

Approved by Graduate Council March 18, 2015
Approved by greater than 2/3 of the Graduate Faculty voting Spring 2015
Approved by Faculty Senate May 6, 2015
Approved by the Board of Trustees ----

3344-14-01 BYLAWS OF THE FACULTY OF THE COLLEGE OF GRADUATE STUDIES

These Bylaws are applicable within the authorization established by the Bylaws of the Board of Trustees and of the Faculty Organization of Cleveland State University.

3344-14-02 Article I. Name

Comment [CSU1]: Delete

- A) This organization shall be known as the Faculty of the College of Graduate Studies of Cleveland State University.
- B) Graduate Studies shall be defined as those academic and professional curricula which require student achievement above the baccalaureate level in any field leading to a Master's, Specialist's, or Doctor's degree, except for the degrees of J.D. and LL.M. In addition, graduate level certificates, licensure programs or other post baccalaureate programs may apply to the Graduate Council for inclusion.

3344-14-03 Article II. Membership

Comment [CSU2]: Delete

- A) The faculty of the College of Graduate Studies shall be constituted as follows:
 - 1) The President of the University, the Provost and Senior Vice President for Academic Affairs, the Dean, Associate Dean and Assistant Dean(s) of the College of Graduate Studies, and all Deans of Colleges of the University. All these members are *ex officio* and non-voting members unless qualified under 3344-14-03 (A)(2).
 - 2) All members of the faculty under full-time contract to the university (except visiting faculty) emeritus faculty, and University administration who meet the eligibility requirements set forth in 3344-14-03(B), who so desire, and whose credentials have been evaluated and approved by the Graduate Council. All such members shall be voting members on matters related to graduate program governance and curriculum development and revisions.
 - 3) Special status faculty (i.e., adjunct, clinical, visiting, part-time) Adjunct,

Comment [CSU3]: Delete

visiting, and part-time faculty who meet the eligibility requirements set forth in 3344-14-03(B) may be recommended apply for non-voting Graduate Faculty membership by the Graduate Faculty of the appropriate program. These recommendations at the appropriate level. The applications are processed through the appropriate department chairperson clarifying the role the faculty member will play and college dean and submitted to the Graduate Council for evaluation and approval. Special status faculty are not eligible for membership on the Graduate Council.

Comment [CSU4]: Delete

Comment [CSU5]: Delete

Comment [CSU6]: Delete "and college dean"

- 4) Faculty Emeriti who are members of the Graduate Faculty at the time of retirement shall continue to be voting members of the Graduate Faculty for the remainder of their terms. When their terms expire, Graduate Faculty Emeriti may have their memberships renewed as non-voting members upon request. Faculty Emeriti who qualify under 3344-14-03(A)(2) shall be voting members of the Graduate Faculty.
- 5) In such cases where a faculty member has been judged by the Graduate Council not to fulfill 3344-14-03(B)(1), the individual may petition the Graduate College Admissions and Standards Committee for Graduate Faculty membership. The recommendation of the Admissions and Standards Committee on such petitions will be forwarded to the Graduate Council for a final determination. Council later for reconsideration if additional documentation becomes available to enhance the faculty's credentials.
- 6) In such cases where a faculty member does not seek Graduate Faculty membership, but wishes to perform a limited number of the functions of a Graduate Faculty member (3344-14-04, Article III), the individual may petition the Graduate Council to perform specific functions for a period not to exceed three (3) years. Such petitions will be considered when the contribution of the faculty member is vital to the function of the program, or in other extraordinary circumstances.
- 7) Upon request of a Graduate Faculty member, Graduate Faculty status may be extended for up to one year upon the vote of Graduate Council after the determination of the Graduate Faculty Review Committee that:
 - a) The faculty member requesting the extension was affected by (a) a serious medical condition or (b) an extended absence from work due to a reason allowed under the Family Medical Leave Act, during the period of their most recent Graduate Faculty membership;
 - b) That the illness or leave resulted in the member being unable to maintain the level of scholarly and creative activity necessary for a significant period of time; and
 - c) In the determination of the Committee, the Graduate Faculty member

Comment [CSU7]: Delete

has provided information sufficient to show that she or he will probably be able to meet the requirements to have his or her Graduate Faculty status renewed after the extension period.

- B) University, emeritus, or special status All faculty may seek Graduate Faculty membership as a result of their on going accomplishments and demonstrated knowledge in their field. The College of Graduate Studies sets the levels of different graduate faculty membership and minimum requirements for each level. Academic Colleges and free-standing Schools may set additional requirements and define terms specific to their colleges or schools. For faculty seeking reappointment to the graduate faculty, membership criteria must be met within the preceding five years prior to the start of a new membership term. Graduate faculty at Level II or Level III may apply for membership at a higher level at any time once appropriate criteria are met. Graduate faculty membership applications will be reviewed based on a faculty member's accomplishments, not on the level of degrees offered by the faculty member's department. Graduate faculty membership criteria and guidelines should be reviewed by the Graduate Council every five years. Requests for exceptions to these guidelines for special situations, which may include, for example, exempting a specific faculty member from certain membership requirement(s) or a course from requiring a Level I or Level II faculty to teach it, should be submitted in writing and will be reviewed by the Graduate Council and/or Dean of the College of Graduate Studies.

Comment [CSU8]: Delete

1) Requirements for membership:

Level I:

- Terminal degree in discipline; and
- One of the following:

2 peer-reviewed journal articles, plus 2 peer-reviewed scholarly works as defined by the college (which may include, but are not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or presentations, etc.)

OR

1 scholarly peer-reviewed book in faculty member's discipline

OR

equivalent externally-recognized publication or creative activity appropriate to discipline. This is only for disciplines in which peer-reviewed journal articles and peer-reviewed books are not a widely accepted form of scholarship.

Level II:

- Terminal degree in discipline; and
- One of the following:
1 peer-reviewed journal article, plus 1 peer-reviewed scholarly work as defined by the college (which may include, but is not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or presentations, etc.)

OR

equivalent externally-recognized publication or creative activity appropriate to discipline. This is only for disciplines in which peer-reviewed journal articles and peer-reviewed books are not a widely accepted form of scholarship.

Level III:

- Appropriate graduate degree; and
- 2 years of professional experience

Provisional:

- Full-time faculty receiving their terminal degree within two (2) years of seeking Graduate Faculty membership, but who do not fulfill the peer approval requirement, may be recommended for an initial three (3) year membership term if they have submitted at least some evidence of their accomplishments or knowledge of their discipline for review and approval under the guidelines. At the termination of this initial membership period, continuation of Graduate Faculty membership will require compliance with the criteria stated herein.

- C) Graduate Faculty members are appointed for a five (5) year term, except for the Provisional membership which is valid for a three (3) year term, with the year of appointment serving as the first year of the term. The Dean of the College of Graduate Studies shall maintain a current list of members of the Faculty of the College of Graduate Studies. This list shall be distributed to the faculty annually.

3344-14-04

Article III. Powers

Comment [CSU9]: Delete

- A) The Graduate Faculty shall determine educational objectives for the College of Graduate Studies, establish proper standards directed toward efficient achievement of those objectives, coordinate the educational policies of the College of Graduate Studies with those of the other Colleges of the University, and foster graduate education and scholarly research. Only members of the Graduate Faculty may:

Level I:

- Teach graduate courses at all levels
- Direct doctoral dissertations
- Direct MS/MA theses or projects
- Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees

Level II:

- Teach graduate courses at all levels
- Direct MS/MA theses or projects
- Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees

Level III:

- Teach entry level (5XX) graduate courses
- Serve on MS/MA theses or project committees

Provisional:

- Same as Level I

Under normal circumstances, only Level I or Level II graduate faculty may serve as a Graduate Program Director.

- B)** The Graduate Faculty shall be responsible for the granting of all graduate degrees awarded by the College of Graduate Studies.
 - C)** The Graduate Faculty can recall, nullify, or modify any action of the Graduate Council by a two-thirds vote of those voting. Such action shall require a formally approved motion presented at a meeting of the Graduate Faculty and voting shall follow by electronic or mail ballot under the auspices of the Dean of Graduate Studies.
 - D)** During the Spring term, the Graduate Faculty shall elect one of its members to the Faculty Senate. The Dean of the College of Graduate Studies shall ascertain which members of the Graduate Faculty are willing to serve in this capacity. This process shall take place at least two weeks prior to a paper or electronic balloting through which the two (2) candidates with the highest number of votes shall be declared the designated candidates in the ensuing election.
 - E)** Should the number of graduate faculty representatives to the Faculty Senate be changed by the provisions of the University Faculty Bylaws, the procedures of this Article shall apply except that the number of nominees in the election may change. However, the number will always be in a ratio of two (2) to one (1), relative to the number of representatives to the Faculty Senate to be chosen at the election.
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3344-14-05

Article IV. Officers

Comment [CSU10]: Delete

- A) The Dean of the College of Graduate Studies shall be the chief executive officer of the College of Graduate Studies and shall be the chairperson of the Graduate Faculty.
 - 1) The Dean or the Dean's designated representative shall preside at Graduate College Faculty meetings.
 - B) A secretary shall be appointed by the Dean of the College of Graduate Studies.
 - 1) The Secretary shall keep records of the meetings of the Graduate Faculty. These records will be made public in whole or in part to the Graduate Faculty.
 - 2) The Secretary shall notify each member of the Graduate Faculty of the time, place, and agenda of each meeting at least seven (7) days in advance of the meeting. The Secretary shall make available to members of the Graduate Faculty a copy of the complete minutes of each meeting.
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3344-14-06

Article V. Meetings

Comment [CSU11]: Delete

- A) The faculty of the College of Graduate Studies shall meet at least once each academic year, at a date and time to be set by the Graduate Dean and the Graduate Council, and upon at least seven (7) days advance notice, with a published agenda which shall permit the introduction of business from the floor. Faculty meetings may be requested by petition of at least five (5) percent of the voting members of the Faculty of the College of Graduate Studies, as presented in writing to the Dean of the College.
- B) Twenty-five (25) percent of the total membership of the Faculty of the College of Graduate Studies shall constitute a quorum for the purpose of transacting official business.
- C) All meetings shall be conducted according to *Robert's Rules of Order*.
- D) Items may be placed on the published agenda of Graduate Faculty meetings by the Graduate Dean, the Graduate Council, or the request of at least five (5) percent of the voting members of the Faculty of the College of Graduate Studies.

3344-14-07

Article VI. Graduate Council

Comment [CSU12]: Delete

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 3344-14-07(C)(4), and the University Library Director (*ex officio*, non-voting), and a Registrar's Office representative (*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 40 graduate faculty there will be one elected faculty for every additional 40 graduate faculty. No two (2) Council members may be from the same department, institute, or division unless the College or stand-alone unit has only one department.

Comment [CSU13]: Delete "and"

B) Election Provisions:

- 1) *Membership.* Faculty members of the Graduate Council must 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 (2) years. Terms shall begin on August 15 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 (2) 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 3344-14-07(A)(2). Each voting Graduate Faculty member from the academic area concerned shall have one (1) vote. The two (2) 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 (1) vote for each representative from his/her 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 (3) 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 3344-14-07(B)(9).
- 9) *Limitations on Terms of Office.* Members of the Graduate Council shall be limited to serving two (2) consecutive two (2) year terms. After the completion of a second, consecutive, two (2) year term, the faculty member shall not be eligible for re-election to the council until two (2) 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 (5) 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 his/her 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.

Comment [CSU14]: Delete

3344-14-08 **Article VII. Administrative Responsibilities**

Comment [CSU15]: Delete

A) Each department or other unit authorized to offer programs leading to a graduate degree shall:

- 1) Establish, within the framework of the policies of the College of Graduate Studies, regulations governing the administration of existing graduate degree programs;
- 2) Formulate procedures for the evaluation of the graduate degree program of

each candidate and certify to the Dean of the College of Graduate Studies those students who are advanced to candidacy for graduation, upon completion of all requirements for a graduate degree;

- 3) Have the opportunity to review for admission to a graduate degree program all students who apply.
- 4) Establish minimum standards for admission into their programs, so long as they met or exceed the minimum standards of the Graduate College. Where departments desire to admit students who do not meet such requirements, disposition of the case shall be made with the approval of the Graduate Dean.
- 5) Within the framework of the policies of the College of Graduate Studies, review and approve applications for graduate assistantships.
- 6) Review the Graduate degree program(s) offered in the department.

B) The office of the Dean of the College of Graduate Studies shall:

- 1) Forward appropriate items to the Graduate Council and to the Faculty Senate.
- 2) In consultation with the President and the Provost and Senior Vice President for Academic Affairs of the University, determine items to be brought before the Board of Trustees, and the Ohio Board of Regents.
- 3) Administer a centralized records center, and have the responsibility to coordinate all academic warnings, probations, and dismissals pertaining to graduate students.
- 4) Maintain a secretary for the Graduate Council and seek to facilitate effective communication between the administration and all University units having graduate programs.
- 5) ~~Issue~~ **Coordinate** certain formal publications, including the Graduate issue of the *Cleveland State University Catalog* ~~Bulletin~~.
- 6) Be responsible for disseminating information on fellowships and grants and encouraging scholarly research.

Comment [CSU16]: Delete "Issue"

Comment [CSU17]: Delete "Bulletin"

3344-14-09

Article VIII. Amendments

Comment [CSU18]: Delete

- A)** Amendments to these Bylaws may be proposed by the Graduate Council or by petition of at least five (5) percent of the members of the Faculty of the College of

Graduate Studies. Members of the Faculty of the College of Graduate Studies shall vote by paper or electronic ballot on such proposed amendments, and a two-thirds vote of those voting is required to adopt a proposed amendment.