



University Graduate Council Bylaws

I. Vision

Columbus State University provides world-class graduate education to meet student and community needs.

II. Mission

The Graduate School provides a framework for supporting excellence in graduate research, scholarship, training, and mentorship in accordance with Columbus State University's mission and consistent with the mission of the Board of Regents of the University System of Georgia. The Graduate School is administered by a Graduate School Director who is assisted by a representative body, the Graduate Council. The Graduate Council promotes academic excellence in graduate education by supporting communication between existing graduate programs, fostering creation of new graduate offerings, and upholding high standards of performance by graduate faculty and graduate students.

III. Charge

The Graduate Council makes recommendations on all matters related to graduate studies to the Graduate School Director who reports to the Provost and Vice President for Academic Affairs (Provost/VPAA). These recommendations include: (1) standards for admission to graduate programs and requirements for granting graduate degrees; (2) approval of new graduate programs; (3) policies and procedures governing graduate programs; (4) policies governing graduate research; (5) duties and responsibilities of graduate assistants regarding teaching and research; (6) graduate faculty appointments; (7) development of partnerships with the community aimed at recruiting candidates for graduate programs, and (8) graduate recruitment in general.

Other responsibilities of the Graduate Council include (1) fostering communication among graduate programs; (2) discussing issues of common concern to graduate programs across campus; and (3) maintaining by-laws for the Graduate Council.

Specialized accrediting agencies require that governance in graduate matters be handled at the college level.

IV. Calendar and Agenda

The Graduate Council normally meets on the second Friday of each month during the academic year and [maintains minutes](#), which are posted on the Graduate School web site to inform the graduate faculty of active policy discussions and recent decisions. Meetings are conducted in accordance with Robert's Rules of Order and require a quorum which consists of a simple majority of Graduate Council members to take any action. Any member of the graduate faculty may propose an agenda item for a Graduate Council meeting. The agenda for the Graduate

Council meeting is developed by the Graduate Council chair in consultation with the Graduate School Director, chair-elect and secretary.

V. Council Member Absence

In the event that an Assembly member cannot attend a meeting, that member may send (1) a representative (voting) to attend in his/her place, and/or (2) comments to be shared at the meeting..

VI. Composition and Membership

Officers

The Graduate Council officers shall include a chair, a chair-elect, and a secretary. The Chair and Chair-elect must be from different colleges. Each spring the Graduate Council shall elect a secretary and a chair-elect. The previous chair-elect shall become chair, a voting member. The secretary shall be responsible for the maintenance of accurate records of the Council's deliberations, the transmission of recommendations and the distribution of minutes to members of the Graduate Faculty.

Membership of the Graduate Council

Every college shall be represented on the Graduate Council. No college shall have more than three voting representatives on the Graduate Council. The dean of each college shall appoint members each spring. The Provost/VPAA shall appoint the Director of Graduate School to serve as an ex officio non-voting member of the Graduate Council. The number of voting members from each college will be based on the proportion of students enrolled in graduate programs across campus so that every academic college will have at least one voting member and no academic college will have more than three voting members.

The past Chair of the Graduate Council will serve the year following the year he or she served as chair. [Approved by GC - 9/9/2011]

The voting membership of the Graduate Council includes appointees from each of four academic colleges, a total of nine members.

VII. Columbus State University Recognizes Three Categories of Graduate Faculty:

Full Graduate Faculty, Associate Graduate Faculty, and Provisional Graduate Faculty. Appointment to the Graduate Faculty is a prerequisite for teaching any course in which students earn graduate credit as defined by the university catalog. The Graduate Council has the responsibility of reviewing and marking recommendations on applications for Graduate Faculty Membership.

VIII. Term of Membership and Time of Elections

Each member shall serve a three-year term of office beginning in the Fall semester. Members may be reappointed after their time of service ends. At the discretion of the chair and past-chair of the Graduate Council, a current member may be removed and a new member appointed by the Dean.

IX. Vacancies During Term

If a position on the Graduate Council falls vacant during the term of a member, a replacement shall be appointed by the dean of the college. The replacement member shall serve until the expiration of the term of the former member.

X. Committees of the Graduate Council

The Graduate Council, the Chair of the Graduate Council or the Director of Graduate School for the University may appoint such ad hoc committees as they deem necessary to conduct the business of the Graduate School. Typically, the Council as a whole shall serve as a Graduate Faculty Membership Committee and as a Curriculum Committee.

XI. Called Meetings

The Graduate Council may hold meetings for the discussion of, or action on, matters and issues outlined in Section II and Section III in this document. Meetings of the Graduate Faculty may be called by: (1) the President or designee; (2) the Provost/VPAA or designee; (3) the Director of Graduate School for the University; (4) the Chair of the Graduate Council; or (5) a petition signed by 25 percent of the Full Graduate Faculty which has been submitted to the President, or a designee. The meeting must be held within ten working days of receipt of the petition during the academic year. Members of the Graduate Council shall receive written notification of meetings which shall include the date, time, place and agenda of the meeting.

XII. Adoption of and Amendments to Bylaws

These bylaws shall be adopted by a vote of two-thirds majority of the Graduate Council. Voting will be by oral or written ballot or by email.

Proposed amendments to the bylaws shall be debated and voted by the Graduate Council. Any proposed amendment must be circulated in writing to each member of the Graduate Council at least two scheduled academic weeks prior to the meeting at which the amendment will be considered. After the proposed amendment has been discussed at a meeting, a vote consisting of a two thirds majority of the Graduate Council members will suffice for the amendment to pass and be presented to the provost/VPAA for approval.

Revision Approved: 7/16/15