

Governance

STS Graduate Program Executive Committee

Mandate and Terms of Reference

1. Mandate

The committee is responsible for the governance and oversight of all aspects of the Graduate Program in Science and Technology Studies and for advising the Graduate Program Director on Program-related matters.

2. Terms of Reference

The Executive Committee of the STS Graduate Program (constituted per Section 4 below) is established by the Faculty of Graduate Studies, which delegates to it the following powers and responsibilities:

1. Be responsible for the nomination of a candidate to serve as the Graduate Program Director
 - Approximately one year prior before the end of their term, the serving Graduate Program Director will strike an ad hoc ‘Director Search Committee’
 - At least three members of the Executive Committee shall serve on this committee; if three cannot be found then other faculty members appointed to the Graduate STS Program may serve.
 - The Director Search Committee shall conduct and oversee the nomination process in accordance with [§9. Appendix I: Criteria & Procedures For Recommending A Graduate Program Director Of Science And Technology Studies \(STS\)](#)
2. Assume the responsibilities that are typically associated with an admissions committee
 - Adjudicates applications for entry to the STS graduate program to create a list of recommendations for admission and the allocation of discretionary funding (such as the York Graduate Scholarship)
3. Assume the responsibilities that are typically associated with a curriculum committee
 - Consider and approve all proposals relating to the MA and PhD degree requirements
 - Consider and approve all proposals for new courses or revisions to existing courses with the ‘STS’ rubric at the graduate level, including those courses which provide support to the research clusters and including proposals for course cross-listings.
 - Be responsible for maintenance of the ‘catalog’ or listing of courses with ‘STS’ rubric:
 - i. Ensure up-to-date information on the program’s website (and any other relevant program documents)
 - ii. Perform a periodic review and made revisions as warranted (for instance, retire courses that are no longer and/or not likely to be offered)
4. Determine members to serve on the appropriate Faculty Council(s)

- Anchor Faculty: LA&PS
 - FGS Faculty Council: [will need revising following any changes in FGS]
 - i. One seat shall be held by the Director
 - ii. One seat to be held by a member of the executive committee (one of the ‘Faculty Members at Large’; to be decided upon collegially among the Members at Large
 - iii. One seat to be held by a graduate student in the Program, as selected by the STSGSA
 - iv. If additional voting seats are available, the Executive Committee will decide on who to appoint.
5. Research Clusters:
- Be responsible for the creation and oversight of the STS Research Clusters
 - Research cluster creation shall follow a two-phase process: (i) approval of Research Cluster ‘areas’ (in principle), and (ii) approval of Research Clusters within these identified areas
 - Approval of Research Cluster ‘areas’ (in principle):
 - i. solicit proposals for ‘areas’ for research clusters (title and abstract) with sufficient advance notice prior to a General Program meeting.
 - ii. Circulate the received proposals with sufficient advance notice prior to a General Program meeting.
 - iii. At the General Program meeting, the decisions of research cluster areas (in principle) shall be made.
 - Approval and Chartering of Research Clusters:
 - i. prepare and maintain a template for formal research cluster proposals within approved research cluster areas (to be used once an area of research cluster has been approved in principle at a General Program Meeting).
 - ii. Consider and approve formal proposals for Research Clusters by chartering up to 4 clusters to run at any given period of time. When the Program has approved an cluster area, and a sufficiently detailed proposal has been received by the Executive, the Cluster will be chartered.
 - iii. Research clusters shall be chartered for a specified period of time, typically 3 years. Charters, in the start-up phase, may be of other durations of time to allow for a staggered timeline for chartering/re-chartering
 - Receive and review the annual reports from the chartered research clusters, take remediative action when warranted.
6. Graduation Program Membership:
- Advise the Graduate Program Director on recommendations for appointment and re-appointment to the Faculty of Graduate Studies in accordance with [§11. Appendix III: Membership in the STS Graduate Program](#)
 - Undertake the process during Cyclical Program Reviews whereby faculty members are nominated for re-appointment to the Graduate Program in STS, according to the levels of membership detailed in [§11. Appendix III: Membership in the STS Graduate Program](#)
 - Periodically review and revise, when warranted, the procedures and processes for nomination for appointment and/or re-appointment.

- Ensure the information regarding program membership is readily available to the community.
- 7. Standing Committees
 - Maintain Program standing committees in accordance with §6
 - Modify the composition of Standing Committees when warranted
- 8. The Executive Committee may alter the order of the agenda for a particular General Program Meeting in order to prioritize matters coming before the membership of the program, provided that the order of business appears on the notice of meeting.

3. Equity Principles

Adopted from the Center for Human Rights, Equity and Inclusion:

- **Accessibility:** Ensuring that access by all members, to all program venues (meetings, website, forms, etc.), is "in accordance with the most appropriate accommodations"
- Establish and uphold procedures for program members to request additional accessibility-related resources or accommodations and receive and reported violations of accessibility and equity principles, and decide on appropriate remedies (including, when warranted, referral to the York Center for Human Rights, Equity and Inclusion, York's Centre for Sexual Violence Response, Support and Education, or other appropriate offices).
- **Accountability:** Program membership must be informed, through regular communications and semi-regular meetings, as to the state of the program.
- **Collaboration:** Program must be a communal, collegial space which enables and encourages members to bring their full selves into their work.
- **Fairness:** Decisions must be made in open transparent ways; actions should not disadvantage members, especially those facing structural power imbalances

4. Membership of the Executive Committee

4.1. Members

	Number of Members
<i>Ex Officio Members</i>	
Director of the Graduate Program in STS, ex officio	1
Past Director of the Graduate Program in STS, ex officio, for the academic year following the end of their appointed term as GPD	1
Chair or Chair's Representative from the Department of Humanities	1
<i>Elected Members</i>	
Faculty Members at-Large*	4
MA Graduate Student Representative	1

PhD Graduate Student Representative	1
Total	8

4.2. Period of Appointment

Faculty members at-large normally serve two-year terms. The terms shall be staggered to allow for the overlap of terms.

Graduate student representatives serve one-year terms.

4.3. Elections

Faculty members at-large are elected by the members of the STS Graduate Program through the annual exercise in staffing the Standing Committees (section 6).

Graduate student representatives shall be elected by the STSGSA.

4.4. Representation by Proxy

Unless provision has been made for a designated alternate, elected and ex officio members shall not be entitled to designate a substitute or to vote by proxy. The President of the STSGSA shall be considered a designated alternative for either the MA Graduate Student Representative or the PhD Graduate Student Representative.

4.5. Dismissal of Members

Elected committee members who are absent from three consecutive meetings shall be deemed to have resigned their seats, except in cases of illness or other weighty grounds.

5. Meetings and Protocols

5.1. Chair

The role of chair of the Executive Committee is filled by the GPD. The Chair of the committee is responsible for giving leadership to the committee in the pursuit of its mandate. Without limiting the generality of the foregoing, the Chair presides at all committee meetings, acts as the official spokesperson for the committee, and ensures that committee operates in conformity with the rules enacted by York University's Senate.

In the case of the absence or illness of the Chair, the GPD may appoint one of the members of the committee to act as Chair pro tempore and for such period the member so appointed shall act as, and have all the powers of, the Chair.

5.2. Quorum

No business shall be transacted at a meeting unless at least 50%+1 of the members are present.

5.3. Timing and Frequency of Meetings

The committee typically meets once per month, from September to June, at a time to be determined as per the availability of the members. Additional meetings may be convened as necessary. Meetings, unless otherwise specified, are closed.

5.4. Voting

All members of the committee are voting members unless specifically indicated otherwise. Ex officio and elected members have the same voting rights. Votes must be cast in person. When the chair calls the question in accordance with rules and procedures, voting is conducted by a show of hands.

5.5. Agenda, Administration and Minutes

All records of the meetings, including the agenda and minutes, shall be retained and be available to sitting committee members.

6. Standing Committees

6.1. Establishment of Standing Committees

A key role of the Executive is to populate and maintain standing committees, described below. New committees are established as of July 1 annually. A call will go out to Program members in the winter term to solicit volunteers for each committee vacancy. Should there be more than one volunteer for any committee, a vote will be conducted at the Winter term Program Meeting.

6.2. Standing Committee on Scholarships

The standing committee on Scholarships shall be composed of three STS faculty members, normally serving two-year terms. These members shall be elected by the members of the STS Graduate Program.

This committee is responsible for the adjudication of scholarships and nomination for scholarships associated with the graduate program. Of particular focus is the SSHRC Fellowship adjudication.

6.3. Standing committee for FGS Scholarship Adjudications

The Faculty of Graduate Studies issues an annual call for each program to nominate one member to serve on the university-wide SSHRC adjudication committees at the PhD and Masters level, typically in January. As part of the annual slate of standing committees, the members of the STS

Graduate Program will elect, for one-year (renewable) terms:

- One faculty member to serve on the Masters SSHRC Adjudication Committee

- One faculty member to serve on the Doctoral SSHRC Adjudication Committee

6.4. Standing Committee on Ethics

The standing committee on Ethics shall be composed of two STS faculty members, normally serving two-year terms. These members shall be elected by the members of the STS Graduate Program.

This committee is responsible for the review and approval of submissions to the Human Participants Review Sub-Committee which have been specifically delegated to the graduate program for its own internal review. These typically include MRP proposals involving human subjects, or STS Graduate level courses with human subjects activity (e.g. interviews). Details are further outlined in the Faculty of Graduate Studies ethics review documentation.

7. Reporting

The Executive Committee is required to report on its activities at all full meetings of the STS Graduate Program.

8. Document Control

Version Number:	STS_ExecCtte_2021
Approved By:	<to be approved by FGS>
Date:	October 13, 2021

8.1. Prior Versions

Version Number:	STS_ExecCtte_2020
Approved By:	<to be approved by FGS>
Date:	<tbd>

Version Number:	‘STS Grad Governance 2012’
Approved By:	STS Executive Committee
Date:	November 27, 2012

Version Number:	<unknown>
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Approved By:	STS Graduate Program
Date:	October 2, 2012
Approved By:	STS Graduate Executive Committee
Date:	September 17, 2012

Version Number:	<unnamed>, includes GPD Search Procedures
Approved By:	Faculty of Graduate Studies
Date:	April 24, 2008

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9. Appendix I: Criteria & Procedures for Recommending A Graduate Program Director Of Science And Technology Studies (STS)

9.1. Timing

The tenure of the new Graduate Program Director will begin on July 1 and normally will continue for a period of three years.

The election of the Director designate should be completed before the end of December. Whenever possible, the Director will inform the Executive Committee at least one year before the actual end of her/his term and request that at least three members of the Executive Committee serve on a Director Search Committee (if three cannot be found, then other members of the STS Program can serve).

In the case of the first Director Search Committee, it will be composed of the committee that drafted the program proposal.

9.2. Criteria

1. Experience in the teaching of Graduate courses and MRP and/or thesis supervisions at York, preferably in the STS program.
2. Clear commitment to the purposes and interests of the Graduate STS Program and ability to represent and defend these as necessary.
3. Familiarity with the curriculum and organization of the Graduate STS Program.
4. Demonstrated effectiveness as an administrator (or potential for effective administration) who would be sensitive to the needs and interest of members of the STS Graduate Program (faculty and support staff), and of students.

5. Ability to work in effective co-operation with other administrative components of the Faculty of Graduate Studies, Faculty of Science, Faculty of Liberal Arts and Professional Studies, and the rest of the university.
6. Tenured and appointed to Graduate STS.
7. Ideally, at least three years at York University as a Faculty member.

9.3. Procedures

1. Opportunity will be given to all faculty and the students of the Graduate STS Program to propose names, ranking if desired, more than one nomination in preferential order. Faculty members are also welcome to self-nominate. (All faculty members and students will receive a list of eligible candidates for the Director position.)
2. In the light of these nominations and of the criteria approved by the STS Graduate Program, the Search Committee will produce a short list of eligible candidates for whom there is reasonable support.
3. Members of the Search Committee will consult with the persons on the short list to determine their willingness to be considered for the position.
4. The Search Committee will then consult with the Deans of Graduate Studies and the appropriate resource faculty.
5. The Search Committee will then consult with all members of the Program, support staff and students.
6. The Search Committee will submit one or more names to all members of the Program to choose by secret mail ballot or email ballot the candidate whose name will be recommended to the Deans of Graduate Studies and the appropriate resource faculty. Each potential candidate may choose to provide the Search Committee with a statement regarding the candidate's projected vision of the program and/or qualifications to be submitted to all members of the Program at this time.
7. Those eligible to vote will be all faculty members of the STS Graduate Program.
8. If there is a single candidate, ratification will be via a simple yes/no vote. (In the case of a "no" majority the Search Committee will begin the search process again.) If there are two candidates, a simple majority will prevail. In the case of a tie vote, the Search Committee will make a final recommendation to the Dean. If there are more than two candidates, voting will be preferential: 3 (most favoured), 2 (next favoured), 1 (least favoured) in the case of three candidates, 4, 3, 2, 1 in the case of four, etc. All candidates must be ranked: failure to do so will mean a spoiled ballot.
9. After following Program procedures concerning the ultimate selection process, the Search Committee will make a recommendation to the Deans of Graduate Studies and the appropriate resource faculty. An up-to-date CV and details indicating the length of the appointment, the candidate's qualifications and the rationale for the appointment should be attached to the recommendation. The Deans of Graduate Studies and the appropriate resource faculty will, with prior permission of the Dean of the nominee's home Faculty regarding release time for the position, inform the Vice-president (Academic Affairs) of the appointment.

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10. Appendix II: Graduate Program Director Role and Responsibilities

10.1. Administrative Responsibilities

The Graduate Program Director is fully responsible for all aspects of the administration of the graduate program and reports to the Graduate Dean. While the Graduate Program Director is ultimately responsible for the administration of the graduate program, they shall consult the Executive Committee for all substantive issues and will be bound by the Executive Committee's decisions.

10.2. Meetings

The Director chairs the Executive Committee and calls general graduate program meetings. The Director is required to call at least one annual graduate program meeting at the end of the academic year, where a Director's report and a slate of nominations for elected committee positions are to be presented. At the discretion of the Director, additional general graduate program meetings may be called.

10.3. Budget, Curriculum and Faculty Teaching Allocation

In matters related to budget, curriculum and faculty teaching allocation, the Director consults with the relevant undergraduate chairs. The Director ensures that sufficient faculty resources are available each year to mount an appropriate number and variety of courses and to provide for the supervision of students.

10.4. Program Representation

The Director is one of the Program's representatives to Council and is responsible for the application of the regulations of the Faculty of Graduate Studies to the graduate program.

10.5. Advising

The Director plays a significant role in advising students at both the M.A. and the Ph.D. levels. The Director acts as informal adviser for all incoming M.A. students. The GPD is responsible for ensuring that every MA student has a Supervisor ("First Reader") in place by December 1 of their first term of study.

For Ph.D. students, the Director advises them on potential supervisors and helps to bring about ideal matches.

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11. Appendix III: Membership in the STS Graduate Program

Membership in the Graduate Program in STS, at any level, follows the FGS requirements. At a minimum, candidates for appointment to the Faculty of Graduate Studies must:

- hold a PhD (or equivalent) degree or otherwise have demonstrated achievement as a researcher, scholar, professional or artist in accordance with the expectations of the discipline;
- demonstrate that he or she is continuing to make a contribution to research or scholarship or professional or artistic activity as evidenced by a clear process of peer review and critical analysis; and
- where previously engaged in graduate teaching or supervision, demonstrate satisfactory performance as an instructor and/or supervisor.

In addition to the above, each category of membership entails a set of 1) FGS requirements; 2) Program-specific criteria; 3) norms of membership.

11.1 Full Member

- Faculty of Graduate Studies definition:

Full Members shall hold a tenure-track/tenured position at York University. They may act as the principal or as a co-supervisor of doctoral dissertations and master's theses; may serve on supervisory and examining committees; may teach graduate course courses (including supervision of Major Research Papers/Projects); and may participate in decision-making processes in accordance with program governance procedures. Full Members may hold an appointment that is continuing unless (i) a limited term is deemed appropriate, (ii) it is determined that the individual no longer satisfies the conditions for Full Membership, and/or (iii) their tenure-track/tenured position at York comes to an end.

- Program-specific criteria (as approved at Program's foundation, 2009)

Appointment and re-appointment as Full Members of the Program must demonstrate sustained and continuing contribution to scholarly research, creative and artistic productivity, and/or professional activity in Science and Technology Studies over the last 6-8 years. Sustained and continuing contribution to Science and Technology Studies is understood to include, above all, written scholarly publications and/or creative and artistic presentations which are refereed. It also includes conference papers; academic, artistic, and or/creative awards and honors. Scholarly expectation is an average of one entry in the curriculum vitae per year over the 6-8 year span, with at least three of those entries being published [i.e. written, not oral] in refereed locations. Outstanding contributions, e.g. a significant book, would be weighted more heavily. A full list of the types of contributions can be found below.

1. Books

2. Chapters in books
3. Papers in refereed journals
4. Papers in refereed conference proceedings
5. Technical reports
6. Papers read
7. Non-refereed papers
8. Editorships
9. Major grants
10. Outside examinerships for theses and dissertations at other universities
11. Invited lectures
12. Creative/theatre/media
13. Executive positions in associations
14. Visiting or Research Fellows/Scholars/Lectures
15. Prizes/Honours/Awards
16. Encyclopedia articles
17. Honorary degrees
18. Other

Candidates for re-appointment must also demonstrate satisfactory performance as an instructor and/or supervisor. Means of demonstrating satisfactory performance as a graduate supervisor may include student evaluation and peer evaluation by, in particular, members of supervisory and examining committees of student supervised by the individual, taking into account such matters as the availability and effectiveness of the supervisor and his or her relative contribution to the quality of the student's work and its completion within a reasonable time.

- Norms of Full Membership

In the normal course of events, the following commitments are expected of Full program members:

- Be available for student committee supervisory and membership roles (PhD dissertation, PhD competency, MA first or second reader)
- Attend full program events, including new student orientation and general meetings
- Participate regularly (at least one role in a 5-6 year period) on program committees (Executive and Standing), excepting sabbaticals or extraordinary service commitments (Chairship, UPD, etc.)
- Participate regularly in curriculum delivery, including course delivery and cluster leadership and maintenance
- Participate regularly in the STS Graduate colloquium, through attendance and presenting on research

Those who wish affiliation to the program, but are unable to maintain this level of involvement, might opt for the Associate or Adjunct level of involvement.

11.2 Associate Member

- Faculty of Graduate Studies definition:

Associate Members shall hold a tenure-track/tenured or contractually limited position at York University. They may be permitted act as a co-supervisor of doctoral dissertations; may act as the principal or as a co-supervisor of master's theses; may serve on supervisory and examining committees; may teach graduate course courses (including supervision of Major Research Papers/Projects); and may participate in decision-making processes in accordance with program governance procedures. Associate Members may not act as the principal supervisor of doctoral dissertations and may serve as a co-supervisor of doctoral dissertations on the condition that the other co-supervisor is a full member of the graduate program. Based on the Faculty of Graduate Studies and program-specific appointment criteria, the graduate program may place further limitations on the activities of Associate Members. Associate Members may hold an appointment that is continuing unless (i) a limited term is deemed appropriate, (ii) it is determined that the individual no longer satisfies the conditions for Associate Membership, and/or (iii) their tenure-track/tenured or contractually limited position at York comes to an end.

- Program-specific criteria

In order to be appointed as Associate Member of the STS Graduate Program, the faculty member must be eligible for appointment to the York Faculty of Graduate Studies and have demonstrated expertise in the field of Science and Technology Studies.

- Norms of Associate membership

In the normal course of events, the following commitments are expected of Associate program members:

- Be available for student committee membership (PhD dissertation, PhD competency, MA readers). Associate members are eligible to co-supervise PhD dissertations.
- Associate members will be invited to program meetings and events, clusters and delivery of program curriculum, but the expectation for regular participation in the above is less than that for full program members.

11.3 Member Emeriti

- Faculty of Graduate Studies definition:

Members Emeriti may be permitted to act as co-supervisor of doctoral dissertations; may act as principal or as a co-supervisor of master's theses; may serve on supervisory and examining committees; may teach graduate courses (including supervision of Major Research Papers/Projects); and may participate in decision-making processes in accordance with program governance procedures. Members Emeriti may continue ongoing principal supervisions of doctoral dissertations begun prior to retirement but normally may not take on new principal supervisions of doctoral dissertations. Should program need arise, Members Emeriti may be eligible to act as principal supervisor of doctoral dissertations, on the condition that another member of the supervisory committee would be willing and able to act as principal supervisor

should the need arise, and subject to the approval of the Dean of the Faculty of Graduate Studies. Members Emeriti may serve as a co-supervisor of doctoral dissertations on the condition that the other co-supervisor is a full member of the graduate program. Based on the Faculty of Graduate Studies and program-specific appointment criteria, the graduate program may place further limitations on the activities of Members Emeriti. The appointment term of Members Emeriti is normally for a maximum of five years and is renewable. Distinguished Research Professors are appointed to the Faculty of Graduate Studies for life. Upon retirement, Distinguished Research Professors are subject to the eligibility conditions of the Members Emeriti category.

- Program-specific criteria

In order to be appointed as a Member Emeritus of the STS Graduate Program, the faculty member must be eligible for appointment to the York Faculty of Graduate Studies and have demonstrated expertise in the field of Science and Technology Studies.

- Norms of Emeritus membership

In the normal course of events, the following commitments are expected of Members Emeriti of the program:

- Members Emeriti may serve on student committees (PhD dissertation, PhD competency, MA readers) though this is not an expectation.
- Members Emeriti will be invited to program meetings and events, clusters and delivery of program curriculum.

11.4 Adjunct Member

- Faculty of Graduate Studies definition:

Adjunct Membership is for individuals who hold academic or professional positions external to York University (including visiting professors and adjunct faculty) and postdoctoral fellows, but whose expertise is relevant to the graduate program in question. Although senior academic qualification (e.g. PhD or equivalent) and experience is desirable for Adjunct Membership, this is not essential and is largely contingent upon the nature of the specific program and activities within the program. Adjunct members may be permitted to serve on supervisory committees but normally may not act as principal supervisor or co-supervisor of doctoral dissertations or master's theses. In exceptional circumstances, and subject to the approval of the Dean of the Faculty of Graduate Studies, adjunct faculty may act as a co-supervisor of doctoral dissertations or master's theses. For doctoral dissertations, the other co-supervisor must be a full member of the graduate program. Adjunct members may be permitted to serve on examining committees but may not act as the Chair or Dean's representative on examining committees. Adjunct Members may be permitted to participate in decision-making processes in accordance with program governance procedures. Based on the Faculty of Graduate Studies and program-specific appointment criteria, the graduate program may place further limitations on the activities of adjunct members. The appointment term of Adjunct Members is normally for a maximum of five years, and is renewable. Adjunct faculty, visiting professors and postdoctoral fellows may be

eligible for graduate course directorship in addition to and outside of their Adjunct Membership. With respect to appointment procedures, eligibility for principal supervision of major research papers/projects is considered equivalent to eligibility for graduate course directorship.

- Program-specific criteria

In order to be appointed as Associate Member of the STS Graduate Program, the faculty member must be eligible for appointment to the York Faculty of Graduate Studies and have demonstrated expertise in STS.

- Norms of Adjunct Membership

The STS Graduate Program has two categories of Adjunct members, though they are not distinct in the structure of the Faculty of Graduate Studies.

1. Continuing Adjunct members. These members receive program-wide communications and are invited to meetings and events. These members typically work at Institutions in the GTA. They are expected to have some ongoing availability for student committee membership (PhD dissertation, PhD competency, MA readers).
2. One-time Adjunct members. These members are appointed to the Program and York Faculty of Graduate Studies specifically to augment the expertise on a specific student's PhD committee. Their appointment is coincident with the duration of that student's studies.

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12. Appendix IV: STS Graduate Student Association (STSGSA)

Excerpt from the Science & Technology Studies Graduate Association Constitution & Guidelines:

Article 1: Name and Compliance

1.1 Name:

This organization shall be known as Science & Technology Studies Graduate Students Association, the name under which it is officially registered with York University Graduate Students Association (YUGSA). It will hereinafter be referred to as STSGSA.

1.2 Compliance:

STSGSA operates at York University, subject to York University and York University Graduate Students Association (YUGSA) policies and procedures

Article 2: Preamble

The STSGSA represents and advocates for the collective interests of Science & Technology Studies graduate students in all matters of program, departmental, and faculty policy and action at York University. The STSGSA seeks to build community amongst the graduate students, faculty, and larger university, with consideration for diverse experiences and interests. Above all, the STSGSA works to optimize the environment within which graduate students develop, both professionally and personally.

Article 3: Membership

The members of the STSGSA are Science & Technology Studies graduate students. Current enrolment in the graduate program or those on an approved leave is sufficient for membership.

Article 6: Elected Positions

MA/PhD Graduate Executive Committee Representatives

Requirements: The Executive Committee Representatives represent the MA and PhD students to the STS Graduate Program Executive. They must be respectively an MA student and a PhD student. Executive Committee Representatives are obligated to brief the GSA Executive of all major STS Graduate Program Executive meeting agenda items.