

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Graduate Council

Regulation and Procedure Number: URP: 02.100

Policy Owner: Academic Affairs

POLICY STATEMENT

This URP outlines the representation, responsibilities, organization, and operations of the Graduate Council.

APPLICABILITY

This policy is applicable to TWU Faculty.

DEFINITIONS

None

REGULATION AND PROCEDURE

- I. Size, Organization, and Responsibilities
 - A. Each college shall elect one representative from the graduate faculty for every 2100 graduate student credit hours produced or major fraction thereof and one for every 10 graduate degrees per college.
 - B. Beginning in fall 2022, the Graduate Council will be made up of 32 voting members. Representation will be as follows:

College or Organization	Number of Representatives*
College of Arts and Sciences	5
College of Business	5
College of Health Sciences	8
College of Nursing	4
College of Professional Education	5
Council of Chairs Representative	1

College or Organization	Number of Representatives*
Deans' Representative	1
Faculty Senate Representative	1
Graduate Student Representatives	2
Total	32

- C. Reapportionment shall be carried out every three (3) years and will be based on the fall semester graduate credit hour production of each voting unit. No elected representative shall be removed from a seat on the Graduate Council on the basis of this reapportionment.
- D. Should a reorganization of the University result in the addition of new colleges or in the merging or dropping of any of the above colleges, the Graduate Council shall make the necessary adjustments to the above to conform with such a reorganization.
- E. One representative to the Graduate Council will be an Academic Component Administrator who will be selected by the Council of Chairs of the University. One representative will be a Dean who will be selected by the Deans of the University. A member of the Graduate Council will be elected by the Faculty Senate. The Faculty Senate representative must be a member of the graduate faculty. Two student representatives to the Graduate Council will be selected to serve on the Council by the Executive Committee from nominations submitted by Graduate Council members, deans, chairs, and/or faculty members, etc.
- F. One of the student representatives will be a master's student and the other will be a doctoral student. These representatives will have all the rights and privileges of elected representatives, including the right to vote and the right to serve on standing and ad hoc committees of the Graduate Council. The Chair of the Council will be elected annually from the Council members who have been elected as faculty representatives to the Council and who have a minimum of one year of experience on the Council.

II. Responsibilities of the Graduate Council

- A. The Graduate Council, acting as the delegate body of the Graduate Faculty, formulates Graduate School policy and is responsible for reviewing and making recommendations on all matters affecting the University's graduate programs. The purpose of the Graduate Council shall be to promote excellence in all graduate programs. The departments and/or schools and colleges shall be responsible for support and management of graduate programs and the Graduate Council shall perform the functions of

coordination and review. The responsibilities of the Graduate Council include the following areas:

1. Academic policy for graduate education;
2. Graduate policy on all matters relating to graduate student admission and retention;
3. Policy on permissible course load, transfer credit, and research tool requirements;
4. Minimum standards for final comprehensive examinations, theses, and dissertations;
5. Review of proposed graduate degree programs;
6. Long-range academic planning as it relates to graduate education;
7. Strategies for increasing financial support of graduate students and graduate programs; and
8. Eligibility requirements for graduate faculty membership.

B. The Graduate Council discharges these responsibilities through the appointment of the following standing committees:

1. The Academic Programs Committee will review all proposed graduate degree programs of the University. This Committee will also formulate and implement policies for the periodic review of existing graduate programs.
2. The Academic Standards Committee will recommend criteria for membership on the Graduate Faculty of the University. This Committee will also recommend minimum standards for graduate student admission and retention and minimum requirements for all graduate degrees.
3. The Research Committee will recommend strategies to encourage student and faculty research. This Committee will develop recommendations for policy concerning graduate student support. It will also develop strategies for increasing financial support for graduate students.
4. The Membership Committee will evaluate all applications for membership on the TWU graduate faculty.
 - a. One member from Arts and Sciences

- b. One member from Business
- c. One member from Health Sciences
- d. One member from Nursing
- e. One member from Professional Education
- f. (These members will be voted on by the Council as a whole.)

5. The Executive Committee will be comprised of the chairs of the four standing committees, the Chair of the Graduate Council, and the Vice-Chair of the Graduate Council. The Dean and the Associate Dean of the Graduate School will serve as an ex-officio member. Excluding the Membership Committee, the Executive Committee will appoint members and chairpersons of the standing committees. This Committee will prepare the agenda for the meetings of the Graduate Council and advise the Chair on special matters that he or she might bring to the Executive committee. The Executive Committee will also establish any committees that may be requested by another standing committee, by the Graduate Council, or by the Dean of the Graduate School.

- C. All recommendations of these committees are to be presented to the Graduate Council for action. Upon approval by the Graduate Council, all policy recommendations will be submitted to the Dean of the Graduate School, who will submit the recommendations to the Executive Vice President for Academic Affairs and Provost along with his/her own recommendations. The Faculty Senate will be duly informed of all policy recommendations. All policies are formulated subject to the approval of the Chancellor and President and the Board of Regents.
- D. The standing committees will be comprised of members of the Graduate Council. Prior to the first meeting of the Council in the fall semester, the Executive Committee will appoint the chairperson and members of each of the standing committees. The initial committee members will be selected at the organizational meeting of the Graduate Council. Ex-officio members of the standing committees may be recruited by the standing committee chairs from the graduate faculty and the administration to assist in the work of these committees. The Dean of the Graduate School may appoint ad hoc committees as necessary.

III. Term and Elections

- A. The faculty representatives and the student representatives will have one-year terms.

- B. The Council of Chairs Representative, the Dean's Representative, and the Faculty Senate Representative will serve one-year terms.
- C. No member, faculty, or student will be permitted to serve more than two full, consecutive terms.
- D. Should a member fail to serve a full term, a new member will be duly elected by his or her voting unit. That member will serve the remainder of the unexpired term.
- E. Regular elections will be held by each voting unit in the spring of each year. Terms will start at the beginning of the fall semester.
- F. All members of the graduate faculty are eligible to vote for representatives.

IV. Meetings

- A. The Chair of the Graduate Council will be elected at the last spring semester meeting of the Graduate Council for the upcoming academic year. A Graduate Council representative must have served at least one year on the Council in order to be eligible to serve as Chair of the Graduate Council.
- B. A Vice-Chair, who will serve as Chair of the Graduate Council in the absence of the Chair, will be elected at the last spring semester meeting of the Graduate Council for the upcoming academic year.
- C. The Chair will cast a vote only when there is a tie vote of the Graduate Council.
- D. The Graduate Council shall meet at least three times each fall and spring semester and as called by the Chair.
- E. A quorum for meetings will be two-thirds (2/3) of the voting membership.
- F. The Executive Committee will set the agenda. Agenda items must be distributed to the Council at least seven calendar days prior to the meeting.
- G. The rules contained in the current edition of Robert's Rules of Order shall govern the proceedings of the Graduate Council.
- H. Vote by proxy is permissible when cast by an eligible alternate from the voting unit represented by the elected member. The elected representative must inform the Chair of the proxy designation.
- I. When necessary, the council will vote electronically on time sensitive items of business after discussion.

J. Graduate Council minutes will be taken by a member of the Graduate School staff and distributed to the graduate faculty within two weeks.

K. All Graduate Council meetings are open.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every three years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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