

Columbus State University Graduate Council Bylaws

I. Name

The name of this body shall be the Columbus State University Graduate Council (henceforth “Graduate Council”).

II. Purpose

The Graduate Council promotes academic excellence in graduate education by supporting communication between existing graduate programs, fostering the creation of new graduate offerings, and upholding high standards of performance by graduate faculty and graduate students.

The Graduate Council serves as an advisory body on all matters related to graduate studies and graduate education. It may make recommendations which include: (1) standards for admission to graduate programs and requirements for granting graduate degrees; (2) review of new graduate programs; (3) policies and procedures governing graduate programs; (4) duties and responsibilities of graduate assistants regarding teaching and research; (5) graduate faculty appointments and membership; (6) approval of graduate program changes; and (7) graduate student recruitment initiatives.

Other responsibilities of the Graduate Council include (1) fostering communication among graduate programs; (2) discussing issues of common concern to graduate programs across campus; and (3) maintaining by-laws for the Graduate Council.

The Graduate Council will have responsibility for advising the Associate Provost for Graduate Education, who reports to the Provost and Executive Vice President. It will also have a responsibility to report to the Faculty Senate at least once per year or at the request of the Faculty Senate Executive Officer, the Provost, or the President.

III. Membership

1. Eligibility for Membership of the Council

All members of the Graduate Council must already have been approved as either Full or Associate members of the Graduate Faculty before they can be chosen by their respective college.

2. Selection of Members of the Council

All academic colleges with at least one active graduate program will have a minimum of one representative on the Graduate Council. No college shall have more than four voting representatives on the Graduate Council.

The dean of each college, in consultation with the graduate faculty of the college and/or the college graduate committee, shall choose members each spring.

The number of voting members from each college will be based on the proportion of students enrolled in graduate programs across campus.

3. Voting Membership of the Council

The voting membership of the Graduate Council includes appointees from each of the academic colleges which have at least one active graduate program for a total of ten members.

4. Term of Membership

Each member of the Graduate Council shall serve a three-year term of office beginning in the Fall semester. Members may be immediately reappointed after their time of service ends.

5. Ex-Officio Members of the Council

In addition to the college representatives of the Graduate Council, the Associate Provost of Graduate Education, the SACSCOC Liaison, the Director of Graduate Recruitment, and the Executive Officer of the Faculty Senate or their designees will serve as ex-officio members of the Council. Ex-officio members are not eligible to vote on any matters before the Council.

6. Council Member Absence

In the event that a Graduate Council member cannot attend a meeting, that member will have the discretion to send either: (1) an eligible voting representative to attend in their place, and/or (2) comments to be shared at the meeting.

7. Resignation of a Council Member

If a position on the Graduate Council falls vacant during the term of a member, a replacement shall be appointed by the dean of the college. The replacement member shall serve until the expiration of the term of the former member.

8. Removal of a Council Member

A current member of the Graduate Council may be removed from their position through a vote of a two-thirds majority of the members of the Council. Such a vote should be reserved for instances where the member is not an active participant in the business of the Council, or is deemed by members of the Council to not be constructive. In such a situation, a new member will be appointed by the dean of the affected college, and the replacement member shall serve until the expiration of the term of the former member.

IV. Officers

During each Spring semester, the Graduate Council shall elect officers to aid in the functions and business of the Council. The Officers of the Graduate Council shall be as follows:

1. Chair of the Graduate Council

The Chair of the Graduate Council shall be the previously-serving Chair-Elect of the Graduate Council, and will serve a one-year term as Chair of the Graduate Council.

The Chair shall be responsible for calling meetings of the Council, collecting agenda items for consideration, and for the moderation of meetings of the Council.

2. Chair-Elect of the Graduate Council

The Chair-Elect of the Graduate Council shall be elected annually from among the current or incoming members of the Graduate Council by the current and/or incoming members of the Graduate Council. They will serve a one-year term as Chair-Elect before becoming the Chair of the Graduate Council during the following academic year.

The Chair-Elect may assist in collecting agenda items for consideration by the Council, and will preside over meetings of the Council when the Chair of the Graduate Council is unavailable.

3. Secretary of the Graduate Council

The Secretary shall be responsible for the maintenance of accurate records including electronic platforms such as the Graduate Council website, the transmission of recommendations, and the distribution of minutes to members of the Graduate Faculty.

V. Meetings

1. Regular Meetings

The Graduate Council normally meets on the second Friday of each month during the academic year and maintains minutes, which are posted on the Graduate School website to inform the graduate faculty of active policy discussions and recent decisions.

2. Quorum

A quorum of the Graduate Council is necessary in order for a meeting to be held. A quorum of the membership will be considered as the presence of fifty percent plus one, and shall only be calculated from the college representatives.

3. Agenda

The agenda for Graduate Council meetings shall be developed by the Graduate Council Chair, in consultation with the Associate Provost for Graduate Education, the Chair-elect, and the Secretary. Any member of the graduate faculty may propose an agenda item for a Graduate Council meeting.

4. Special and Electronic Meetings

The Graduate Council Chair or the Associate Provost for Graduate Education may call a special meeting of the Graduate Council to consider time-sensitive, emergency, or unusual business with at least three (3) academic working days' notice for members. The Graduate Council may hold special meetings for the discussion of, or action on, matters and issues that may be considered time-sensitive, emergency, or unusual business. Special meetings of the Graduate Faculty may be called by: (1) the President of the University or designee; (2) the Provost and Executive Vice President or designee; (3) the Associate Provost for Graduate Education; (4) the Chair of the Graduate Council; or (5) a petition signed by twenty five (25) percent of the entire Graduate Faculty which has been submitted to the President or a designee.

Such meetings must be held within three (3) working days of receipt of the petition during the academic year (August-May). Members of the Graduate Council shall receive written notification of the special meeting, which shall include the date, time, place, and agenda of the meeting.

In unusual circumstances, meetings of the graduate council may take place through electronic means (e-mail, chat room, phone, or video conferencing). Similarly, voting on any important matters of business may be conducted through the same means at the discretion of the Chair of the Graduate Council.

VI. Committees

The Chair of the Graduate Council may appoint such ad-hoc committees as they deem necessary to conduct the business of the Graduate School. Any such ad-hoc committees will disband automatically once their charge is completed or the academic year ends, whichever is shorter, but may be reinstated for a similar length of time at the beginning of a new academic year.

VII. Graduate Faculty Membership

Columbus State University recognizes three categories of graduate faculty membership from among the general faculty membership of the University: Full Graduate Faculty, Associate Graduate Faculty, and Provisional Graduate Faculty.

Appointment to the Graduate Faculty (Full Graduate Faculty, Associate Graduate Faculty, or Provisional Graduate Faculty) is a prerequisite for teaching any course in which students earn graduate credit as defined by the university catalog. The Graduate Council has the responsibility

of reviewing and marking recommendations on applications for Graduate Faculty Membership in accordance with the approved Qualifications for Graduate Faculty Membership.

VIII. Parliamentary Authority

Meetings are conducted in accordance with the latest edition of Robert's Rules of Order, although meetings may be conducted on a more informal basis with the consent of a majority of the members present for a meeting.

IX. Amendment

These bylaws shall be adopted by a vote of two-thirds majority of the full membership of the Graduate Council.

Proposed amendments to the bylaws shall be debated and voted on by the Graduate Council. Any proposed amendment must be circulated in writing to each member of the Graduate Council at least two (2) scheduled academic weeks prior to the meeting at which the amendment will be considered. After the proposed amendment has been discussed at a meeting, a vote consisting of a two thirds majority of the full membership of the Graduate Council members will suffice for the amendment to pass and be presented to the Provost and Executive Vice President for approval.