

Eastern Michigan University

Graduate Council Bylaws

Purpose

The Graduate Council shall provide faculty recommendations to the Dean of the Graduate School on all matters pertaining to graduate education.

Mission Statement

The Graduate Council supports graduate education at Eastern Michigan University through its recommendations and service to the Dean of the Graduate School and its advocacy for quality graduate programs. Its members provide leadership in programs, departments, and colleges in advancing the interests of graduate education.

1. Membership

1.1 The composition of the membership of the Graduate Council shall be as follows:

1.11 Nonvoting Members

1.111 The Dean of the Graduate School and Administrative Manager

1.112 Two department heads from the College of Arts and Sciences and one department head from each of the other colleges in the Division of Academic Affairs.

1.113 One graduate student from each college in the Division of Academic Affairs.

1.12 Voting Members

1.121 One faculty member from each academic department in which graduate programs or courses are offered.

1.2 Selection of Members

1.21 Faculty representatives shall be elected by their respective departments.

1.22 Department head representatives shall be appointed by their respective college deans.

1.23 Student representatives shall be appointed by their respective college deans.

1.24 Selections shall occur during the winter semester for the following fall term.

1.3 Vacancies

Should a vacancy occur among the membership, it shall be filled as soon as possible in the same manner as described in sections 1.21-1.23. The person shall serve out the unexpired term of the representative being replaced.

1.4 Terms of Office

1.41 The term for faculty members and department head representatives is three years. All regular terms shall commence on September 1 and conclude on August 31. These representatives shall not serve more than two consecutive terms. Terms of office are staggered such that only one-third of the Graduate Council shall be replaced in a given year.

1.42 The term for graduate students is one year commencing September 1 and concluding the following August 31. These representatives can be reappointed.

1.43 No later than the February meeting of the Graduate Council, the Chair of the Graduate Council shall be elected from among its voting membership by voting members for a term of two years. The term can be renewed only once for a total of four years. Term of office begins in September.

1.44 No later than the February meeting of the Graduate Council, the Recorder of the Graduate Council shall be elected from its voting membership for a one-year term to keep the official minutes of the Graduate Council meetings. The term can be renewed three times for a total of four years. Term of office begins in September.

1.5 Attendance

1.51 In the case of temporary absence, the faculty representative will arrange for the alternate to substitute, with full voting rights.

1.52 Replacement of consistently absent members and alternates shall be at the discretion of the constituent group and shall follow the same manner as described in 1.21-1.23.

2. Meetings

2.1 The Graduate Council shall schedule regular monthly meetings during the academic year (September through April). Monthly meetings may also be scheduled during spring/summer terms to address time-sensitive issues such as new program approvals. Meeting materials will be electronically distributed with e-mail input and voting allowed May through August for members who are not on-campus.

2.2 Special meetings shall be called at any time by written notice signed by the Graduate Council Chair, or upon petition signed by eight Council members. The request for a special meeting must specify the matters to come before the Graduate Council and shall provide three working days advance notice.

2.3 Meetings of the Graduate Council shall be open. The privilege of participating in the discussion by a nonmember may be extended by the Chair.

3. Quorum

No less than 50% plus one of the voting members of the Graduate Council shall constitute a quorum. A spring/summer quorum may be obtained from in-person and electronic participation.

4. Procedures

4.1 A simple majority of voting members present is sufficient for the adoption of any motion that is in order except for those specific instances that are identified in the Bylaws.

4.2 Voting shall be by voice vote or by a show of hands unless a member moves and the Graduate Council approves of a request for a written ballot. In that event, the Graduate Council Recorder shall record the written ballots of the voting members present and announce the results to the Graduate Council.

4.3 All policy matters shall be considered as discussion matter only during the meetings in the order outlined on the agenda. Any actions related to the discussion matter shall be taken at the next Graduate Council meeting. The Graduate Council may, by a two-thirds vote of those present, declare policy action effective immediately.

4.4 All proposals will be distributed electronically to the full Graduate Council list of members within three working days from their introduction in Graduate Council for the purpose of dissemination by members to their constituencies in departments and colleges.

4.5 The Chair, along with the Recorder, shall prepare and electronically distribute the agenda for each meeting as well as the minutes from the last meeting. All Council members must receive the agenda at least seven days before the next scheduled meeting. Any item can be added to the agenda at the beginning of a meeting by a two-thirds vote of those present. Meeting minutes will be distributed electronically seven day following the scheduled meeting.

4.6 The minutes and agenda shall be sent electronically to the President, Provost, Associate Provost, Deans, Department Heads/School Directors, Graduate Program Coordinators, AAUP President, AAUP Office Manager, and University Faculty Council Chair, in addition to the full list of Graduate Council members.

4.7 The business of the Graduate Council shall be conducted under these bylaws whenever they apply. Otherwise, business shall be conducted according to the latest revision of Roberts Rules of Order.

5. Committees

5.1 The permanent committee structure of the Graduate Council shall consist of the Executive Committee, the Student Affairs and Administrative Policies Committee, the Academic Development Committee, and the Graduate Program Support Committee. When approved by a simple majority of the voting members, the Council shall establish ad hoc committees.

5.2 The Executive Committee is composed of the Graduate Council Chair, the chairs or designated representatives from the Student Affairs and Administrative Policies Committee, the Academic Development Committee, the Graduate Program Support Committee, and the Graduate Council Secretary. The Dean of the Graduate School and Administrative Manager shall serve as ex-officio members of the Executive Committee.

5.3 The Executive Committee shall have general supervision of the affairs of the Graduate Council between its business meetings, make recommendations to the Graduate Council, and perform such other duties as specified in these bylaws or by the Graduate Council. The Executive Committee is subject to the orders of the Graduate Council, none of its acts shall conflict with actions taken by the Graduate Council, and all actions shall be reported to the Graduate Council at the next meeting.

5.4 The Graduate Council Chair, consulting with the Executive Committee, shall appoint Chairs of permanent committees. The appointments shall be confirmed or denied by the Graduate Council in a vote taken no later than the first meeting of the academic year.

5.5 The Graduate Council Chair, consulting with the Executive Committee, shall assign Graduate Council members to the standing committees. A minimum of one person shall represent each college on each standing committee. Members may request committee reassignment.

5.6 Committee Mission Statements

5.61 Each permanent committee statement includes, but is not limited to, specific duties and responsibilities. Each committee shall initiate the study of whatever specific topics, issues, or procedures it deems necessary and related to its mission, and make recommendations to the Graduate Council.

5.62 The mission of the Student Affairs and Administrative Policies Committee is to advise the Graduate Council and the Dean of the Graduate School in matters related to student affairs and administrative policies and procedures of the Graduate School. The Committee shall recommend necessary action or desirable changes in policies and administrative procedures, review standards for admission, retention, and graduation, and review proposals that are brought to the Committee for consideration. In addition, the committee shall provide recommendations on issues related to student affairs, such as services to students, student organizations, the Graduate Research Fair, and student representation in graduate governance. The committee shall also conduct the academic dismissals appeals procedure when students who have been dismissed from the university petition to appeal that decision. The academic dismissals procedures shall assure due process to the appellant as well as an expedited review of the petition. The committee will recommend to the Graduate School reinstatement of the student or uphold the dismissal.

5.63 The mission of the Academic Development Committee is to advise the Graduate Council and the Dean of the Graduate School in matters related to the academic programs of the Graduate School. The Committee shall review all graduate awards, degree and concentration proposals, review grading practices and standards, review graduate course proposals referred to the Committee by the Dean of the Graduate School, and initiate, where appropriate, recommendations for changes in any of the above processes that will improve the graduate academic enterprise.

5.64 The mission of the Graduate Program Support Committee is to advise the Dean of the Graduate School in matters related to the identification of strategic ideas to improve graduate level programs at EMU. The committee shall research 'best practices' and 'creative innovations' in policy, programs and infrastructure to 1) foster research flow and interdisciplinary activity, 2) promote academically sound graduate programs, 3) increase the visibility of EMU graduate faculty,

students and programs, and 4) support dynamic models for graduate faculty workload status (including equivalencies and release). The committee shall conduct research using identified peer institutions and EMU best practices and recommend appropriate strategic initiatives for inclusion in the Graduate School strategic plan.

6. Amendments

The approval of two-thirds of the voting membership of the Graduate Council by written ballot shall be required for the amendment of these bylaws. Any proposed amendments shall be first published in the agenda in advance of the meeting at which they are considered.

Revised 3/13/87
Amended 3/16/90
Amended 1/17/92
Revised 4/15/94
Revised 11/21/97
Revised 12/14/01
Amended 1/18/02
Revised 3/19/04
Revised 1/21/05
Revised 9/22/06