

3344-14-07 Graduate council.

- (A) The graduate council shall consist of:
- (1) The dean of the college of graduate studies (voting), any associate and assistant deans of the college of graduate studies (ex officio and non-voting, unless qualified to vote under paragraph (C)(4) of this rule, and the university library director (ex officio, non-voting.)
 - (2) Faculty members will be elected as representatives of the graduate faculty as follows:
 - (a) One each from every college or stand-alone school, elected by the graduate faculty within that college or stand-alone school.
 - (b) The remaining number of representatives shall be elected based on the number of graduate faculty within each and every college or stand-alone school, elected by the graduate faculty within that college or stand-alone school. After a minimum of forty graduate faculty there will be one elected faculty for every additional forty graduate faculty. No two council members may be from the same department, institute, or division, unless the college or stand-alone unit has only one department.
- (B) Election provisions:
- (1) **Membership.** Faculty members of the graduate council shall be voting members of the graduate faculty who hold no administrative appointment other than that of chairperson or director.
 - (2) **Terms of office.** Terms of office shall be two years. Terms shall begin on August fifteenth following the regular election.
 - (3) **Dates of nomination process and elections.** Elections shall be held during the spring term of each academic year,

following the nomination process. The graduate council shall set the date for the nomination process and election early during the spring term of each academic year.

- (4) Paper or electronic ballots. All nominations and elections shall be by paper or electronic ballot.
- (5) Tie votes. All tie votes shall be resolved by drawing lots. The graduate dean shall do so in the presence of the graduate council.
- (6) Nomination process. Nominations for the graduate council shall be by paper or electronic ballot as follows. The graduate dean shall determine which eligible members of the graduate faculty are willing to serve. This process shall take place at least two weeks prior to the nomination ballot. All eligible members of the graduate faculty who have indicated in writing a willingness to serve shall be listed on a nomination ballot appropriate to their academic areas as defined in paragraph (A)(2) of this rule. Each voting graduate faculty member from the academic area concerned shall have one vote. The two members receiving the highest number of votes shall be the candidates in the ensuing election.
- (7) Election. Each voting graduate faculty member shall have one vote for each representative from their college or stand-alone school.
- (8) Vacancies. In the event that a vacancy occurs in the graduate council, the collegial dean in the academic area in which the vacancy occurs shall submit to the council the names of no more than three voting members of the graduate faculty who have indicated their willingness to serve on the council. From these nominations, the council will select the person to fill the unexpired term. Any person filling an unexpired term remains fully eligible for election to graduate council, and the unexpired term is not subject to the limitation described in paragraph (B)(9) of this rule.

- (9) Limitations on terms of office. Members of the graduate council shall be limited to serving two consecutive two year terms. After the completion of a second, consecutive, two year term, the faculty member shall not be eligible for re-election to the council until two years elapse from the conclusion of the second consecutive term of office.

(C) Meetings and quorum:

- (1) Regular meetings shall be held at least monthly during the academic year, or upon call of the dean of graduate studies or five voting members of the council.
- (2) A majority of the voting members of the graduate council shall constitute a quorum at any meeting.
- (3) All meetings shall be conducted according to Robert's rules of order.
- (4) The dean of the college of graduate studies shall act as chairperson of the graduate council. The dean may designate a member of the graduate council as chairperson in their absence. The chairperson-designate serves as a voting member of the council.
- (5) Any graduate council member may request that any item be placed on the graduate council agenda.
- (6) Written minutes of the meetings shall be taken and filed with the secretary of the faculty senate. Such minutes should indicate all actions taken. Copies of minutes shall be made available to all members of the faculty.

(D) The graduate council shall be charged with the following responsibilities:

- (1) Graduate programs. Review and approval of all proposals for new courses or curricula awarding graduate credit, all new programs of graduate study, and all proposals for altering or abolishing existing programs; program review and evaluation of existing programs.

- (2) Student affairs. Regulation of student admission, standards of achievement and requirements for students enrolled in graduate programs, other specific procedures regarding graduate work, and completion of graduate degree programs.
 - (3) Faculty membership. Establishing procedures for admission, continuance, resignation and/or removal of members of the faculty of the college of graduate studies and approval of faculty membership.
 - (4) Standing committees. Appointment and discharge of such committees as deemed appropriate. These committees may include student members as appropriate. Standing committees of the college include: petitions, admissions and standards, graduate faculty review, and grade dispute.
- (E) The dean of the college of graduate studies and the graduate council shall have the power to appoint and to discharge committees as they and/or the graduate faculty deem appropriate.

Policy Name: Graduate council.

Policy Number: 3344-14-07

Board Approved: 3/25/2014

Effective: 4/20/2014

Replaces: 3344-14-06

Prior effective dates: 5/1/1986, 9/1/2009, 8/5/2011, 9/17/2012.