

## **Graduate Council By Laws**

Preamble - all faculty responsibilities relating to graduate education, programs, curricula, graduate faculty matters and other pertinent issues are hereby delegated to a Graduate Council which shall operate as a standing committee of the Faculty Assembly. The Graduate Council shall establish and operate according to its own by-laws, subject to the requirement that policies adopted shall be reported periodically to the Faculty Assembly. The Chairperson of the Faculty Assembly or his/her designee shall serve as an ex-officio member of the Graduate Council

### **Article I. Powers and Responsibilities of the Graduate Council**

Section 1.01 The Graduate Council, as a representative body of the faculty, as outlined in Article 5 of the Faculty Assembly by-Laws shall:

- (a) consider, on behalf of the Faculty Assembly, and make recommendations to the Provost, on matters concerning policy and procedures regarding the development, alteration, review and approval of graduate curricula and programs.
- (b) consider and approve or disapprove all additions, deletions and changes to graduate academic programs and curricula.

### **Article II. Membership of the Graduate Council**

Section 2.01 The Graduate Council shall include the following representatives:

- (a) One (1) faculty member from each academic unit with at least one graduate program. Academic units with more than one graduate program may appoint one additional member if they chose. One (1) faculty member from each academic unit without a graduate program.
- (b) In addition, the following shall be ex-officio members of the Council, without voting privileges: The Provost, the Chairperson of the Faculty Assembly, the Coordinator of the Graduate Center, and the Registrar

Section 2.02 Faculty representatives to the Graduate Council shall be elected by the Academic units for two (2) year terms. Representatives are limited to serving two consecutive terms.

Section 2.03 The Chairperson of the Graduate Council shall be elected for a two year term from among the voting members. The Chairperson will be replaced by a new member

from the same constituency for the duration of his or her service as Chairperson. The Chairperson cannot serve more than 1 term.

Section 2.04 The Office of the Provost shall provide secretarial support services.

Section 2.05 The Graduate Council accepts designated alternates.

### **Article III. Procedures of the Graduate Council**

Section 3.01 At least one week prior to scheduled Council meetings, the Chairperson of the Graduate Council shall distribute to all members copies of proposed actions to be considered by the Graduate Council.

Section 3.02 The secretary of the Graduate Council shall circulate minutes of Graduate Council meetings to all faculty.

Section 3.03 A quorum for Graduate Council meetings, necessary for the Council to conduct business, shall consist of a majority of the voting members of the Council.

Section 3.04 At the beginning of each Graduate Council meeting, the Chairperson shall present the agenda to Council member for its acceptance. The Council may amend the agenda by a majority vote of those members present and voting.

Section 3.05 Decisions of the Graduate Council shall be taken upon a majority vote.

### **Article IV. Disposition of recommendations**

Section 4.01 Where the Graduate Council makes a recommendation to the Provost, it shall be the duty of the Chairperson to transmit the recommendation in writing within five (5) calendar days.

Section 4.02 Action by the Provost shall normally be completed within thirty (30) days of receipt.

Section 4.03 The Office of the Provost will disseminate information pertaining to the decisions made and actions taken to appropriate individuals and groups, including the Graduate Council.

### **Article V. Amendments to these Bylaws**

Section 5.01 Amendments to these bylaws may be proposed by any voting member of the Graduate Council. Such amendments, which shall include an implementation date, shall

be presented to the Chairperson of the Council at least two weeks prior to the next regularly scheduled meeting of the Council.

Section 5.02 Amendments shall be discussed at one meeting and voted upon at the following meeting.

Section 5.03 Upon a 2/3 majority vote of the Council approving the proposed amendments, the Chairperson shall present the proposed amendments to the Faculty Assembly at the next regularly scheduled meeting of the Faculty Assembly.

Section 5.04 Upon a majority vote of the Faculty Assembly approving the proposed amendments, the Chairperson shall inform the Council membership, and distribute a copy of the newly amended bylaws to all members of the Graduate Council.

### **Bylaws History**

Approved: May, 1985

Revised: September 18, 1985; November 29, 1994; December 1, 2005; February 2, 2010; October 1, 2013;