ARTICLE I. PURPOSES

Section 1.

These Bylaws constitute the rules for the governance of the faculty of the College of Arts and Sciences of Georgia State University as provided in the Statutes of Georgia State University. They are intended to enable the faculty of the College of Arts and Sciences to implement the authority granted to it by Article IX of the Statutes of Georgia State University. These Bylaws supplement and are subject to the Statutes of Georgia State University and the Bylaws and Policies of the Regents of the University System of Georgia. Thus these Bylaws must be read in light of these basic governing documents of the University.

ARTICLE II. MEMBERSHIP

Section 1.

The voting members of the faculty of the College of Arts and Sciences (designated throughout as “regular faculty”) shall consist of the dean of the college, the associate and assistant deans of the college, and all faculty in the college holding the rank of professor, associate professor, assistant professor, principal senior lecturer, senior lecturer, lecturer, senior academic professional, academic professional, or instructor. The President of the university and the Provost and Vice President for Academic Affairs shall be ex officio members of the faculty of the College of Arts and Sciences. Professors emeriti, adjunct faculty, visiting faculty, part-time instructors, and ex officio members of the faculty may participate in faculty meetings and have the right to be heard, but may not vote, hold office, or serve on committees of the college. Each department shall have a plan approved by the Dean’s Office that specifies how professors emeriti, adjuncts, and individuals with visiting appointments may participate in departmental meetings and committees.

Section 2.

Students enrolled in the college may serve on standing committees as provided below.

ARTICLE III. AUTHORITY AND POWERS OF THE FACULTY

Section 1.

As provided in Article IX of the Statutes of Georgia State University, the faculty of the College of Arts and Sciences shall have the authority and duty to determine the entrance requirements of its own students; to prescribe and define courses of study for them; to recommend the establishment, modification, and discontinuance of degrees, diplomas, and certificates attesting to academic credit earned; to set requirements for degrees, diplomas, and certificates; to enact and enforce rules for the guidance and governance of its students; and, in general, to exercise jurisdiction over all educational matters within the college. The faculty shall also have the power to set up rules governing its procedure and to adopt and amend its own Bylaws, which shall become effective upon the approval of the administrative council and the president.
Section 2.
The faculty shall have the power to elect the vice chair, and members of standing committees; and to delegate to committees matters within the jurisdiction of the faculty for study, consideration, and recommendation.

ARTICLE IV. ADMINISTRATIVE OFFICERS
The powers and duties of the administrative officers of the College of Arts and Sciences are defined in Article VIII of the Statutes of Georgia State University.

ARTICLE V. FACULTY MEETINGS
Section 1.
The faculty of the College of Arts and Sciences shall hold at least one (1) regular meeting each semester of the academic year. A regular meeting may be held in the summer semester for the sole purpose of approving the list of proposed graduates. Regular and special meetings shall be held on dates to be determined by the dean of the college. The dean may call a special meeting on his/her own initiative or he/she shall call a special meeting upon receipt of a petition stating the purpose of the proposed meeting and signed by at least twenty (20) percent of the voting members of the faculty. At least ten (10) days prior to any meeting of the faculty, except in emergencies, the dean shall notify each member of the faculty of the time and place of such meetings and shall supply a working agenda listing all matters that the dean expects to be presented or considered.

Section 2.
The presiding officer of both regular and special meetings shall be the dean of the college. In the absence of the dean, the vice chair shall preside.

Section 3.
a majority of the voting members of the faculty shall constitute a quorum.

Section 4.
All meetings shall be conducted according to the most recent edition of Robert's Rules of Order.

Section 5.
The regular operations of the College of Arts and Sciences shall follow a committee review procedure. All matters of substance shall be submitted for committee study, recommendation, and/or action prior to definitive action by the college. The faculty, by a two-thirds (2/3) majority, may vote to suspend committee review of a specific matter and act as a committee of the whole.

ARTICLE VI. FACULTY OFFICERS
Section 1.
The chair of the faculty shall be the dean of the college. The chair shall preside over meetings of the faculty and shall appoint a member of the faculty to serve as parliamentarian. The chair may present to the faculty for its consideration any matter within its jurisdiction and such information about the college and the university as he/she deems appropriate. The chair shall designate a secretary who shall record the minutes of all meetings.

Section 2.

The vice chair shall be elected at a regular meeting in the spring semester to serve for one (1) year. The vice chair shall preside in the absence of the chair and shall be an *ex officio* member of the executive committee for that year.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1.

The college shall have an executive committee composed of the dean, associate deans, the vice chair of the faculty, and the following thirteen (13) voting members: two (2) from the fine arts, three (3) from the humanities, three (3) from the natural and computational sciences, three (3) from the social and behavioral sciences, and two (2) students. The dean, in consultation with the executive committee of the college, shall designate which departments, schools, and institutes (hereafter referred to as departments) constitute each of the four (4) areas.

Section 2.

The eleven (11) faculty representatives on the executive committee shall be nominated from the floor and elected by the faculty at a regular faculty meeting in the spring semester.

(a) No two elected faculty representatives may be from the same department.

(b) Nomination and election of the faculty representatives shall be conducted by separate ballot area by area. All faculty present may vote for candidates in each area. Each faculty member who casts a ballot shall vote for one candidate for each open position. For each position a majority of votes cast shall be required to elect.

(c) The faculty representatives on the executive committee shall serve for terms of two (2) years, but their terms shall be staggered so that the terms of not more than six (6) members shall expire at the same time.

Section 3.

Unexpected faculty vacancies on the executive committee shall be filled by election at the next faculty meeting following the occurrence of the vacancy. These elections shall be conducted in the manner prescribed in Article VII, Section 2. The representative elected to fill a vacancy shall serve until the end of the unexpired term.

Section 4.

The two (2) student members on the executive committee shall be selected by the executive committee from nominees proposed by the dean, department chairs, school and institute
directors, faculty, and students. Both students, one (1) undergraduate and one (1) graduate, must be enrolled in the College of Arts and Sciences. The students must have an expected graduation date of at least one (1) year beyond the appointment. Student members shall serve one (1) year terms.

Section 5.

Student vacancies on the executive committee shall be filled by the method prescribed in Article VII, Section 4, as soon as possible after the vacancy occurs. The student selected to fill a vacancy shall serve until the end of the unexpired term.

Section 6.

The executive committee shall meet regularly and at least once each semester of the academic year at the call of the dean. The dean or the dean’s designated representative shall preside over all meetings of the committee. The dean shall appoint a secretary who shall keep the minutes of all meetings. The dean may appoint faculty or staff members to serve in a non-voting advisory capacity to the committee. Upon receipt of a petition signed by six (6) members of the executive committee, the dean shall call a special meeting of the committee.

Section 7.

In all meetings of the executive committee a quorum of seven (7) voting members must be present in order for business to be conducted. All decisions of the committee shall be by majority vote.

Section 8.

The duties and responsibilities of the executive committee are:

(a) to act as an advisory body to the dean;

(b) to review the academic operations and the budget of the college and any related items submitted by the dean and/or faculty members;

(c) to report its actions at each regular meeting of the faculty;

(d) to make nominations, which can be supplemented by nominations from the floor, for each vacant position on standing committees;

(e) to devise and implement procedures approved by the faculty for the selection of student members to serve on standing committees;

(f) to act in a manner consistent with due process as an appeals committee on procedural matters regarding promotion, tenure, and non-renewal;

(g) to initiate the triennial evaluation of department chairs and school and institute directors (hereafter referred to as department chairs) called for in the Statutes of the university. The executive committee shall review the terms of each department chair during a regular meeting of the spring semester to identify those chairs to be evaluated. When an evaluation of a department chair is to occur, the dean of the college, in consultation with
the executive committee of the department concerned, shall appoint an ad hoc evaluation
committee. This evaluation committee shall formulate an evaluation procedure consistent
with at least the following principles:

(1) each regular, full-time faculty member within the department (as defined in
Article II, Section 1) shall be afforded the opportunity to communicate
confidentially with the evaluation committee;

(2) the evaluation shall include, but not necessarily be limited to, the department
chair's implementation of departmental policies, allocation of departmental funds,
assignment of course loads, recruitment and retention of faculty, development of
research, instruction and service, communication within and without the
department, and his or her own professional development;

(3) the evaluation committee shall investigate confidentially all evaluations, prepare a
report including both majority and minority views, and forward the report along
with its findings and recommendations to the dean. All materials in the possession
of the committee, except the report, shall be destroyed. The dean shall provide the
chair with a copy of the report;

(h) to initiate, under the supervision of the vice president for academic affairs, a triennial
evaluation of the dean of the College of Arts and Sciences and his/her office. The
procedures employed in this evaluation shall parallel those outlined in Article VII,
Section 9g, for the evaluation of department chairs;

(i) to appoint a Faculty Grievance Board. The faculty grievance board shall be composed of
twenty (20) members of the college faculty. These faculty shall be appointed to staggered
terms by the college executive committee according to the following scheme: four (4)
members shall be appointed from each of the four (4) areas of the college – fine arts,
humanities, natural and computational sciences, and social and behavioral sciences - and
four (4) members appointed at large. All appointed members shall serve four-year terms.
If for any reason, an individual faculty member must be replaced, the college executive
committee shall appoint a replacement from the appropriate area to complete the
unexpired term. (See Composition and Duties of Grievance Board and Faculty Appeals
Policy and Procedures in Appendix A.); and

(j) to consider proposals for the creation or elimination of departments, schools, institutes,
and centers of the college and to make such recommendations to the faculty of the
college as it deems appropriate.

ARTICLE VIII. STANDING COMMITTEES

Section 1. General Considerations

The college shall have standing committees on curriculum, bylaws, faculty awards,
undergraduate studies, and graduate studies as well as three Advisory Committees on Promotion
and Tenure as specified below and a Promotion and Tenure Review Board. Unless specified
otherwise below, all faculty representatives on standing committees shall be elected by the
faculty at a regular meeting in the spring semester for a term of two (2) years. Each committee
shall be composed of at least one (1) member from each of the four (4) areas of the college. For each of these positions, a majority of votes cast shall be required to elect. For at-large positions a plurality shall be required to elect. Terms of office shall be staggered in order that not more than two-thirds (2/3) shall expire at the same time. Department chairs shall not serve on standing committees unless specified below.

Immediately following the elections, the secretary shall prepare an alphabetical list of the members of all committees, with continuing members named first, and distribute it to the faculty of the college. The first faculty member listed on each committee shall call a meeting before the end of the semester in which the election occurs for the purpose of electing a chair. When a faculty member is unable to fulfill a term, the faculty shall elect, at the first faculty meeting following an unexpected vacancy, a member to serve until the end of the unexpired term.

Meetings of standing committees shall be open to all members of the faculty except when a committee deems it necessary to hold an executive session. The dean may appoint faculty or staff members to serve in a non-voting advisory capacity to any of the standing committees.

Section 2. Curriculum Committee

(a) The Curriculum Committee shall be composed of eight (8) faculty and two (2) student members, at least four (4) of the faculty members being members of their respective departmental graduate faculties. The committee shall meet at least once each semester of the academic year.

(b) The powers and functions of the committee shall be:

1. to review periodically the curricular requirements and offerings of the College of Arts and Sciences and to make appropriate recommendations to the faculty;
2. to receive proposals for any changes in course offerings and curricular requirements and to forward to the faculty those proposals considered appropriate;
3. to forward to the faculty a report on each approved proposal that delineates how the proposal affects (a) the core curriculum, (b) the department submitting the proposal, and (c) other departments; and
4. to authorize experimental courses on a trial basis for a period not to exceed one (1) year. As soon as possible after the course has been offered the committee shall review the course and report its findings to the faculty.

Section 3. Bylaws Committee

(a) The Bylaws Committee shall be composed of four (4) faculty members, at least two (2) being members of their respective departmental graduate faculties, and one (1) student member. The committee shall meet at least once each semester of the academic year.

(b) The powers and functions of the committee shall be:

1. to review the college bylaws and to recommend to the faculty any amendments or changes in the bylaws which it deems necessary or appropriate;
(2) to receive from the faculty proposals for changes or amendments to the bylaws, to consider such proposals, and to make its recommendations to the faculty; and

(3) to review department bylaws at the request of the dean and to make recommendations to the same for their amendment and/or approval.

Section 4. Faculty Awards Committee

(a) The Faculty Awards Committee shall be composed of five (5) faculty and two (2) student members. The committee shall meet at least once each semester of the academic year.

(b) The powers and functions of the committee shall be:

(1) to establish qualifications and nominating procedures for all faculty awards recognized by the College of Arts and Sciences;

(2) to select the recipients of all awards approved by the college; and

(3) to consider new awards or other means of honoring outstanding faculty.

Section 5. Undergraduate Council

(a) The Undergraduate Council shall be composed of the dean of the college, the associate dean for undergraduate learning (who will serve as chair), associate deans involved in the administration of the undergraduate programs, one faculty member elected from and by each department, school, and institute with an undergraduate degree program, and the chair of the BIS committee, and four (4) undergraduate student members. The chair of the committee shall appoint a secretary who shall keep minutes of all meetings.

(b) The powers and functions of the Undergraduate Council shall be:

(1) to act as an advisory body to the dean of the college on issues related to the college's undergraduate programs;

(2) to serve as an advisory body to the faculty of the college on matters related to the undergraduate program of the college, particularly with respect to retention and common policies and regulations. The undergraduate council shall make a report to the faculty of the college on the status of the undergraduate programs at the spring faculty meeting of the college each year;

(3) to seek ways to evaluate and improve undergraduate instruction in the College of Arts and Sciences, and to make appropriate recommendations to the faculty.

(4) to receive and study proposals for the creation, discontinuance, or renaming of undergraduate degree programs and concentrations and to make such recommendations to the dean of the college as it deems appropriate;

(5) to designate each year four (4) faculty and two (2) students members to an undergraduate petitions board whose duties shall be to review final course grade appeals, academic complaints, and petitions for waivers or variance of academic policies and make recommendations to the dean in keeping with the university
Policy and Procedures for Student Complaints, Petitions for Policy Waivers and Variances, and Appeals;

(c) The Undergraduate Council shall meet at least once each semester of the academic year at the call of the dean (or his/her designated representative). Additional meetings shall be called upon the request of six (6) members of the council. In all of the meetings of the undergraduate council, a majority shall constitute a quorum.

(d) The Undergraduate Council shall instruct the Office of the Dean to distribute to the full faculty for comment any proposal for the creation, discontinuance, or renaming of an undergraduate degree program or concentration in a timely manner (at least ten business days) prior to a vote of the council.

Section 6. Graduate Council

See Article XI, Section 3.

Section 7. Dean’s Advisory Committees on Promotion and Tenure

(a) Three Area Promotion and Tenure Committees (Humanities and Fine Arts, Natural and Computational Sciences, and Social and Behavioral Sciences) shall be charged with reviewing the credentials of each candidate for promotion and/or tenure within its respective area and making a recommendation to the dean of the college concerning each candidate. The members of each area committee shall be elected by the faculty at a faculty meeting.

(b) The composition of the area committees shall be as follows:

(1) To be eligible for membership on an area committee, a faculty member must hold the rank of Professor.

(2) Each department with two or more Professors (excluding the chair) shall have at least one member on the Area Promotion and Tenure Committee for its area.

(3) An area committee shall have the same number of members as the number of departments in the area if the number of departments is odd; if the number of departments is even, the area committee shall have one additional member. No area committee shall have more than five members unless there are more than five departments in the area having two or more Professors.

(4) If not all the departments in an area have two or more Professors, or if an additional member must be added in order to obtain an odd number of members, at-large members shall be elected from among all the departments in the area in order to make up the required size of the committee.

(5) No more than two members from a department may serve on its area committee.

(6) Members of area committees shall hold staggered three-year terms. In the initial election, faculty members from some departments (randomly selected) shall be elected to three-year terms, others to two-year terms, and still others to one-year
terms. In subsequent years, one-third of the committee shall be elected to a three-year term.

(7) Professors who have been elected to area committees must withdraw from their departmental committees on promotion and tenure.

**Section 8. College Lecturer Review Committee**

(a) The College Lecturer Review Committee shall be charged with reviewing the credentials of each candidate for promotion to the rank of senior lecturer and making a recommendation to the dean of the college concerning each candidate. The members of the committee shall be elected at a faculty meeting.

(b) This committee shall be composed of at least five tenured faculty and senior lecturers. These must include one from each of the departments with a lecturer under review in the current year, and at least one from each of the four areas of the college (Fine Arts, Humanities, Natural and Computational Sciences, and Social and Behavioral Sciences).

(c) Faculty members who have been elected to the college lecturer review committee must withdraw from their department lecturer review committee.

(d) This committee shall write a letter of assessment to be submitted to the Dean’s Office by the fifteenth week of the spring semester.

**Section 9. College Academic Professional Review Committee**

(a) The College Academic Professional Review Committee shall be charged with reviewing the credentials of each candidate for promotion to the rank of senior academic professional and making a recommendation to the dean of the college concerning each candidate. The members of the committee shall be elected at a faculty meeting.

(b) This committee shall be composed of at least five tenured faculty and senior academic professionals. These must include one from each of the departments with an academic professional under review in the current year, and at least one from each of the four areas of the college (Fine Arts, Humanities, Natural and Computational Sciences, and Social and Behavioral Sciences).

(c) Faculty members who have been elected to the college academic professional review committee must withdraw from their department academic professional review committee (or equivalent committee).

(d) This committee shall write a letter of assessment to be submitted to the Dean’s Office by the fifteenth week of the spring semester.
Section 10. Promotion and Tenure Review Board

The college Promotion and Tenure Review Board shall consider and approve all changes to the College of Arts and Sciences Promotion and Tenure Manual, departmental promotion and tenure manuals, non-tenure track review and promotion documents, and related policy documents. The Promotion and Tenure Review Board shall be composed of all of the faculty members of the College Executive Committee and four chairs elected to two-year terms by the Chairs’ Council. The Board shall be chaired by the dean of the college. The College Promotion and Tenure Review Board shall meet periodically to discuss the College of Arts and Sciences Promotion and Tenure Manual and to determine whether changes are needed. A candidate for promotion and/or tenure shall be bound by the college and departmental promotion and tenure manuals in effect on January 31 of the calendar year in which the departmental and college reviews of the candidate occur.

ARTICLE IX. DEPARTMENTS, SCHOOLS, AND INSTITUTES

Section 1. The college may be divided into departments, schools, and institutes (hereafter referred to as departments) for the purpose of implementing and conducting programs in instruction, research, and service. Departments shall be organized and operated in a manner consistent with the Statutes of the university and the policies of the Board of Regents.

In order to create or eliminate a department there shall be:

(a) an ad hoc fact-finding committee appointed by the executive committee to review the situation and submit a report to the executive committee; and

(b) open hearings, after which the executive committee shall submit a recommendation to the dean.

Section 2.

When a department chair’s position becomes vacant, the dean, in consultation with the executive committee of the department, shall appoint an advisory committee which shall assist the dean in the search for a new chair.

Section 3.

Each department shall be governed by a set of bylaws. Departmental bylaws must be approved by the unit faculty. Subsequently, the college Bylaws Committee will review department bylaws and make recommendations to the dean for their amendment and/or approval. The final approval of department bylaws is the responsibility of the dean. Departmental bylaws should be reviewed periodically to ensure that they are consistent with the policies and practices of the college and university.

Section 4.

Each department shall hold at least one (1) regular faculty meeting during each semester of the academic year at a time and place to be determined by the department chair.
Section 5.

(a) Each department shall have an executive committee, chaired by the department chair, to share in the governance of the department. The executive committee shall consist of voting members, who are tenured or tenure track faculty in the department, within the range of between two and no more than the greater of eight members or twenty percent of the department’s full-time faculty. Tenured or tenure track faculty in key administrative roles may serve as non-voting ex-officio members. Committee size (within the prescribed range of voting members), structure, and term of service shall be determined by a vote of the full-time faculty. The department chair may appoint faculty or staff members to serve in a non-voting advisory capacity to the committee.

(b) The executive committee shall be elected at-large. Any departures from this requirement must be approved by a majority of departmental tenured and tenure-track faculty and by the Executive Committee of the college.

(c) The selection of the committee shall be made annually by secret ballot. Election shall be by a majority of votes from those present for the election. The dean of the college must approve eligibility requirements for voting by those who are not full-time tenured or tenure-track faculty.

(d) The duties of the committee shall be to advise and consult with the chair in departmental governance including the following matters:

   (1) goals in instruction, research, and service;
   (2) policies and procedures;
   (3) work loads;
   (4) annual budget;
   (5) merit raises for faculty;
   (6) recruitment of faculty;
   (7) allocation of space and equipment; and
   (8) committee structure in the department and procedures for selecting members of committees.

(e) The executive committee must meet at least once each semester and report its actions to the departmental faculty by distributing minutes of its deliberations.

ARTICLE X. CHAIRS COUNCIL

Section 1.

In addition to elected committees, the college shall have a council of department chairs and school/institute directors (Chairs Council). The council shall meet at least each semester of the academic year at a time and place to be determined by the dean. The dean or his/her designated
representative shall preside over all meetings of the council. The dean shall designate a secretary
who shall keep the minutes of all meetings. The dean may appoint faculty or staff members to
serve in a non-voting advisory capacity to the council. A majority of the chairs and directors
shall constitute a quorum, and all decisions shall be by majority vote. The duties of the council
shall be:

(a) to act as an advisory body to the dean;
(b) to consider and, when necessary, take action on matters presented by the dean; and
(c) to make recommendations to standing committees of the faculty.

ARTICLE XI. GRADUATE STUDIES

Section 1. General Considerations

Each department within the College of Arts and Sciences offering a graduate degree shall have a
graduate faculty. There shall be a graduate council of the college composed of faculty members
holding graduate faculty membership within their respective departments, and the curriculum
and bylaws committees of the college shall have graduate faculty representation. An assistant or
associate dean of the college shall be appointed by the dean to serve as the graduate director of
the college.

Section 2. Graduate Faculty

Each department of the college offering a graduate degree shall have a graduate faculty
composed of the chair of the department and those members of the department who satisfy the
departmental criteria for graduate faculty membership and who have been appointed by the dean
to the graduate faculty. Faculty members shall be appointed to the departmental graduate faculty
for a period not exceeding five years, and this appointment may be renewed for additional
periods. The procedure used in determining and renewing graduate faculty appointments shall be
as follows:

(a) each department in the college offering a graduate degree shall elect a graduate
committee which shall propose criteria for departmental graduate faculty membership;
only members of the graduate faculty of a department may hold membership on the
departmental graduate committee;

(b) the departmental graduate committee also shall propose a procedure for a periodic review
of the criteria;

(c) the proposed criteria and review procedure must be approved by the dean. The dean shall
make the decision to accept or reject the proposed criteria and review procedure in light
of a recommendation from the college executive committee. Thereafter, the graduate
council shall review and make recommendations to the dean concerning any proposed
changes in the departmental criteria or review procedure. The dean must approve any
such changes;

(d) to be eligible for departmental graduate faculty membership, a faculty member must hold
the appropriate terminal degree, must have a demonstrated record of current scholarly
competence, and must not have been denied graduate faculty membership within the last two years; an eligible faculty member who does not wish to be considered for departmental graduate faculty membership may withdraw from consideration by giving written notice of this preference to the departmental graduate committee no later than 10 January of each academic year;

(e) The departmental graduate committee shall review the credentials of all faculty members in the department eligible for graduate faculty membership in the department (except those requesting that they not be considered), and it shall make recommendations to the department chair for graduate faculty appointments and renewals. Documentation (in the form of a curriculum vitae) and justification must accompany each recommendation. Each year in the spring semester the departmental graduate committee shall meet for this purpose if there are faculty members in the department who are eligible for graduate faculty membership;

(f) nominations for departmental graduate faculty membership shall be made by the department chair to the dean. Documentation and justification must accompany all nominations;

(g) the dean of the college shall make appointments to the graduate faculties of the departments. These appointments shall be made in the spring semester, and tenure shall commence in the following summer semester;

(h) a candidate for departmental graduate faculty membership who is not recommended for, nominated for, or appointed to membership in a departmental graduate faculty shall be notified by the appropriate party of its decision. The rationale for this decision shall be provided in writing by the appropriate party upon request from the candidate. Candidates shall be notified of their appointment to a departmental graduate faculty by the dean of the college.

The members of a departmental graduate faculty may, if they wish, organize themselves into a working body for the purpose of assisting the chair and the director of graduate studies in conducting the graduate program of the department. Any such activities must be consistent with the Statutes of the university and the Bylaws of the college, particularly with respect to the authority and responsibilities of the department chair.

In exercising their responsibility for the quality of teaching in their departments, department chairs shall require membership in the departmental graduate faculty as a condition for directing graduate theses and dissertations, and they may, if they wish, require such membership as a condition for teaching graduate courses and/or serving on thesis and dissertation committees.

Section 3. Graduate Council

(a) The Graduate Council shall consist of the dean of the college (ex officio), the graduate director of the college (who shall serve as chair), a member of the graduate faculty from each department offering a graduate degree who shall be elected by members of the department, and four (4) graduate student members. The chair of the committee shall appoint a secretary who shall keep minutes of all meetings.
(b) the powers and functions of the graduate council shall be:

1. to act as an advisory body to the dean and to the graduate director of the college on issues related to the college's graduate program, and to assist the graduate director with routine functions of the graduate program;

2. to serve as an advisory body to the faculty of the college on matters related to the graduate program of the college, particularly with respect to common admission, retention, and degree requirements and common policies and regulations. The graduate council shall make a report to the faculty of the college on the status of the graduate program at the spring faculty meeting of the college each year;

3. to promote excellence in the college's graduate program by reviewing any changes in the departmental/school criteria for graduate status and/or procedures for reviewing the criteria and making a positive or negative recommendation concerning these matters to the dean. A justification for the recommendation shall accompany it and also shall be sent to the relevant departmental/ school committee and chair/director.

4. to designate each year four (4) of its faculty members and one (1) of its graduate student members to serve as a graduate petitions board to review final course grade appeals, academic complaints, and petitions for waivers or variance of academic policies and make recommendations to the dean in keeping with the university Policy and Procedures for Student Complaints, Petitions for Policy Waivers and Variances, and Appeals;

5. to receive and study proposals for the creation, discontinuance, or renaming of graduate degree programs and concentrations and to make such recommendations to the dean of the college as it deems appropriate;

(c) The Graduate Council shall meet at least once during each of the three (3) semesters at the call of the graduate director of the college. Additional meetings shall be called upon the request of six (6) members of the council. In all of the meetings of the graduate council, a majority shall constitute a quorum.

(d) The Graduate Council shall instruct the Office of the Dean to distribute to the full faculty for comment any proposal for the creation, discontinuance, or renaming of a graduate degree program or concentration in a timely manner (at least ten business days) prior to a vote of the council.

Section 4. Committee Representatives

There shall be at least four graduate faculty members who serve on the college curriculum committee and at least two who serve on the college bylaws committee. Four graduate faculty members shall be nominated to the curriculum committee by the executive committee of the college, and two graduate faculty members shall be nominated to the bylaws committee by the executive committee of the college. A representative of the graduate faculty of each department shall be elected by the departmental faculty to serve on the committee on graduate studies.
Section 5. Graduate Director

The dean of the College of Arts and Sciences shall appoint an assistant or associate dean of the College of Arts and Sciences to serve as graduate director of the college. The powers and duties of the graduate director shall be:

(a) to coordinate and integrate the graduate work of the several departments involved and to work with department chairs and the Graduate Council in the development of new graduate programs;

(b) to approve admissions, changes of status, warnings and terminations, substitutions and waivers, theses and dissertations, and similar elements or aspects of the graduate programs of the students in the college as required by college and university policy;

(c) to oversee the work of the graduate students of the college and to be responsible for administering regulations affecting student scholarships. The director shall report, through the dean of the College of Arts and Sciences, to the office of the registrar and the office of financial affairs, any action taken by the director that affects a student's relation with the university, informing the department chair when appropriate;

(d) to administer the graduate office of the college;

(e) to prepare an annual budget estimate for the operation of the graduate program, exclusive of those expenditures which fall within the several departmental budget estimates. The director shall be consulted by department chairs with regard to those parts of their departmental budget estimates relevant to the operation of their departmental graduate programs. The director's recommendations on these matters shall go forward to the dean of the college for approval;

(f) to oversee preparation of the curricula approved by the faculty of the college for the graduate catalog;

(g) to certify through the dean of the College of Arts and Sciences, on the basis of the records and reports of the registrar's office, when an individual graduate student in the college has complied with the faculty requirements for graduation;

(h) to serve as chair of the Graduate Council;

(i) to serve, through the dean of the College of Arts and Sciences, as a medium of communication with the administrative staff, the students, and the public for all official business of the graduate program; and

(k) to submit reports on the activities of the graduate program when requested by the dean of the College of Arts and Sciences.

ARTICLE XII. AMENDMENTS

Section 1.

These Bylaws may be amended in the following manner:
(a) the bylaws committee may propose amendments at any faculty meeting;

(b) a faculty member may propose amendments at any faculty meeting, but the proposed amendments shall be referred without debate to the bylaws committee for its consideration and recommendation. A faculty member may also send amendments in writing with a letter of transmittal to the chair of the bylaws committee for the committee's consideration and recommendation. After holding open hearings, the bylaws committee shall submit its recommendations, along with the proposed amendments, to the faculty at its next regular meeting;

(c) all proposals for amendment made by the bylaws committee and all recommendations on proposed amendments received from other sources shall be submitted by the committee, through the dean, to each member of the faculty at least two (2) weeks prior to the regular faculty meeting; and

(d) all proposed amendments submitted to the faculty shall become a part of the bylaws upon being approved by two-thirds (2/3) of the faculty in a meeting where consideration of amendments is a part of the order of business.

Approved: November 14, 1978 (Approved by Administrative Council February 9, 1979; by President Langdale February 15, 1979)

Amended: January 1986
Amended: February 1987 (Amendments approved by Administrative Council and the President April, 1987.)
Amended: May 1992
Amended: October 1993
Amended: May 1994
Amended: May 1995
Amended: February 2003
Amended: February 2004
Amended: November 2006
Amended: April 2008
Amended: September 2009
Amended: April 2010
Amended: November 2012
Amended: February 2014
Amended: April 2014