psychology Subprogram and the Deputy Executive Officer for the Graduate Center, serving in lieu of a Chair for the Graduate Center. Chairs who are not members of the doctoral faculty, or who are unable to attend meetings, shall designate any doctoral faculty member in their department to represent them as a voting member on the Psychology Council.

3. An elected student representative from each Psychology Subprogram. The term of office for student representatives shall be two years. In the event that a student representative is unable to attend a meeting, the student may designate any matriculated student in his or her Subprogram to attend the meeting as a voting member.

4. A faculty representative elected by the doctoral faculty at each CUNY campus that has six or more Psychology doctoral faculty but does not house a Subprogram. The term of office for faculty representatives shall be three years.

5. The Executive Officer of Psychology

B. The Psychology Council shall serve as a forum for discussing matters and determining policies that affect the Psychology Program as a whole (Cf. 3.5B, Governance of The Graduate School and University Center). These may include matters originating at the level of the Program or at the level of a Subprogram. The Council will also consider ways to encourage cross-Subprogram cooperation and coordination, and shall call at least one meeting each year of the Program's faculty.

C. The Psychology Council shall have the authority to review any decisions made by individual Subprograms regarding faculty, students, curriculum, or any other matter. Review of Subprogram decisions shall be neither automatic nor mandatory. Requests for review may be brought to the attention of the Executive Officer by any student or faculty member in the Ph.D. Program in Psychology. If the matter is not resolved after consultation with the Executive Officer, the matter shall either be returned to the Subprogram for further consideration or placed on the agenda of the Psychology Council. The Psychology Council shall have the authority to overrule any decisions made by a Subprogram that are within the purview of the Graduate School.

D. The Psychology Council shall have the following standing committees:

1. Election Committee: This committee shall consist of the Executive Officer, three faculty members, and three student members. The faculty and student members will be appointed by the Executive Officer. This committee shall have responsibility for soliciting nominations and designating election procedures for the Program representative to the Graduate Council.

2. Program Committee on Curriculum and Examinations: This committee shall consist of the Chair and one student member of each of the Subprogram Curriculum and Examination Committees (see IVA2). The function of the Program Curriculum and Examination Committee will be to deal with cross-Subprogram matters such as numbering of doctoral courses and facilitation of cross-Subprogram curricula.

E. The Psychology Council shall be empowered to enter executive session of only faculty for the specific purposes of voting on matters of individual faculty appointments to or dismissals from the Graduate Faculty.

IV. SUBPROGRAM GOVERNANCE

Each Subprogram shall have a Subprogram Head and an Executive Committee responsible for the administration of the Subprogram. Each Subprogram shall have its own Governance Plan specifying its administrative structure. Although these Governance Plans may differ among Subprograms, they must be consistent with the following guidelines:

A. Each Subprogram shall specify procedures for elections to its Executive Committee.

B. Each Subprogram shall be responsible for maintaining the following standing committees:

1. Committee on Faculty Membership: This committee shall nominate individuals for membership on the Subprogram faculty; maintain a roster of potential doctoral faculty appointments, including faculty newly appointed at the colleges; and record annually the status of Subprogram faculty. All appointments will be reviewed by the Psychology Council before submission to the Provost of the Graduate School

2. Committee on Curriculum and Examinations: This committee shall review curriculum, submit curriculum recommendations to the Executive Committee, and recommend procedures and standards for the conduct of examinations.

3. Committee on Admissions and Awards: This committee shall recommend admission and awards procedures and standards to the Executive Committee, and shall administer such procedures.

C. Each standing committee, including the Executive Committee, shall have student members. The number of student members shall be at least 1/3 of the total membership of the committee, with a minimum of two student members.

D. Each member of the Executive Committee shall have equal voting rights on matters pertaining to Subprogram governance, policies, and procedures. Student members shall not vote on matters concerning

E. Once each semester the Executive Committee or faculty of each Subprogram shall hold a meeting with the students of the Subprogram.

V. OMBUDSPERSON AND APPEALS PROCEDURES

A. The Executive Officer shall appoint a faculty member to serve as Ombudsperson for Psychology. The Ombudsperson will be available to all Psychology students to discuss matters of concern in complete confidentiality.

B. A student has the right to appeal any decision concerning his or her status in the student's Subprogram. The appeal would first be made to the Executive Committee of the student's Subprogram. A student making an appeal has the right to decide whether or not the student members of the Subprogram Executive Committee shall be present at the appeal. If the student is not satisfied with the result of the appeal, a further appeal may be made to the Psychology Council. Appeals from that point shall follow the procedures specified in the Student Handbook of the GSUC.

VI. STUDENT ELECTIONS

All student elections shall be by mail ballot.

Approved by Graduate Council 5/15/97