

**BYLAWS OF THE GRADUATE FACULTY AND GRADUATE COUNCIL
THE UNIVERSITY OF WISCONSIN-EAU CLAIRE**

ARTICLE I

Purpose

The purpose of these bylaws is to establish an orderly procedure whereby graduate faculty and graduate students can exercise their duties and responsibilities for the development of university academic policy necessary for the growth and improvement of graduate education at the University of Wisconsin-Eau Claire as authorized by the Board of Regents of the University of Wisconsin System. The bylaws also specify those duties and responsibilities that the University Dean of Graduate Studies (hereafter referred to as Graduate Dean) and the Deans of the Colleges have for the effective functioning of graduate programs and for the implementation of the university academic policy as developed by the graduate faculty and their elected Council.

ARTICLE II

Membership on the Graduate Faculty

Section 1. Ranked members of the faculty of the University who hold the earned doctorate (or terminal degree, as specified by the professional societies which represent the different disciplines) from a graduate College or University accredited by a regional accrediting agency are eligible for appointment to the Graduate Faculty as **Full members**. A Full member of the Graduate Faculty may serve as a member of the Graduate Council, vote for faculty membership on the Graduate Council, vote in graduate faculty referenda, teach courses for graduate credit, serve as a graduate student's academic adviser, serve as a member of a graduate student's committee, and serve as adviser/chair of a master's thesis, paper, or project. A Full member must show evidence of having established and maintained a program of professional practice or personal research, scholarship, or artistry, the products of which have received positive assessment by independent external experts in the field according to the national standards in the discipline.

Section 2. Academic staff who hold clinical ranks (Clinical Instructor / Assistant / Associate / Full Professor) or who hold an earned doctorate (or terminal degree, as specified by the professional societies which represent the different disciplines) from a graduate College or University accredited by a regional accrediting agency are eligible for appointment to the Graduate Faculty as **Associate members**. An Associate member of the Graduate Faculty may teach courses for graduate credit, serve as a graduate student's academic adviser, serve as a member of a graduate student's committee, and serve as adviser/chair of a master's thesis, paper, or project. An Associate member must show evidence of having established and maintained a program of professional practice or personal research, scholarship, or artistry, the products of which have received positive assessment by independent external experts in the field according to the national standards in the discipline.

Section 3. Other individuals may be appointed to serve as **Temporary members** of the Graduate Faculty. These individuals may include retired, adjunct / instructional academic staff, and visiting faculty / staff, as well as expert professionals in the field. These appointments normally are made to provide a specific course offering or to meet the graduate advisement needs of an individual student; as such, they are limited to teaching or

serving on a master's committee and must be justified by a need for specific disciplinary content provided by an exceptional individual. These appointments shall be made on an interim basis, upon the recommendation of the Department Chair (for graduate programs administered at the department level) or Program Director (for graduate programs administered at the college level) and with the approval of the Dean of the appropriate College and the concurrence of the Graduate Dean, following procedures set by the Graduate Council. To be approved to teach a graduate level course, the individual must have professional qualifications equivalent to those expected of a member of the graduate faculty or have special expertise in the area of the course to be taught.

Section 4. Primary responsibility for appointing new members to the Graduate Faculty shall rest with the Department Chair (for graduate programs administered at the department level) or Program Director (for graduate programs administered at the college level) and the faculty of each graduate program, and requires the approval of the Dean of the appropriate College and concurrence of the Graduate Dean. Each program, department, school or college may develop criteria supplemental to those provided in these bylaws.

Section 5. In addition to transmitting recommendations for appointment to the Graduate Faculty, each semester Department Chairs and Program Directors shall report to their College Dean and the Graduate Dean deletions from the list of approved Graduate Faculty.

Section 6. The Chancellor of the University of Wisconsin-Eau Claire, the Provost and Vice Chancellor, the Deans of the Colleges, the Graduate Dean, and the Director of the University Library shall be Full members of the Graduate Faculty.

Section 7. Only Full members of the Graduate Faculty holding at least a half-time position in an academic department or division or in academic administration shall have the right to vote in elections and in meetings of Graduate Faculty and have the right to hold office.

ARTICLE III

Functions and Responsibilities of the Graduate Faculty

Section 1. The Graduate Faculty in the individual Departments, Schools, and Colleges shall have responsibility for such fundamental areas as curriculum, methods of instruction, evaluation of student achievement and research, and those aspects of student life that relate to the graduate educational process.

Section 2. The Graduate Faculty in the individual Departments, Schools, and Colleges shall formulate the requirements for the graduate degrees offered and shall determine when the requirements for a graduate degree have been met, and shall, through the Deans of their Colleges, recommend to the Chancellor that the degree be conferred.

Section 3. Members of the Graduate Faculty shall serve on standing and special committees when duly selected by procedures established by these bylaws, by the Graduate Council, by the Graduate Dean, or by the committees.

Section 4. The Graduate Faculty may initiate action on any matter of concern to it or to graduate students. The Graduate Faculty may review actions of the Graduate Council at

general or special meetings. The Graduate Faculty shall serve as a reference body on matters referred to it by the Graduate Council.

Section 5. The Graduate Faculty shall meet as needed to transact business.

A. Meetings of the Graduate Faculty.

1. The order of business at regular meetings shall be:
 - (a) Reading and approval of the minutes of the previous meeting.
 - (b) Communications and announcements.
 - (c) Report of Graduate Council.
 - (d) Reports of the standing committees of the Graduate Council.
 - (e) Reports of special committees or individual members of the Graduate Faculty.
 - (f) Old business.
 - (g) New business.
2. The agenda shall be distributed at least 10 days prior to regular meetings.
3. Meetings of the Graduate Faculty shall be called by the Graduate Dean in order to transact the business for which the meeting is called.
4. Special meetings of the Graduate Faculty shall also be called by the Graduate Dean upon receipt of a written petition signed by not fewer than fifteen (15) members of the Graduate Faculty.
 - (a) When special meetings of the Graduate Faculty are called, all members shall be notified at least 10 days in advance and advised of the business that shall be considered.
 - (b) The order of business at special meetings shall be limited to the transaction of the business for which the meeting is called.
5. A quorum at all Graduate Faculty meetings shall consist of the members of the Graduate Faculty present at the meeting.

ARTICLE IV

Graduate Council

Section 1. The Graduate Council shall serve and act on behalf of the Graduate Faculty and Graduate students.

Section 2. Purposes and objectives of the Graduate Council: The Graduate Council shall be a representative body of the Graduate Faculty and graduate students. Its purpose shall be to promote high quality programs of graduate education by providing a forum for broad participation in the formulation of those academic policies that govern graduate programs. In fulfilling this purpose, the Graduate Council shall recognize the need for a shared responsibility in graduate education. The Departments, Schools, and Colleges shall be responsible for support and management of graduate programs whereas the Graduate Council shall perform the functions of review and coordination. The objectives of the Graduate Council shall be:

- A. to develop and maintain standards of academic quality in all graduate programs;
- B. to provide initiative and insight in developing graduate programs to meet current, new, and emerging needs;

- C. to formulate general academic policies and procedures relating to graduate programs in the University;
- D. to foster creativity and scholarship in graduate programs;
- E. to represent the interests of the Graduate Faculty and graduate students in the University; and
- F. to advise the Graduate Dean concerning the administration of graduate education.

Section 3. The duties of the Graduate Council shall be:

- A. to review and approve minimum standards for graduate student admissions appropriate to the graduate program to which the student seeks admission;
- B. to review and approve basic requirements for graduate degrees;
- C. to review and approve new and revised graduate degree programs;
- D. to review new and revised graduate courses when requested by the Graduate Dean;
- E. to recommend policy on support for graduate students;
- F. to develop strategies for increasing support for graduate students and graduate programs;
- G. to review the administrative structure of graduate programs that involve more than one Department, School, or College;
- H. to provide for periodic qualitative review of graduate programs;
- I. to serve as a formal means of communication between and among the Graduate Faculty, the Graduate Dean, and graduate students;
- J. to facilitate career growth and development within the Graduate Faculty by promoting research and other scholarly and creative activity as well as instructional improvements at the graduate level;
- K. to develop general criteria and procedures for the establishment of membership in the Graduate Faculty; and
- L. to publish and revise as necessary a Thesis Manual.

Section 4. The composition of the Graduate Council shall be as follows:

- A. The Graduate Council consists of seventeen voting members. Eight of these shall be Graduate Faculty elected as follows: Two Graduate Faculty members representing the College of Arts and Sciences, two representing the College of Business, two representing the College of Education and Human Sciences, and two representing the College of Nursing and Health Sciences. The Graduate Dean and the Deans of the four Colleges shall also be voting members. Four Graduate Student Councilors, one from each College, shall be selected each year.
- B. Terms of Faculty Councilors are for three years, starting in September of the first year and terminating in August of the third year. Terms shall be staggered so that no more than four elected faculty members will rotate off the Council in any given year. The four Graduate Student Councilors shall be selected each year for a one-year term as voting members by the Graduate Student Departmental Representatives of

the Colleges who shall be convened for that purpose at the beginning of the academic year by the Dean of each College. Each Graduate Student Councilor must be currently enrolled (either part-time or full-time) as a graduate student at UW-Eau Claire.

- C. The Chancellor, the Provost and Vice Chancellor, Assistant Vice Chancellor for Research and Sponsored Programs, the Director of Libraries, the Director of Admissions, the Director of Continuing Education, the Registrar, the Associate Deans, one Graduate Student Senate Representative appointed by the Student Senate, and the Graduate Studies Dean Assistant shall be nonvoting ex-officio members of the Council.

Section 5. Organization of the Graduate Council shall be as follows:

- A. Officers: The Graduate Council is chaired by the Graduate Dean.
- B. Secretarial support: The Graduate Dean's office shall prepare copies of Council minutes for distribution to the Councilors, the Graduate Faculty, the Graduate Student Departmental Representatives, and appropriate administrative officers, prior to each Council meeting.

C. Meetings:

The Graduate Council shall meet monthly during the academic year. Special meetings may be called by the Chair.

The Chair of the Council shall make arrangements for taking, distributing, and maintaining the minutes of the proceedings of the Graduate Council.

A quorum shall consist of nine voting members of the Graduate Council. Members must be present to vote.

Agenda items must be submitted in writing to the Chair at least 10 calendar days prior to a regularly scheduled meeting.

Agendas will be distributed to all council members, all ex-officio council members, and to directors and coordinators of all graduate programs.

Items that involve a change in university graduate policy shall not be acted upon until the next regularly scheduled meeting following the meeting at which they are introduced.

D. Committees:

1. The Graduate Council shall be empowered to establish its own committees and subcommittees, both standing and ad hoc as necessary or desirable.
2. The Chair of the Graduate Council, in consultation with members of the Council, shall appoint the Chair and members of all committees or subcommittees.
3. Committees or subcommittees may include non-members of the Graduate Council and non-members of the Graduate Faculty.

ARTICLE V

Elections

Section 1. Each College shall determine its own procedures for elections for members of the Graduate Council. Vacancies may be filled temporarily by an appointment made by the appropriate College Dean but such appointments are to be no longer than a semester in duration.

Section 2. The Graduate Student Departmental Representatives in each College shall be convened by their College Deans early in the fall semester each year to elect from among themselves a Graduate Student Councilor who shall serve a one year term with eligibility for reelection. The candidates for this election will be determined by volunteering and/or nomination and election. Should any student member fail to serve a full term, a replacement shall be obtained to serve the remainder of the term by the procedures specified above.

ARTICLE VI

Administration of Graduate Education

Section 1. The chief administrative officer of Graduate Education in each College shall be the Dean of that College.

A. The Dean of each College shall be responsible for:

Administrating and supervising the Graduate programs; serving on the Graduate Council; collaborating with the other College Deans under the leadership of the Graduate Dean to implement graduate academic policy as developed through the Graduate Council; and other committee assignments and duties as assigned and specified by the Graduate Dean, the Provost and Vice Chancellor, or the Chancellor.

B. Other specific responsibilities of the College Deans pertaining to Graduate Education shall consist of:

1. Matters affecting graduate students, including:

- (a) Coordinating the admissions and curricular requirements for the programs offered within their College in accordance with policies established by the Graduate Council;
- (b) cooperating with the Registrar in maintaining a system of academic records for graduate students;
- (c) cooperating with the Admissions Office and the various Departments for the recruitment of graduate students;
- (d) suggesting policies and procedures for financial aid, fellowships and assistantships for graduate students;
- (e) seeking additional financial support for graduate students;
- (f) cooperating with the Admissions Office in the admission of foreign graduate students;
- (g) recording and announcing appointments of thesis committees;
- (h) assisting in the development of an appropriate system of graduate student governance;

- (i) providing students within their Colleges with a calendar of deadlines at the beginning of each semester; and
 - (j) when requested, assisting graduate students in matters relating to their general welfare.
2. Other matters affecting Graduate Education, including:
- (a) implementing actions of the Graduate Council;
 - (b) advising and assisting Departments, Schools, and the College in the development of new and existing graduate programs;
 - (c) assisting the Graduate Dean in the preparation of revisions of the Graduate Catalogue;
 - (d) serving as an advocate and spokesperson for Graduate Education; and
 - (e) advising the Graduate Dean regarding the appointment of Graduate Faculty according to established University policy.

ARTICLE VII

New Courses/Programs and Revision of Courses/Programs

Section 1. Courses proposed for graduate offering, for major revision, or for elimination shall be submitted to the appropriate college-level curriculum process for approval, and if approved, to the appropriate College Dean. If the changes are approved by the College Dean, that Dean shall publish a listing of proposed course additions/revisions/deletions in the University Bulletin, and notify the Graduate Dean of the posting. If any member of the Graduate Council notes duplication with other graduate courses, departure from program or University standards, or other reasons for rejection, or if any graduate faculty members raise objections within 30 days, the course shall be placed on the agenda of the Graduate Council. Otherwise, the approval of the College Dean shall be final and the Registrar shall be notified.

Section 2. Proposals for new graduate degree programs and for new graduate certificate programs shall be developed by the Department(s) responsible and, upon approval of the appropriate college-level curriculum process(es), submitted to the College Dean(s) for approval and (if approved) for submission to the Graduate Council for review and recommendation to the Chancellor. Such proposals for new graduate degree programs and for new certificate programs will be reviewed by the Graduate Council with regard to the mission of the University, the availability of necessary resources and qualified faculty, and the need for and quality of the program.

Section 3. Changes to existing graduate degree programs or graduate certificate programs shall be submitted to the appropriate college-level curriculum process(es) for approval, and if approved, to the appropriate College Dean(s). If the changes are approved by the College Dean(s), the Dean(s) shall publish a listing of proposed changes in the University Bulletin, and notify the Graduate Dean of the posting. If any member of the Graduate Council notes duplication with other graduate programs, departure from program or University standards, or other reasons for objection, or if any graduate faculty members raise objections within 30 days, the changes shall be placed on the agenda of the Graduate

Council. Otherwise, the approval of the College Dean(s) shall be final and the Registrar shall be notified.

Section 4. Proposals for elimination or suspension of a graduate degree program or graduate certificate program will be initiated by, or forwarded to, the Graduate Dean, and will be reviewed by the Graduate Council with regard to the mission of the University, availability of necessary resources and qualified faculty, program demand, and quality of the program. Upon the recommendation of the Graduate Council, the proposed program elimination or suspension will be published by the Graduate Dean in the University Bulletin, and any responses received will be discussed by the Graduate Council which will then make a recommendation to the Chancellor.

Section 5. Proposals for reinstatement of a suspended graduate degree program or graduate certificate program are initiated by the Department(s) responsible and, upon approval of the appropriate college-level curriculum process(es), submitted to the College Dean(s) for approval and (if approved) for submission to the Graduate Council for review and recommendation to the Chancellor. Proposals for reinstatement of a suspended graduate degree program or graduate certificate program will be reviewed by the Graduate Council with regard to the mission of the University, availability of necessary resources and qualified faculty, program demand, and quality of the program.

ARTICLE VIII

Parliamentary Authority

Section 1. The rules contained in the most recent edition of Robert's Rules of Order, shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE IX

Amendments

Section 1. A proposed amendment to these bylaws shall be submitted in writing to the Chair of the Graduate Council at least fifteen calendar days prior to the regular meeting at which it is to be discussed.

Section 2. Any 30 members of the Graduate Faculty or a majority of the Graduate Council, at an official meeting, may propose amendments to these bylaws.

Section 3. Any proposed amendment shall be submitted to the Graduate Faculty and shall become effective upon approval by two thirds of the Graduate Faculty members present and voting, subject to approval by the Chancellor.

Approved by the Graduate Council on 5/3/95; revisions approved 3/21/96

Approved by the Graduate Faculty on 5/17/95; revisions approved 5/2/96

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