Senate Resolution Number S-14-04

Faculty Senate Resolution

To: SCSU President Mary Papazian

From: William Faracas, President of the SCSU Faculty Senate

The attached Resolution of the Faculty Senate regards:
Resolution to Approve Graduate Council Bylaws

The Resolution is presented to you for your [X] APPROVAL
[ ] INFORMATION

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

In accordance with the CSU-AAUP Contract (Article 5.10), the President of the University will return the Resolution to the President of the Senate within 15 school days of the receipt of the Resolution.

William Faracas, President, Faculty Senate

2-26-14

Date

cc: Dr. Marianne Kennedy
Interim Vice President of Academic Affairs and Interim Provost

ENDORSEMENT of Faculty Senate Resolution, S-14-04

To: William Faracas, President SCSU Faculty Senate
From: Mary Papazian, President of the University

1. Motion APPROVED X
2. Motion DISAPPROVED (attach statement)
3. Motion NOTED
4. Comments with complete copy of bylaws emailed 03/06/14

3-11-14
Date

Signature
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SOUTHERN CONNECTICUT STATE UNIVERSITY
GRADUATE COUNCIL BYLAWS

I. Function and Authority

A. The Graduate Council is an elected representative body of the graduate faculty. The Council is charged with the responsibility for developing and maintaining University policies that establish the minimum acceptable standards for graduate programs of study offered at Southern Connecticut State University. These policies encompass the areas of minimum acceptable academic qualifications for admission as a graduate student and the acceptable level of academic performance for continued matriculation.

B. The Graduate Council, through its activities, encourages the various graduate and professional degree granting units to maintain a high level of quality and performance by both faculty and students and holds primary responsibility for the general direction of and long range planning of graduate education at Southern Connecticut State University.

C. The actions of the Graduate Council are subject to the statutory rights, responsibilities and jurisdiction of the Board of Regents for Higher Education and the University’s faculty bargaining agent. The President or his/her designee has the responsibility for the review of all actions by the Graduate Council and the right to disapprove actions that infringe upon the implementation of approved Board policies.

II. Membership

A. Graduate Faculty

1. To be a member of the Graduate Faculty, a member of the instructional faculty of Southern Connecticut State University shall: (a) be employed as a full-time faculty member; (b) have either earned the terminal degree appropriate to his or her discipline from a regionally accredited institution of higher
education or have been granted the rank of full professor; (c) hold the rank of at least assistant professor; and (d) have published research or engaged in public scholarly or creative activities within the last five years.

2. Only members of the Graduate Faculty shall direct graduate theses, special projects or dissertations. If there are compelling reasons, all instructional faculty members, whether designated Graduate Faculty or not, may teach graduate courses, serve on thesis or dissertation committees, or be otherwise involved in graduate programs.

B. Procedures

1. Each department/program shall submit the names of its faculty members who will have a recurring role within that graduate program and who meet the criteria outlined in II.A.1. to the Graduate School to be added to the list of Graduate Faculty.

2. Each department/program may petition on behalf of its faculty members who do not meet the criteria outlined in II.A.1. by providing compelling reasons for granting those individuals Graduate Faculty membership. The Policies and Procedures Committee shall render judgment on the petition. If the Committee denies the petition, the department may appeal the decision to the Provost or his/her designee. The decision of the Provost or his/her designee shall be final.

3. Faculty members not recommended for Graduate Faculty membership by their department may petition the Policies and Procedures Committee for consideration. The Committee shall render judgment on the petition after consultation with the department chair and graduate coordinator. If the Committee denies the petition, the faculty member may appeal the decision to the Provost or his/her designee. The decision of the Provost or his/her designee shall be final.
C. Procedures for Removal

1. A department/program may recommend to the Policies and Procedures Committee that its Graduate Faculty members forfeit said membership if they fail to maintain an on-going record of published research or engagement in public scholarly or creative activities.

2. Any faculty member whose department has recommended forfeiture of Graduate Faculty status may appeal the decision to the Policies and Procedures Committee. The Committee shall render judgment on the petition. If the Committee denies the petition, the faculty member may appeal the decision to the Provost or his/her designee. The decision of the Provost or his/her designee shall be final.

3. Prior to the publication of each graduate catalog, the Dean of Graduate Studies, in consultation with all department chairpersons and graduate coordinators, shall verify Graduate Faculty membership in the voting unit. The name of any faculty member not verified shall be removed from the catalog.

D. Graduate Council

1. The Graduate Council shall be composed of faculty members elected from departments/free-standing voting units and the Dean of the School of Graduate Studies who serves in an ex-officio, non-voting capacity.

2. Only members of the Graduate Faculty may be elected as members of the Graduate Council.

3. Graduate Council members will be elected to serve for a term of three years commencing in the September following election. One-third of the members will be elected each year. If the member can no longer serve, the voting unit shall elect a new member to fill the unexpired term.

4. The Faculty Senate, Library Services, Graduate Student Affairs Committee and University Curriculum Forum shall have
observer status on the Council. Each unit shall determine its own representative.

E. Procedures Related To Voting Units

1. The basic voting unit for selection of Graduate Council members shall be the academic department. Each department that has a graduate program shall have at least one representative on the Graduate Council. A free-standing graduate program may also have an elected representative.

2. Members of the Graduate Council shall be elected by the Graduate faculty of their respective department/free standing graduate program.

3. Departments and free-standing programs may have more than one representative to the Council based upon the ‘total academic credits’ listed in the Graduate Credit Productivity Report for the current academic year. The criteria are as follows: one representative for <1500 credits; two representatives for >1500 credits; and three representatives for those programs with more than 2500 ‘total academic credits’ generated.

4. The Policies and Procedures Committee of the Graduate Council, in conjunction with the Dean of the Graduate School, shall review the Fall and Spring semester statistics of hours generated by each department/free-standing program prior to the April meeting of the Council to determine whether adjustments should be made to current apportionments.

5. The Policies and Procedures Committee shall present its report regarding apportionments at the April meeting of the Graduate Council.

6. All reapportionments shall take effect at the beginning of the next academic year.
III. Officers

A. The Officers of the Graduate Council shall be the Chairperson, Vice Chairperson and Secretary and each shall serve one-year terms.

1. Chairperson

a. Election - The Chairperson shall be elected by majority vote of the Council at the May meeting of each year. The Chairperson may be re-elected for one additional term, but shall serve no more than two consecutive terms. The Chairperson shall take office at the end of the last official meeting of the academic year in which he/she is elected. Only current Councilors who have served a minimum of one year on the Council and who will be Council members in the following academic year are eligible to be elected as Chairperson.

b. Duties of the Chairperson shall include but not be limited to:
(1) presiding at all Council meetings;
(2) keeping membership informed of Council activities;
(3) formulating the agenda for meetings in consultation with the Executive Committee and the Dean of the Graduate School;
(4) acting as official liaison between the Graduate Council and the Graduate School in all matters pertaining to Graduate Studies;
(5) calling regular and special meetings;
(6) making committee appointments; and
(7) conducting meetings of the Executive Committee prior to each regular meeting of the Graduate Council.

2. Vice Chairperson

a. Election - The Vice Chairperson shall be elected by majority vote of the Council at the May meeting of each year following the election of the Chairperson. The Vice Chairperson may be re-elected for one additional term, but shall serve no more than two consecutive terms. The Vice
Chairperson shall take office at the same time the Chairperson takes office.

b. Duties of the Vice Chairperson shall include but not be limited to:
   (1) presiding (pro-tem) at Council meetings in the absence of the Chairperson;
   (2) assisting the Chairperson in carrying out his or her responsibilities;
   (3) serving as chairperson of the Academic Standards Committee.

3. Secretary

   a. Election - The Secretary shall be elected by majority vote of the Council following the election of the Vice Chairperson at the May meeting of each year. The Secretary may be re-elected for one additional term, but shall serve no more than two consecutive terms. The Secretary shall take office at the same time the Chairperson takes office.

   b. Duties of the Secretary shall include but not be limited to:
       (1) recording official minutes of Graduate Council meetings;
       (2) coordinating official correspondence of the Council;
       (3) presiding (pro-tem) at Council meetings in the absence of the Chairperson and Vice Chairperson.

B. Vacancies in Office

A vacancy in any office shall be filled by a special election at the next meeting of the Graduate Council.

C. Removal of Officers

   1. A motion to remove from office any Council officer shall be introduced by a written petition clearly stating the grounds for removal of the officer and bearing the signatures of not less than 30% of the Graduate Council membership.
2. A motion to remove from office any Council officer may be introduced at any regular meeting of the Council, but may not be voted upon until the next regular meeting. A motion to remove shall require the affirmative votes of two-thirds of the Graduate Council membership on a roll call vote.

IV. Meetings

A. Graduate Council Meetings

1. Regular meetings of the Graduate Council shall be held on the first Monday of each month when classes are in session, beginning in October and ending in May. There will no meeting of the Graduate Council in January. An annual schedule of meetings in agreement with the official academic calendar shall be published on or before October first of each year.

2. Special meetings may be called by the Chairperson of the Council as deemed necessary. Special meetings of the Council also shall be called by the Chairperson at the request of at least one-third of the Council members. The call to such meetings must be issued at least one week in advance and must clearly state the purpose of and justification for the meeting.

3. A majority of the voting membership of the Graduate Council shall constitute a quorum.

4. Each councilor shall be entitled to one vote and a simple majority of the voting membership is required to pass any motion with the exception of a motion to remove an officer. Absentee ballots are not permitted. Any Councilor may request a secret ballot. Such a request shall be honored, with the exception of a motion related to removal of an officer (III.B.2.).

5. The usual order of business shall be:
   a. Call to order.
   b. Disposition of minutes.
   c. Announcements.
d. Reports of Committees.
e. Old Business.
f. New Business.
g. Adjournment.

6. All meetings of the Graduate Council shall be open to any interested member of the university community.

7. With the consent of the Council, visitors may be afforded the privilege of the floor at the discretion of the Chairperson.

8. Any member of the University community may request time on the agenda by presenting a written request to the Chairperson of the Council at least three weeks before the scheduled meeting time, identifying the topic and the amount of time requested.

9. Minutes of all meetings shall be recorded by the Secretary of the Graduate Council, reviewed by the Executive Committee, and sent to all Councilors, the Registrar, the Faculty Senate President, Departmental Chairpersons, Deans, Vice Presidents, the Provost, and the President.

B. Graduate Faculty Meetings

1. There shall be a scheduled meeting of the Graduate Faculty at least once each year at which time the Chairperson of the Council and Council Committees shall report to the faculty on activities of the Council and respond to comments and questions from the faculty.

2. This meeting shall be held during the month of May.

C. Special Meetings of the Graduate Faculty

1. A minimum of 25% of the members of the Graduate Faculty may petition in writing the Chairperson of the Council for a special meeting of the Graduate Faculty on a specific issue or proposal.
2. Such a meeting must be scheduled within 30 days of receipt of the petition unless there are extenuating circumstances for a delay.

V. Graduate Council Committees

There shall be the following Standing Committees of the Graduate Council: the Executive Committee, Curriculum Committee, Policies and Procedures Committee, and Academic Standards Committee. Each member of the Graduate Council shall serve on a minimum of one Standing Committee. The Chairperson of the Graduate Council appoints members of standing committees with representation from each academic school when possible. Adjustments to the membership shall be made by the Chairperson of the Graduate Council as needed.

A. Standing Committees

1. Executive Committee

   a. Membership: Chairperson of the Council, Vice Chairperson of the Council, Secretary, Dean of Graduate Studies (Ex officio), and Chairpersons of all Standing Committees.

   b. Duties:
      (1) Coordinate the activities of the Council and act for the Council in exigency.

2. Curriculum Committee

   a. Membership: Council members appointed annually by the Council Chairperson.

   b. Committee Chairperson: The members of the Committee shall elect a Chairperson at the first Committee meeting of the year.

   c. Duties:
      (1) Recommend to the Graduate Council operating procedures for the submission of new and revised
courses, concentrations/specializations, certifications, dual degrees, joint degrees, and programs.
(2) Review proposals for new and revised courses, concentrations/specializations, certifications, dual degrees, joint degrees, and programs and present recommendations to the Council.
(3) Recommend curricular ideas and innovations to the Graduate Council.
(4) Formulate and maintain a *Policies and Procedures Manual of the Curriculum Committee*.

3. Policies and Procedures Committee

a. Membership: Council members appointed annually by the Council Chairperson.

b. Committee Chairperson: The members of the Committee shall elect a Chairperson at the first Committee meeting of the year.

c. Duties:
   (1) Make recommendations to the Council for equitable membership among the voting units according to parameters established by the Council.
   (2) Recommend criteria and changes in criteria for the qualifications, nomination and acceptance of Graduate Faculty.
   (3) Act on the appeal from a faculty member whose department has recommended forfeiture of his or her Graduate Faculty status.
   (4) Make recommendations to the Council on all matters pertaining to the Bylaws of the Council or, if appropriate, any standing rules the Council or a committee of the Council may seek to adopt that will affect the organization and business of the Council.
   (5) Make recommendations to the Council pertaining to formal interaction with other university committees, organizations and units.
(6) Present a slate of nominees and conduct both the annual election of officers and any special elections in the event of a vacancy in office.

(7) Advise the Council on all matters pertaining to elections, recall and referendum matters, coordinating with the Faculty Senate in any referendum that is required.

(8) Formulate and maintain a *Policies and Procedures Manual of the Policies and Procedures Committee.*

(9) Notify the Chairperson of each voting unit of the vacancies or changes for the following academic year as specified in II.E.3 and 4.

4. Academic Standards Committee

   a. Membership: Council members appointed annually by the Council Chairperson.

   b. Committee Chairperson: The members of the Committee shall elect a Chairperson at the first Committee meeting of the year.

   c. Duties:

      (1) Recommend the minimum academic standards that should be enforced in the School of Graduate Studies.

      (2) Recommend procedures for enforcing the implementation of the minimum academic standards.

      (3) Review program reports on a rotating schedule and present recommendations to the Council.

      (4) Formulate and maintain a *Policies and Procedures Manual of the Academic Standards Committee.*

B. Ad Hoc Committees

The Council may direct the Chairperson to establish ad hoc or special committees to perform specific tasks. The Chairperson and members of such committees will be appointed by the Council Chairperson or on a voluntary basis. An ad hoc or special committee will be dissolved when its duties are completed.
C. General Duties of Committees

1. All standing committees will present a report, at each meeting of the Council and provide a written summary to the Secretary for the minutes when appropriate. When a written report or summary is presented, a copy will be appended to the minutes.

2. Any ad hoc or other special committees will present an oral report, when appropriate, at a meeting of the Council. A written summary of the final committee report will be forwarded to the Secretary for the minutes.

3. At the May meeting of the Graduate Council each standing committee will present an oral report summarizing the committee’s activities of the academic year. A final written report will be submitted to the Dean of Graduate Studies. The report will:
   a. Summarize the activities of the committee;
   b. Evaluate the degree of progress made;
   c. Identify areas of strength and weakness;
   d. Present an agenda in priority order for the following year.

4. The report provided to the Graduate Dean will be disseminated to members of the Graduate Council with the October agenda.

5. At the October meeting of the Graduate Council, Standing Committee chairs (or designee) shall present a copy of the annual report for the previous academic year and briefly summarize their goals and objectives for the current academic year.

VI. Graduate Faculty Initiatives

A. General

Members of the Graduate Faculty are encouraged to bring matters to the Council through their elected representatives. The Council shall consider such proposals and take appropriate action. In
addition, members of the Graduate Faculty may develop and present initiatives and referenda as needed.

B. Faculty Initiatives

1. The Graduate Council shall be bound to consider for enactment:

a. Written proposals which have been signed by no less than 25% of the total Graduate Faculty.

b. Proposals recommended by a majority vote of the Graduate Faculty at the annual Graduate Faculty Meeting.

2. Graduate Faculty initiatives will generally be brought before the Graduate Council at the next scheduled meeting and must be addressed no later than the following regularly scheduled meeting. A special meeting will be called in a case when this procedure cannot be followed.

D. Faculty Referenda

1. Any Graduate Faculty member may petition the Graduate Council to conduct a Graduate Faculty referendum with respect to any action taken by the Council. Signatures of at least 25% of the Graduate Faculty are required to initiate a referendum.

2. The Policies and Procedures Committee, in coordination with the Faculty Senate, shall conduct the referendum.

3. A majority vote of the total Graduate Faculty in favor of the referendum is required to rescind any Council action.

4. Graduate Faculty referenda will generally be brought before the Graduate Council at the next scheduled meeting and must be addressed no later than the following regularly scheduled meeting. A special meeting will be called in a case when this procedure cannot be followed.

VII. Changes in the Bylaws
A. Changes in the Bylaws may be proposed at a regular or special meeting of the Graduate Council, provided:

1. Council members have received written notice of each of the proposed changes at least one week prior to the meeting.

2. A two-thirds majority of the total Council membership approves the changes.

B. Changes become effective on approval by the Faculty Senate and University President or his/her designee.

VIII. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council may adopt.