OP 64.09: Graduate Council

DATE: April 22, 2003

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to specify the charge, function, and composition of the Graduate Council.

REVIEW: This OP will be reviewed by the dean of the Graduate School by March 1 every five years with recommendations for revisions forwarded to the provost by April 1. This OP will be reviewed again in 2008.

POLICY/PROCEDURE

The Graduate Council, assisted by the graduate faculty, is responsible for recommending policy regarding standards, criteria, regulations, and procedures for graduate education. The dean of the Graduate School administers these policies. The council is charged to review and make recommendations on the following: proposals for graduate degree programs, membership on the graduate faculty, admission of doctoral students to candidacy, petitions and appeals, and any other matters relevant to graduate education.

The Graduate Council is composed of 13 voting members with representation from each college: ten are elected by the graduate faculty, two are appointed by the dean of the Graduate School, and one is elected from the graduate faculty membership of the Faculty Senate by the Faculty Senate. The dean of the Graduate School is ex officio chairperson of the council, associate and assistant deans are ex officio and non-voting members, as are the provost or a designated representative, the dean of libraries, and a representative from the Health Sciences Center. Elective members serve for a period of three years and are not eligible for immediate reelection unless they have been chosen to fill an unexpired term. Appointed members serve for two years. By a system of rotation, some new members join the council each year, replacing those whose terms of office have expired. The dean of the Graduate School chooses one non-voting graduate student member annually.

The Graduate Council meets on the first Thursday of each month during spring and fall terms (except for the month of January, when no meeting is held). The Graduate Council meets once during the summer. For purposes of conducting official business, a quorum of the Graduate Council is defined as a simple majority (at least seven persons) of the 13 elected and appointed members. Council members who must be absent may not send substitutes to represent them in a voting capacity; however, interested persons may attend Graduate Council meetings as visitors, and should call the Graduate Office beforehand to arrange to be present. Three committees of the Graduate Council, each chaired by an associate dean or an assistant dean, make recommendations to the Council. Those committees are the Committee on Graduate Faculty, the Committee on Student Affairs, and the Committee on Academic Programs.
The following are the areas from which representatives to the Graduate Council are elected:

**Agricultural Sciences**
All departments

**Architecture**
All areas

**Arts and Sciences**
Humanities
- Classical and Modern Languages and Literatures
- English
- History
- Philosophy

Sciences and Mathematics
- Biological Sciences
- Chemistry
- Geosciences
- Mathematics
- Physics

Social Sciences
- Anthropology
- Communication Studies
- Economics and Geography
- Health, Physical Education, and Recreation
- Museum Science
- Mass Communications
- Political Science (including Public Administration)
- Psychology
- Sociology

**Visual and Performing Arts**
- Art
- Music
- Theatre and Dance

**Business Administration**
All areas

**Education**
All areas

**Engineering**
All departments

**Human Sciences**
All departments

**The Faculty Senate**