

KEY: I = minor language change, no change in meaning ("housekeeping")

II = some change in content or meaning

**THE OPERATING PAPER
For The
GRADUATE SCHOOL
(Including Graduate Council Procedures)**

**SECTION ONE
INTRODUCTION**

I. DEFINITIONS

This section defines the Graduate School and its constituent groups and officers, in accord with Article III, Section V of the *Statutes of the Board of Trustees of SIU*. Further powers, duties, structures and functions are specified in detail in subsequent sections of this Operating Paper.

- A. **The Graduate School.** The Graduate School is the agency of SIUC for organizing and supervising all graduate work and for facilitating, coordinating and encouraging the research program throughout the University. The Graduate School has a primary concern with meshing-integrating research and graduate instruction into mutually supporting programs and for integrating both programs into a total effort of the to promote the highest level of excellence.
- B. **The Graduate Dean.** The chief administrator and executive officer of the Graduate School is the individual occupying the position entitled "Associate Vice Chancellor for Academic Affairs and Research and Graduate Dean of the Graduate School." This single position is identified as "dean" in Article III, Section 5, A of the *Statutes of the Board of Trustees of Southern Illinois University*. This document addresses solely the responsibilities and role of this individual as Dean of the Graduate School unless otherwise noted, and thus ¶ the individual holding this position is hereinafter referred to as the "Graduate Dean."
- C. **The Graduate Faculty.** The Graduate Faculty consists of those faculty members who are appointed to the Graduate Faculty by the Graduate Dean, subject to the policies determined by the Graduate Faculty as a continuing body. The Graduate Faculty is empowered to determine university-wide policy concerning the graduate programs, and concerning research activities. The Graduate Faculty may formulate and recommend policy regarding research-related operations, activities and incentives, provided compliance with all regulatory and funding agencies is ensured. The Graduate Faculty may evaluate and recommends changes to new and existing university policy.
- D. **The Graduate Council.** The Graduate Council is the body representing the Graduate Faculty in the determination of policies regarding graduate programs and regarding research activities within the University.

Comment [SF1]: I.1. minor language cleanup

Comment [SF2]: I.2. fix title and clarify positions.

Comment [SF3]: II.1. Suggested new language *re* research policy; less expansive, as many research policies now dictated and driven by regulations and requirements of laws, governmental agencies, and external granting agencies.

II. PLACE OF THE GRADUATE SCHOOL WITHIN THE UNIVERSITY

A. Structure

1. The Graduate Faculty is a single faculty composed of those faculty members from all units of the University who have been appointed to the Graduate Faculty by reason of their achievements in research and other creative activities, and their expertise in matters related to graduate education.
2. The Graduate Council represents all members of the faculty who are active in research and in graduate education. The Graduate Council also provides representation for graduate students throughout the University.
3. The Graduate Dean is administratively responsible, under the ~~Provost and Senior Vice Chancellor for Academic Affairs and Provost~~, for all staff ~~and line functions~~ related to the administration of research and creative activities throughout the University, and for the administration of academic policies concerning all programs of graduate study in the University.

Comment [SF4]: I.3. title change

Comment [SF5]: I.4. "line functions" is not clear to most readers/faculty. Removed.

B. Reasons for the Structure

1. Graduate education and research conducted in a university setting are, by their very nature, ~~inseparably linked~~.
 - a. Graduate education involves an exploration of the most advanced knowledge, ~~and a~~ participation by the student in the development of new knowledge.
 - b. The original research and original creative activities of the faculty members provide the opportunity for participation by graduate students in the development of new knowledge.
 - c. The qualifications of faculty members to provide instruction at the graduate level are based on their own achievements in research and creative activities.
 - d. An important reason for conducting research in a University setting, as opposed to some other setting, ~~is to advance knowledge the opportunity for the~~ through education and training of students. ~~The~~ -interaction between faculty members and graduate students ~~which~~ underlies the students' instruction and enriches ~~the~~ research and current education of both faculty members and students.
2. The specific structure provided for in the Operating Paper has demonstrated its value over the course of the history of research and graduate education at Southern Illinois University at Carbondale.
 - a. The faculty has effectively exercised, through the Graduate Council, its right ~~of collegial participation to participate~~ in the determination of policies related to research and graduate education.
 - b. The Graduate School, as a single agency of University-wide scope, has successfully fostered the growth and excellence of an integrated program of research and graduate education throughout the University.

Comment [SF6]: I.5. minor word change.

Comment [SF7]: I.6. minor word change.

Comment [SF8]: I.7. minor word change, more appropriate to research intensive institution.

Comment [SF9]: I.8. minor change

III. This Operating Paper implements the *Statutes of the Board of Trustees of Southern Illinois University* with respect to the organization and functioning of the Graduate

School at Southern Illinois University at Carbondale. It is ~~drawn up~~written in specific accord with these *Statutes*.

Comment [SF10]: 1.9. more appropriate word choice

SECTION TWO

ORGANIZATION OF THE GRADUATE SCHOOL

I. ORGANIZATION FOR THE FORMULATION OF POLICY

A. The Graduate Faculty

1. Membership in the Graduate Faculty

- a. All University faculty members who have an appropriate terminal degree in the field in which they will perform Graduate Faculty functions, and who have a continuing appointment in a department with an approved graduate program, shall be deemed qualified for regular membership in the Graduate Faculty. Appointments to regular membership on the Graduate Faculty are made by the Graduate Dean upon recommendation of the graduate program.
- b. Regular members of the Graduate Faculty may teach graduate-level courses, direct master's theses, serve on master's and doctoral committees.
- c. Graduate Faculty members in departments with approved ~~doctoral graduate~~ programs who are tenured with the rank of associate or full professor shall be recommended to be eligible to direct doctoral dissertations.
- d. A faculty member who does not have a continuing appointment in a department with an approved graduate program may be recommended by a graduate program or may apply directly to the Graduate Dean for regular membership on the Graduate Faculty by reason of research or creative accomplishments.
- e. A department with an approved graduate program may recommend to the Graduate Dean that a Graduate Faculty member who is not tenured with the rank of associate or full professor be authorized to direct doctoral dissertations. Such recommendations should be based on departmental criteria and procedures approved by the Graduate School.
- f. Faculty at Southern Illinois University Edwardsville may be granted direct dissertation status at SIUC subject to the following conditions:
 - i. They have an appropriate terminal degree in the field in which they will perform graduate faculty functions.
 - ii. They are part of an approved joint SIUC/SIUE doctoral program, and they direct dissertations through that program.
 - iii. They are tenured with the rank of associate or full professor or they fulfill section I.A.1.e.
 - iv. If the committee chair is from SIUE, then the majority of the committee members must be SIUC faculty.

Comment [SF11]: 1.10. need to add this clarifying term

Comment [SF12]: 1.11. clarifying addition

- v. The joint SIUC/SIUE doctoral program must undergo a Graduate Council sponsored review three years after the first SIUE faculty member is granted direct dissertation status for that program.
- vi. Should the joint SIUC/SIUE doctoral program be discontinued, SIUE faculty would retain direct dissertation status only for as long as, and for the sole purpose of, "teaching out" students working under their direction in that program.
- g. Ex-officio: The Chancellor of the University, the Vice Chancellor for Academic Affairs and Provost, the Graduate Dean, the deans of colleges and independent schools, and the Dean of the Library Affairs, hold ex-officio membership on the Graduate Faculty.
- h. Adjunct Membership: Individuals who can fulfill a specific need in the department's graduate program but who are not eligible for regular membership in the Graduate Faculty are eligible to be appointed adjunct members of the Graduate Faculty by the Graduate Dean. Such adjunct members are not eligible to direct dissertations, except for those adjunct faculty who are members of the administrative professional staff of the university, who may be granted direct dissertation status by the Graduate Faculty provided:
 - i. They hold an earned doctoral degree;
 - ii. They hold an adjunct faculty appointment at the rank of associate professor or higher in the relevant doctoral degree-granting department;
 - iii. Their academic and research record is reviewed and their qualifications found to indeed be equivalent to at least an associate professor in the university; and
 - iv. They are actively involved in research as evidenced by their current publication record.
 - v. The direct dissertation status is recommended by the departmental Graduate Faculty who are at the rank of associate professor or above, the department chair, and the collegiate dean, and **is approved** by the Graduate Dean.
- i. Members of the Graduate Faculty at the time of adoption of these policies will continue to hold membership in the Graduate Faculty unless they ask to have such membership terminated.
- j. Membership on the Graduate Faculty other than, or in addition to, an ex-officio or adjunct basis confers full voting rights in the Graduate Faculty.
- k. Actions related to appointments to the Graduate Faculty may be appealed successively to the Graduate Faculty of the degree program, the Graduate Dean, and the Graduate Council.
- l. Emeritus and adjunct faculty may serve on or co-chair students' theses and dissertation committees, serve on students' program committees, and/or evaluate students' preliminary examinations,

Comment [SF13]: 1.12. Add "is" for grammatical reasons.

upon the request of their respective department chair or director of graduate studies AND the approval of the Graduate Dean. ~~No more than one emeritus or adjunct faculty shall serve on such committees except on cooperative agreements with other universities. All masters-level graduate committees must include at least two members and all doctoral-level committees must include at least four members with regular and/or direct dissertation graduate faculty status at SIUC. There are no limits on the number of adjunct or emeritus committee members; however, all such members must have their credentials approved by the Graduate School before committee approval, and a majority of committee members must be active SIUC faculty.~~

2. **Powers of the Graduate Faculty**

- a. The Graduate Faculty is empowered to determine policy on all matters ~~having to do with research and that directly affect~~ graduate programs, except as authority is otherwise assigned by the *Statutes of the Board of Trustees*; ~~or as its autonomy is limited by correct academic and administrative relations with other units of the University.~~
- b. Academic responsibility for graduate standards, for recommending establishment of new graduate programs, and for the graduate degree requirements rests with the Graduate Faculty.
- c. The Graduate Faculty may delegate its powers to the Graduate Council, reserving these rights:
 - i. To nominate and elect the members of the Graduate Council.
 - ii. To receive minutes of each Graduate Council meeting and, therein or separately, information concerning the agenda items to be considered for action at the next Graduate Council meeting.
 - iii. To receive an annual written report of Graduate Council activity.
 - iv. To refer agenda items and issues to the Graduate Council.
 - v. To review Graduate Council actions.
 - vi. To meet on call but normally at least once each year.
 - vii. All meetings of the Graduate Faculty shall be chaired by the Graduate Dean.

Comment [SF14]: II.2. Programs are encouraged to seek outside committee members, and some programs routinely include more than 1 external member. This change removes the requirement for special clearance in these situations, but retains majority voice and direction for SIUC faculty.

Comment [s15]: II.3. It is no longer appropriate to indicate that Graduate Faculty determine all policy on research because of the many laws and external policies and regulations. This change requires the following word addition for clarity.

Comment [SF16]: II.4. This qualifier is viewed as unnecessary; the statement is succinct and complete without it.

B. **The Graduate Council**

1. **Qualifications for Faculty Representatives**

- a. Graduate Faculty membership other than on an ex-officio or adjunct basis.
- b. Full-time continuing appointment in the University.
- c. Dual Service Rule: A person representing the Graduate Faculty on the Graduate Council cannot at the same time be a member of the Faculty Senate. A person cannot accept concurrent nominations to the Graduate Council and the Faculty Senate. A person is not

eligible for nomination on the Graduate Council if election would violate the Dual Service Rule. (This rule does not apply ~~to~~ if appointments overlaps of less than one semester.)

Comment [SF17]: 1.13. clarifying language

2. **Qualifications for Student Representatives**

- a. Admitted to a graduate degree program.
- b. Registered for graduate credit during the academic year in which the graduate student holds membership on the Graduate Council.

3. **Composition, Constituencies, and Terms of Office**

a. **Composition**

- i. The Graduate Council shall consist of elected Graduate Faculty representatives, Graduate Student Representatives, and ex-officio members.
- ii. The Graduate Faculty representatives shall be elected as representatives of the Graduate Faculty constituencies. There shall be no more than one elected member from any department or equivalent academic unit.
- iii. Five Graduate Students eligible for membership on the Graduate Council shall be nominated and elected by procedures determined by the Graduate and Professional Student Council.
- iv. Ex-officio members, but without vote, shall include:
 - The Chancellor
 - The Vice Chancellor for Academic Affairs and Provost
 - The Dean of the Graduate School
 - One Dean representing schools or colleges with research and/or graduate programs, chosen by Deans of such schools and colleges
 - The Dean of Library Affairs

b. **Constituencies**

- i. The Graduate Faculty shall be divided into constituencies and the elected Graduate Faculty members of the Graduate Council shall be elected representatives of those constituencies.
- ii. The constituencies shall consist of the colleges and schools (except schools within colleges) which offer approved graduate programs, whose primary administrative officer is a Dean.
- iii. For voting purposes, each Graduate Faculty member will be associated with only one constituency. If rank is held in more than one constituency, the association with a constituency for voting and election purposes will be determined by the faculty member's major graduate-program affiliation. Voting members of the Graduate Faculty who do not hold rank in a constituency will be assigned to a constituency by

the Graduate Dean in consultation with the Membership Committee. To the extent possible, such assignment will be made in accord with the wishes of the Graduate Faculty members involved.

- iv. The number of representatives from each constituency shall be determined as follows: The number of Graduate Faculty members associated with a constituency who are eligible to vote shall be reduced by the least number of Graduate Faculty members associated with any one constituency, and the result of this reduction divided by 40. The resulting quotient, rounded to the nearest whole number and increased by one, shall be the number of representatives of that constituency.
The number of representatives for each constituency shall be determined each spring prior to the distribution of nominating ballots for the annual election of representatives. No elected representative shall be deprived of a seat on the Graduate Council on the basis of reapportionment.

c. **Terms of Office**

- i. Graduate Faculty representatives shall be elected for three-year terms. When there are two or more representatives from a constituency, the election for those representatives will be spaced so that, as nearly as possible, one third of the Graduate Faculty representatives to the Graduate Council are elected each year.
- ii. Graduate Student representatives shall be elected to one-year terms.
- iii. Terms of office shall begin at the start of the summer session.
- iv. A graduate faculty representative elected to a full or partial term shall be eligible to serve a second consecutive full term, but may serve again only after the lapse of one or more years following the representative's last period of service. A graduate student representative elected to a full or partial term shall be eligible to serve up to a total of three consecutive full terms, but may serve again only after the lapse of one or more years following the representative's last period of service.
- v. If a vacancy on the Graduate Council of more than one semester occurs between regularly scheduled elections, the eligible person who had received the next largest number of votes for the position shall serve as replacement until the return of the original representative or the expiration of his/her term. Absences of one semester or less can be filled by replacement, determined by the absentee representative

from his/her constituency, subject to there being no conflict with IB3a(2).

- vi. The Graduate Council shall be empowered to determine the existence and nature of any vacancy.

4. **Powers and Functions of the Graduate Council**

- a. The Graduate Council is empowered to act as agent for the Graduate Faculty with delegated power to formulate policy with regard to the graduate program.
- b. Illustrative of the policy matters within the jurisdiction of the Graduate Council are the following:
 - i. Establishing policy governing new programs at the graduate level, and recommending the institution of specific programs subject to requisite administrative and Board of Trustees approval.
 - ii. Establishing policy for graduate major and minor field curricula and acting on such curricula.
 - iii. Establishing policy governing course approval by the Graduate Dean.
 - iv. Establishing overall policies for student entrance into graduate degree programs and for retention in such programs.
 - v. Establishing such other overall policies related to graduate academic standards as may prove necessary.
 - vi. Establishing policy governing designation by the Graduate Dean of Graduate Faculty members not affiliated with a graduate program.
 - vii. Establishing policy governing the granting by the Graduate Dean of permission to direct doctoral dissertations.
 - viii. Establishing policy regarding graduate fellowships.
 - ix. Establishing policy on matters within the Graduate School jurisdiction regarding graduate teaching and research assistants.
 - x. Establishing policy for facilitating, encouraging and coordinating the research effort of the campus and developing that effort toward the highest level of excellence.
 - xi. Establishing policy to be followed in allocating available SIUC funds for faculty research projects and monitoring the allocation of such funds.
 - xii. Establishing policy on matters within the Graduate School jurisdiction, regarding the receipt and use of research and "cost of training" funds from outside agencies and monitoring the allocation of such funds.
 - xiii. Making recommendations to the appropriate administrative officers concerning graduate faculty workloads and related matters.

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- xiv. Maintaining a continuing two-way flow of information and recommendations between the Graduate Council and the Graduate Dean, the Graduate Faculty, and the colleges, schools, departments, and other academic units.
- xv. Maintaining a continuing review and evaluation of graduate programs, standards, and administration.

~~xvi. Maintaining a continuing self scrutiny concerning the procedural and substantive effectiveness of the Graduate Council.~~

~~xvii. Maintaining a continuing study of effective means of enlisting the services and ideas of Graduate Faculty members not serving on the Graduate Council, as well as all other interested parties.~~

Comment [SF18]: II.5. Delete, as this has never been done formally and seems unnecessary caution after decades.

Comment [SF19]: II.6. Delete, as never been done formally. Remnant of 1st start of Grad Council.

6-5. Officers of the Graduate Council

- a. The Graduate Council shall elect annually its own Chairperson and Vice-Chairperson.
- b. The Graduate Dean will serve as Executive Officer. The Dean's representative will serve as Secretary of the Graduate Council.

7-6. Committees of the Graduate Council

- a. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, and Graduate Dean.
- b. The Standing Committees shall include the following: the Research Committee, the Educational Policies Committee, the Programs Committee and the Program Review Committee.
- c. The Executive Committee of the Graduate Council shall determine the chairpersons and the members of these committees.
- d. The Graduate Council shall be empowered to establish and terminate additional committees and subcommittees, both standing and ad hoc.
- e. These committees may establish such subcommittees as may be necessary.
- f. Committees or subcommittees of the Graduate Council may include nonmembers as well as members of the Council.

Comment [SF20]: I.14. "s" on Committees {plural}

II. ORGANIZATION FOR ADMINISTRATION OF POLICY

A. The Graduate Dean: Selection and Appointment

- 1. In the case of a vacancy in the Graduate Deanship, the Graduate Council shall make nominations for membership on a search committee to be appointed by the ~~Vice Chancellor for Academic Affairs and Provost~~ Chancellor.
- 2. The search committee will provide an advisory recommendation to work with the Vice Chancellor for Academic Affairs and Provost ~~Chancellor in such a manner as may be helpful, significant, and a meaningful reflection of the joint concern of the faculty and the administration as to research and graduate studies.~~

Comment [SF21]: I.15. Now done by Chancellor, since combined Grad Dean/ VCR position.

Comment [SF22]: II.7. Rewording and deletion, to make simpler and clearer by removing specific listings of types of information.

Comment [SF23]: I.16. As above, search now handled by Chancellor.

3. The appointment of the Graduate Dean will be made in accordance with the established administrative procedures.

B. The Graduate Dean: Powers and Responsibilities

1. The Graduate Dean as the Executive Officer of the Graduate Council carries out established policy and exercises leadership in the development of graduate education at the University.
2. The Graduate Dean as administrative head of the Graduate School has all powers and responsibilities appropriate to that role and is accountable to the Vice Chancellor for Academic Affairs and Provost.
3. The Graduate Dean shall have responsibility ~~under the Vice Chancellor for Academic Affairs and Provost, for both line and staff functions regarding for the central~~ administration of research activities and programs throughout the University.

Comment [SF24]: I.17. Clarifying language since the VCRGD position has different reporting lines.

C. The Graduate Dean: Functions and Duties

Illustrative of the specific functions and duties of the Graduate Dean are the following:

1. Serving, in person or by delegation, as an ex-officio member, but without vote, of all committees of the Graduate Council.
2. Recommending new policies or modifications of existing policies to the Graduate Council.
3. Working with the Graduate Council in ~~assembling the factual bases information~~ and acquiring the perspectives necessary for effective policy formulation.
4. Acting as liaison between the Graduate Council, the administration, and the faculties and administrations of the colleges, schools, departments, and other academic units.
5. Exercising continuing efforts to maintain and improve overall educational standards in cooperation with the Graduate Council, the administration, and the faculties and administrations of all academic units involved in the graduate program.
6. Acting, in accordance with Graduate Council policy and upon recommendation by the relevant administrative officer of the academic unit involved, upon such matters as applications for student admissions or reinstatement, the awarding of degrees, and petitions of waiver of or exception to Graduate School rules and regulations.
7. Acting, in accordance with Graduate Council policy and upon recommendation by the relevant administrative officer of the academic unit involved, upon such matters as approval of new graduate courses, appointment of graduate advisors and advisory committees, appointment to the Graduate Faculty, and determination of eligibility of Graduate Faculty members for service on or chairpersonship of doctoral committees.
8. Allocating and assuming budgetary responsibility for such internally funded graduate awards as fellowships, Graduate Dean's fellowships, etc.
9. Participating with other deans in the allocation of such other graduate awards as regular teaching assistantships.

Comment [SF25]: I.18. clarifying language

10. Approving faculty research projects and extending such support as may be appropriate and feasible, upon recommendation by an appropriate review committee and in accordance with Graduate Council policy.
 11. Supervising negotiation of research grants and fellowships from governmental agencies, foundations, industry, or other outside sources, and assuming appropriate administrative responsibility for the resulting projects.
 12. ~~Making unremitting efforts to~~ Assisting in coordinate coordinating and facilitating the research activities, the graduate program, and the educational effort of the University.
 13. Maintaining all necessary records concerning students, the Graduate Faculty, the Graduate Council, research activities, and other matters of importance.
 14. Working with the other deans, and relevant administrative officers in regard to any appointments, promotions, or granting of tenure that may involve members or prospective members of the Graduate Faculty, and making appropriate recommendations on these matters to the Chancellor.
 15. Representing the Graduate School in dealing with other universities, professional associations, fund-granting agencies, or other persons and bodies outside this University.
 16. Acting as fiscal officer of all instructional and research funds that are under control of the Graduate School and disbursing such funds in accordance with Graduate Council policy.
- D. **The Graduate Dean: Periodic Review**
Periodically, but at least once every five years, an ad hoc committee will be appointed to review the performance of the Graduate Dean in the interval since the last review. The committee will normally be ~~appointed~~ nominated by the Chairperson of the Graduate Council and approved by the entire Graduate Council early in the academic year, and will report to the Graduate Council during spring semester.

Comment [SF26]: I.20. Simplify language?
Less dramatic?

Comment [SF27]: II.17. Recommended change from appointed to nominated / approved by Council.

SECTION THREE

RULES OF PROCEDURE AND BYLAWS

I. **Rules of Procedure and Bylaws for the Graduate Faculty**

A. **Calling of Meetings**

1. The Graduate Dean in consultation with the other members of the Executive Committee of the Graduate Council shall call meetings of the Graduate Faculty.
2. The Graduate Faculty will meet on call but normally at least once each year.
3. Meetings may be called at the initiative of the Graduate Council, the Graduate Dean, the Chancellor or upon petition by ten percent of the membership of the Graduate Faculty.

B. **Agenda for Meetings**

1. The agenda for any Graduate Faculty meeting shall be set by the Executive Committee of the Graduate Council.

2. The agenda of any Graduate Faculty meeting must be circulated to all members of the Graduate Faculty at least one week in advance of the meeting.
 3. Items may be placed upon the agenda at the initiative of the Graduate Council, the Graduate Dean, the Chancellor, or upon petition by five percent of the membership of the Graduate Faculty.
- C. **The Conduct of Meetings**
1. The Graduate Dean shall preside.
 2. *Robert's Rules of Order* shall be used, and assistance of the presiding officer shall be rendered by a Parliamentarian appointed by the Graduate Dean.
 3. One-fourth of the Graduate Faculty shall constitute a quorum.
- D. **Nomination and Election to the Graduate Council**
1. **Nomination of Candidates from the Graduate Faculty**
 - a. Each voting member of the Graduate Faculty from the constituency to be represented shall receive a list of the eligible Graduate Faculty members from that constituency. Each such member of the Graduate Faculty shall also receive a ballot on which the member is to name from the above-mentioned list one person for each vacancy. Each name listed shall be counted once.
 - b. The number of candidates nominated shall be two times the number of vacancies and the nominees shall be those having the greatest number of votes and who have indicated a willingness to serve on the Graduate Council. In cases where tied nominating votes produce more than two nominees for each vacancy, the election ballot shall be extended beyond the two nominees for each vacancy and shall include the names of those members who have tied for a position on the ballot.
 2. **Election of Representatives from the Graduate Faculty**
 - a. Each voting member of the Graduate Faculty shall receive a ballot listing those individuals nominated in the member's constituency together with relevant supplementary information about the nominees.
 - b. Each voting Graduate Faculty members shall cast one vote for each Graduate Council vacancy from the member's constituency.
 - c. If there is more than one vacancy within a constituency, no more than one member from a department or equivalent academic unit may be elected. When there are two or more nominees from a department or equivalent academic unit, the individual who received the greatest number of votes shall be elected.
 3. **Supervision and Time of Balloting for the Graduate Faculty Representatives**
 - a. The Graduate Dean or the Dean's representative shall conduct nominations and elections, subject to rules as set forth in this Section. The Dean will be aided by an ad hoc committee appointed by the Chairperson of the Graduate Council.

- b. Nomination and elections shall be held annually in the spring semester, normally not less than four weeks prior to Commencement, at a time set by the Graduate Council.
- 4. **Election of Graduate Student Representatives**
Five Graduate Students eligible for membership on the Graduate Council shall be nominated and elected by procedures set forth by the Graduate and Professional Student Council.

II. **Rules of Procedures and Bylaws for the Graduate Council**

A. **Calling of Meetings**

- 1. The Chairperson of the Graduate Council, after consultation with the Graduate Dean, shall call meetings of the Graduate Council.
- 2. The Graduate Council shall normally meet once each month and more frequently if necessary.
- 3. Meetings may be called at the initiative of the Chairperson of the Graduate Council, the Graduate Dean, the Chancellor, or upon petition by three members of the Graduate Council or ten percent of the Graduate Faculty.
- 4. Meetings are open to any member of the Graduate Faculty.

B. **Agenda for Meetings**

- 1. The agenda for any Graduate Council meeting shall be set by the Chairperson of the Graduate Council, in consultation with the Graduate Dean.
- 2. The agenda of any regularly scheduled Graduate Council meeting shall be circulated to all members of the Graduate Council at least three days in advance of the meeting.
- 3. If matters not on the announced agenda are to be discussed, action should not be taken until a subsequent meeting except under unusual circumstances and then as governed by *Robert's Rules of Order*.
- 4. Items may be placed upon the agenda at the initiative of the Chairperson of the Graduate Council, the Graduate Dean, or the Chancellor, or upon petition by three members of the Graduate Council or five percent of the Graduate Faculty.

C. **The Conduct of Meetings**

- 1. The Chairperson of the Graduate Council shall preside.
- 2. The Graduate Council shall conduct its meetings according to *Robert's Rules of Order*.
- 3. Half of the voting Graduate Council membership shall constitute a quorum.

D. **Minutes of Meetings**

The minutes of any of the Graduate Council meetings shall be circulated to all members of the Graduate Faculty as soon as possible after the meetings, preferably within ten days.

E. **Election of Graduate Council Officers**

Officers of the Graduate Council shall be elected annually at a special meeting of the new elected Graduate Council, called for that purpose near the end of the spring semester.

F. **Other**

Comment [SF28]: 1.20. Section needs header, matching others; added here.

Comment [SF29]: 1.21. Section needs header, matching others; added here.

All other rules of procedure and bylaws for the Graduate Council that prove to be necessary, and are not in conflict with the rules and bylaws listed above, are to be formulated by the Graduate Council and require no ratification except by that body.

SECTION FOUR
AMENDMENT AND REAPPORTIONMENT

I. Amendment

- A. Any change of the policy-making or administrative structure herein described is to be made by amendment to this Operating Paper subject to approval by the Graduate Faculty and requisite administrative approval.
 - 1. Such a proposed amendment may be initiated by the Graduate Council, the Graduate Dean, the Chancellor, or by petition of ten percent of the Graduate Faculty.
 - 2. Such contemplated changes must be communicated in writing to the Graduate Faculty at least one month prior to the time when such changes will be acted upon. Any proposed amendment must be approved by two-thirds of those Graduate Faculty members who respond in a mail ballot before it is transmitted for requisite administrative approval.
- B. The rules of procedure and bylaws of the Graduate Faculty, and those rules of procedure and bylaws of the Graduate Council contained in this document, may be amended by action of the Graduate Faculty. Contemplated changes in the rules of procedure and bylaws must be communicated in writing to the Graduate Faculty at least one month prior to the time when such changes will be acted upon. A two-thirds vote of approval by those Graduate Faculty members who respond in a mail ballot is required.

II. Reapportionment

- A. The apportionment of membership on the Graduate Council shall be kept under continuing scrutiny and shall be subject to necessary changes by amendment of this document.
- B. Among the particular aspects of apportionment to be kept under scrutiny are the following:
 - 1. Proportional representation from the Graduate Faculty constituencies.
 - 2. The size of the Graduate Council.
 - 3. Ex-officio representation.
 - 4. Graduate Student representation.

III. Implementation

None of the changes in the present Operating Paper shall affect the completion of the term to which a present member has been elected.

To achieve the proportionate representation from the Graduate Faculty constituencies specified in Section Two, I, B, 3, b, some Graduate Council representatives may be elected for terms of less than three years.