

The Graduate Council Bylaws

I. PURPOSE

The Graduate Council is an advising body that makes recommendations concerning graduate academic affairs of the university, including, but not limited to, the following:

- A. Requirements of graduate programs, including program admission, comprehensive examinations, and graduation;
- B. Graduate curricula, including programs, cross-listing of courses, new courses, and new programs;
- C. Resources for the support of graduate programs;
- D. Matters pertaining to graduate faculty including membership on the graduate faculty and adjunct graduate faculty;
- E. Rules pertaining to graduate students and graduate studies.

II. MEMBERSHIP

- A. Graduate Council shall consist of one faculty member, with graduate faculty status, elected by the faculty from the following: Health and Behavioral Sciences, Business Administration, Arts and Sciences and Education.
- B. A member of the Faculty Senate, with graduate faculty status, appointed by the Faculty Senate President;
- C. Ex-officio non-voting members or their representatives: Provost/VPAA, the Dean of Graduate Studies, the Registrar, and a graduate student.

III. TERMS OF OFFICE

- A. Graduate Council Members' terms of office will run from September 1 to August 31.
- B. The initial terms of office will be:
 - One year: Business Administration and Health and Behavioral Sciences members
 - Two years: Arts and Sciences and Education members
- C. All subsequent faculty terms will be for a period of two years.
- D. The Faculty Senate representative and student representative will be appointed on an annual basis.
- E. Health and Behavioral Sciences, Business Administration, Arts and Sciences and Education shall elect at least two alternates to represent the faculty in case of the absence of a member.

IV. ELECTIONS AND APPOINTMENTS

In April of each year, program areas shall elect a representative to fill expired terms. The Dean of Graduate Studies and Research shall be responsible for initiating elections in each program. Only members of the graduate faculty shall vote for faculty representatives to the Graduate Council.

The Student Affairs Council shall appoint a graduate student representative.

V. MEETINGS

- A. The Graduate Council shall meet monthly or as needed to conduct business.
- B. Meetings of the Graduate Council shall be called by the Chair, another member of the Graduate Council or the Dean of Graduate Studies and Research.

VI. PROCEDURES

- A. The Graduate Council advises the Dean of Graduate Studies and Research on issues concerning graduate academic affairs.
- B. For purposes of conducting business, a quorum shall be four of the five voting members. A majority of the membership voting shall be required to carry a motion. Abstentions will be considered in determining a majority.

VII. CHAIR

- A. The voting members of the Graduate Council shall elect a Chair in September for a one year term.
- B. The Chair shall preside over all meetings of the Council and direct all Council activities. In the absence of the Chair members shall select a presiding officer.
- C. The Chair shall have the opportunity to vote in all cases.

VIII. AMENDMENT PROCEDURES

These bylaws may be amended by a majority vote of the graduate faculty.