

## **Bylaws of the Graduate Council**

### **Preamble: The Graduate School Mission**

The mission of The Graduate School at Augusta University is to provide a rich intellectual, academic and research environment for educating students to become leaders in the discovery, dissemination, and application of knowledge.

### **Article I: Name**

The name of the organization will be Augusta University Graduate Council.

### **Article II: Purpose**

The purpose of the Graduate Council is to assist in the promotion of the intellectual life of its members, to encourage research, and to promote training of graduate students at the Georgia Regents University (it is not intended to overlap the function of other faculty organizations in their concern with appointment, promotion, tenure, benefits, etc.).

### **Article III: Graduate Faculty Membership in The Graduate School**

**Section 1.** Primary responsibility for appointment to Graduate Faculty shall rest with the Dean of The Graduate School.

**Section 2.** Eligibility criteria and procedure for appointment to the Graduate Faculty are based on the current policy developed by the Graduate Council. This policy can be found at <http://www.gru.edu/gradstudies/documents/2014appointmentproceduresfinal72014mb.pdf>

The graduate faculty has the major responsibility for graduate education. The graduate faculty in the individual graduate programs and colleges is responsible for curriculum, teaching in graduate courses, methods of instruction, assessment of student achievement, research and progress towards the degree. The graduate faculty also has a responsibility to serve as a student's major advisor, to serve on thesis and dissertation committees, to participate in all Graduate Faculty activities, to participate in the election of members to the Graduate Council and to serve when elected to the Graduate Council.

### **Article IV: Graduate Faculty Governance**

#### **Section 1. *The Graduate Council***

- A. **Purpose:** The Graduate Council is a representative body of the graduate faculty which serves to conduct the business of faculty affairs, student affairs, program development and review, and to advise the Dean of The Graduate School on all issues related to The Graduate School.

- B. **Chair:** The Chair of the Graduate Council will be the Dean of the Graduate School. The Vice Dean will be a standing member of the council and will fill in for the Dean when needed. The Dean will not be a voting member and the Vice Dean will only vote in the case of a tie.
- C. **Membership:**
  - a. All members must have a Graduate faculty appointment.
  - b. A formula will be used to calculate the number of voting representatives from each graduate College (N):

$$N = [((\# \text{ students in college} / \# \text{ total TGS graduate students}) + (\# \text{ TGS graduate faculty in college} / \# \text{ total TGS graduate faculty})) / 2] \times 15$$

Each College will have a minimum of 1 representative from this formulaic group. There will be no more than 16 total representatives from this formulaic group. A Program Director from each represented College (or their equivalent) will be included as one of these formulaic members. Calculations will be done annually at the beginning of the spring semester using numbers from the previous Fall semester. The Dean can adjust these numbers with the approval of the Graduate Council (majority vote).

- c. In addition, each College will have 1 “at large” representative.
- d. Potential members will be nominated by fellow members of their College, by self-nomination, and/or by the Dean (or his/her representative) of their College. One Program Director from each College will be appointed by the Dean (or their representative).
- e. Except for the appointed Directors, graduate faculty of each college will vote to determine the membership from their college. The Dean of the College (or his/her representative) will conduct the vote. A simple majority will determine the winner. In the event of a tie, the College Dean will choose from the finalists. Voting can be carried out electronically or by paper ballot.
- f. If the faculty fails to vote, members will be appointed by the College Dean (or his/her representative). The Dean of The Graduate School will serve as the responsible Dean for the Biomedical Sciences programs. Appointed Directors will not have a term limit. All other members will serve a 3 year term pending the formulaic outcome (section b).
- g. There will be two student representatives on the Graduate Council; the President of The Graduate School student organization and a second student chosen by that organization. To be eligible, a student must be enrolled in a program offered by The Graduate School. Students will serve a 1 year term and may not serve again if they have already served out a 1 year term unless they have been re-elected as President of the above mentioned Graduate School organization.

- h. There will be no member proxy voting. Representatives may not send an alternate to substitute for them if they are unable to attend a meeting.
- i. Subcommittees will include, but not be limited to, Curriculum Review and Faculty Appointment Review subcommittees. Subcommittee members will be selected by the Graduate Council Chair utilizing, when possible, volunteers and nominees.
- j. Elected members may not serve more than six (6) consecutive years without a one-year hiatus. Terms shall be September 1 - August 31.
- k. In the event that a Graduate Council member vacates the position prior to completing his/her elected term, the Chair of that College's faculty organization or the Dean of that College (according to the protocol of the specific College) from which the member was elected, shall appoint an interim council member to serve in the vacated position until the next scheduled election. The appointed interim Council member will be eligible for nomination to the ballot, if he/she so desires.

**D. Responsibilities and Duties:**

- Address TGS student issues and concerns.
- Establish general university academic policies and procedures relating to graduate programs.
- Review and recommend for approval new and revised graduate curriculum.
- Formulate strategic plans related to graduate education.
- Advise the Dean of the affairs of The Graduate School. Develop strategies for increasing support of graduate students and graduate programs.
- Set standards and recommend Graduate Faculty appointments.
- Encourage research, teaching and service efforts at the graduate level by presenting annual awards.
- Disseminate information to the faculty of their colleges by a formal process to be determined by each college.
- Periodically review and recommend changes to the bylaws of the Graduate Council.
- Additional responsibilities and duties as brought to the Council by the TGS Dean or the Colleges.

**E. Agenda:** The agenda of the Graduate Council meeting will be set by the Dean of The Graduate School and the Members of the Graduate Council.

**F. Meetings:** Once every month at a standing date and time. Additional meetings will be added as needed and standing meetings may be canceled if the Chair determines there is no business to conduct.

**G. Meetings and Minutes:** The business of the Graduate Council (minutes) will be made available by posting on The Graduate School website.

**Section 2. State of the Graduate School:** The Dean of The Graduate School will call a general meeting of the Graduate Faculty at least annually to report on the state of The Graduate School and present annual Graduate Faculty Awards. The Graduate Council, by a majority vote, the Dean, or the Graduate Faculty, by fifteen (15) or more of its members, may call a meeting of the Graduate Faculty at any time.

**Article V. Parliamentary Authority**

Unless otherwise defined in these Bylaws, all procedures and meetings shall be conducted according to the latest edition of Roberts Rules of Order.

**Article VI. Amendments**

Proposals to amend these Bylaws may originate from the Graduate Council or by petition to the Graduate Council by fifteen (15) or more members of the Graduate Faculty. The chair of the Graduate Council shall distribute to the Graduate Faculty copies of the proposed amendment(s) two weeks prior to a meeting of the Graduate Council. The proposal will be included on the agenda for discussion at that meeting. If a motion is passed, an electronic ballot to approve the proposed amendment(s) will be sent to all Graduate Faculty members. Completed ballots will be returned within ten (10) working days of the date they were sent to the faculty. Passage of the amendment(s) will require a two-thirds (2/3) majority of the balloted return.

**Article VII. Authority**

These Bylaws shall serve as the sole authorizing instrument (consistent with the Statutes of Augusta University) for the Graduate Council.

Originally revised and approved by the Graduate Faculty Assembly  
December 22, 2008

*Revised with modifications and approved for Graduate Faculty vote by the Graduate Council July, 2014*