

**ARMSTRONG ATLANTIC STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
BYLAWS**

ARTICLE I. NAME

The name of the body constituted in these Bylaws shall be the Graduate Faculty of Armstrong Atlantic State University.

ARTICLE II. MEMBERSHIP

The Graduate Faculty shall be comprised of the President, the Vice President and Dean of Faculty (hereinafter referred to as Dean of Faculty), Academic Deans, the Dean of Graduate Studies, and those other University faculty members who meet the criteria for full or associate membership prescribed in accordance with these Bylaws and gain approval for such membership in accordance with these Bylaws and gain approval for such membership in accordance with these Bylaws.

ARTICLE III. OFFICERS

SECTION A. The presiding officer of the Graduate Faculty shall be the Dean of Faculty. In the absence of the Dean of Faculty, the presiding officer shall be the Dean of Graduate Studies, if available, otherwise followed by the Vice Chair of the Graduate Council.

SECTION B. The Dean of Graduate Studies shall be responsible for recording and distributing accurate records of all meetings and actions of the Graduate Faculty. Copies of the minutes of each meeting of the Graduate Faculty shall be sent within five (5) working days of the meeting to each Graduate Faculty member.

SECTION C. The Dean of Faculty shall appoint during the fall term, but before the fall meeting, a parliamentarian for that academic year.

ARTICLE IV. DUTIES AND JURISDICTION

The Graduate Faculty shall exercise essentially the same duties and jurisdiction in the area of graduate studies as the university faculty does with the university as a whole. In addition, the Graduate Faculty shall review and approve

candidates for graduate degrees and shall select the members of the Graduate Council actions.

ARTICLE V. MEETINGS

SECTION A. Robert's Rules of Order, as interpreted by the Parliamentarian, shall govern the conduct of the Graduate Faculty's meetings, except as otherwise provided in these Bylaws.

SECTION B. Regular meetings of the Graduate Faculty shall convene each term of the regular academic year, as determined by the Dean of Faculty.

SECTION C. Special meetings may be called by the President, the Dean of Faculty, the Dean of Graduate Studies, the Graduate Council, or by petition of one-fourth of the Graduate Faculty, presented in writing to the Dean of Faculty, who will convene a meeting within three school days of receipt of the petition. Unless a matter requires action by the Graduate Faculty during the summer term, it shall be deferred to the fall term where the entire Graduate Faculty may consider it.

SECTION D. Written notice shall be sent to each Graduate Faculty member at least five (5) working days in advance of each regular Graduate Faculty meeting by the Dean of Graduate Studies.

This notice shall contain the agenda for the meeting and such other information as may be appropriate for advance study by the Graduate Faculty.

SECTION E. New business intended for discussion by the Graduate Faculty will ordinarily be presented at least two weeks in advance of a meeting, in writing to the Dean of Faculty or to the appropriate committee. Members of the Graduate Faculty shall also have the right to present proposals from the floor.

SECTION F. No business shall be conducted at any meeting of the Graduate Faculty unless a quorum is present. A majority of the Graduate

Faculty, as defined in Article II, shall constitute a quorum.

SECTION G. Voting at all meetings of the faculty shall be by voice, by show of hands, by rising vote, or by secret ballot, as decided by the presiding officer. Prior to any vote, however, it shall be in order for any member to move for vote in any of the aforementioned methods. Under no circumstances, however, may a member vote in absentia or by proxy.

SECTION H. The President, the Dean of Faculty, the Dean of Graduate Studies, or the Graduate Faculty, by vote, may designate persons not defined as members of the Graduate Faculty in Article II as having the privilege may not, however, include the privileges of offering motions or voting.

ARTICLE VI. COMMITTEES OF THE GRADUATE FACULTY

SECTION A. RESPONSIBILITIES AND COMPOSITION OF COMMITTEES

SECTION A.1. Committees of the Graduate Faculty, other than the Graduate Council, may be standing or ad hoc and shall make recommendations to the Graduate Council concerning matters within the Graduate Faculty's jurisdiction consistent with the purpose(s) of the recommending committee.

Unless otherwise indicated, reference to any Graduate Faculty "committee" or standing committee" in the remaining sections of this Article shall not be deemed to refer to the Graduate Council.

SECTION A.2. The Graduate Council is empowered by this article to act for the Graduate Faculty on reports from standing graduate committees and shall act for the Graduate Faculty on all other matters dealing exclusively with graduate programs. Such actions shall always be in the form of recommendations made to the President in the name of the Graduate Faculty. Each such action must be reported to the Graduate Faculty by the Dean of Graduate Studies. Copies of the minutes of each meeting of the Graduate Council shall be sent within five (5) working days to each Graduate Faculty member. Any action is subject to annulment by the Graduate Faculty at a regular or special meeting prior to the

actions' effective date, by majority vote. In addition, the Graduate Council may make recommendations to the Graduate Faculty. In such cases, these recommendations come forward as duly made and seconded motions.

SECTION A.3. Graduate committees may receive matters referred to them by individual Graduate Faculty members, the Graduate Faculty as a whole, the Graduate Council, and administrative officers. As provided in Section A.1., above committees may also initiate recommendations. In the process of developing recommendations, committees may consult with appropriate administrative officers and may invite any member of the university faculty, administration, staff or student body (undergraduate or graduate) to participate in discussion of any matter in which he or she has a particular concern. Any official personnel record concerning faculty or staff, or academic record concerning students, which is used by the committee in its work, shall be held in confidence by all committee members.

SECTION A.4. The Chair of each Graduate Faculty standing committee shall submit timely reports of committee activities to the Graduate Council and/or from the floor at regular Graduate Faculty meetings. The Chair shall also submit an annual report to the Graduate Faculty in the spring. Both types of reports shall give special attention to actions by administrative officers contrary to committee recommendations, to any exception to standing policies or regulations encountered or recommended, and finally to the substance of both previous and pending business and activities. The Chair of each Graduate ad hoc committee shall submit reports to the Graduate Council and Graduate Faculty as appropriate or as required by the committee's charge.

SECTION A.5. Once constituted, each committee, other than the curriculum committee, shall elect its chair from among its members holding full graduate faculty status. Except as otherwise provided in these Bylaws, the Graduate Council shall nominate candidates for membership on all standing committees. The chair and membership of any ad hoc committee shall be determined by the President, Dean of Faculty, or Dean of Graduate Studies and be consistent with the committee's purpose(s). Guidelines for nominating members of standing

committees other than the Graduate Council are as follows:

- (1) Each committee should have at least one (1) member carried over from the previous academic year, except for the initial constituting of the committee, and at least one new member.
- (2) Except as otherwise specified in the committee descriptions given in these Bylaws, each nomination shall be for a two (2) year term of service commencing at the time of election.
- (3) Except as otherwise specified or authorized in the committee descriptions given in these Bylaws, no person may be nominated for a term of membership on a given committee that would cause his or her tenure of consecutive years of service as a member to exceed four (4) years.
- (4) To the extent permitted by these Bylaws, each committee's nominees should, collectively, be representative of the membership of the Graduate Faculty.

With the exception of the Graduate Council and Curriculum Committee no committee shall at anytime have two persons from the same academic unit serve as current members.

SECTION A.6. The Dean of Graduate Studies may appoint one graduate student to any standing committee. Such graduate student committee member shall receive timely committee meeting notifications, agendas and minutes, to the extent that faculty committee members receive these, and shall have the privilege of discussion at committee meetings, but such privilege shall not include the privileges of offering motions or voting.

SECTION A.7. Any other members of the committee shall be selected and given voting privileges as provided by these Bylaws.

SECTION A.8. Unexpired Committee Positions
The Dean of Graduate Studies will solicit recommendations from the College Deans to fill unexpired committee positions. The Dean of Graduate Studies will recommend the appointment to the Graduate Council who will vote to confirm the appointments. The President

shall appoint a person to fill any vacancy in ex officio membership.

SECTION B. STANDING COMMITTEES OF THE GRADUATE FACULTY

SECTION B.1. THE GRADUATE COUNCIL

SECTION B.1.a. Membership

- (1) The Graduate Council shall be composed of one graduate faculty member with full Graduate Faculty Status from each freestanding graduate degree program and two at-large members with full Graduate Faculty Status from disciplines not otherwise represented. The four Academic Deans (or their designees), the Advisor to the Graduate Student Coordinating Council, and a student member of the Graduate Student Coordinating Council will serve as ex officio members of the Graduate Council. The chief officer of the School of Graduate Studies shall chair the Graduate Council.
- (2) Each new graduate program will appoint a representative with full Graduate Faculty Status to the Graduate Council; should the University lose a graduate program that program shall lose its representation on the Graduate Council upon its formal deactivation.

The number of members of the originally constituted Graduate Council may thus be increased or decreased to reflect changes in the number of freestanding graduate programs, and still remain consistent with these Bylaws.

- (3) Graduate program representatives to the Graduate Council shall be elected by the Graduate Faculty at its spring meeting prior to the academic year of service, from nominees submitted to the Dean of Graduate Studies by the Academic Deans. At-large members shall also be elected at that spring meeting from a list provided by the Dean of Graduate Studies of eligible Graduate Faculty members.

SECTION B.1.b. Officers

The Dean of Graduate Studies shall serve as Chair of the Graduate Council. The Chair shall vote only in case of a tie. The Council shall

elect a Vice Chair from among the members elected to it.

SECTION B.1.c. Meetings

The Graduate Council shall hold monthly meetings during the academic year. Special meetings, including any during the summer term, may be called by the President, the Dean of Faculty, the Dean of Graduate Studies or a majority of elected Council members via a joint memorandum to the Dean of Graduate Studies. In order to transact any official business, all meetings shall require that a quorum of half the membership be present. Any member may vote in absentia in accordance with procedures developed and adopted by the Council.

SECTION B.1.d. Functions

- (1) The Graduate Council acts on behalf of the Graduate Faculty except as specified elsewhere in the Bylaws.
- (2) The Council shall receive and act upon recommendations from the following committees:
 - a. Graduate Curriculum Committee
 - b. Graduate Faculty Status and Activities Committee
 - c. Graduate Academic Policy and Student Affairs Committee
 - d. Graduate Student Appeal Committee.
- (3) All recommendations approved by these standing committees and submitted to the Graduate council for action come forward as duly made and seconded motions. All recommendations approved by ad hoc committees and submitted to the Graduate council come forward as Graduate Council meeting agenda items, and may be brought to the floor via motion and second from Council members in attendance.

SECTION B.2. GRADUATE CURRICULUM COMMITTEE

SECTION B.2.a. Membership

The Graduate Curriculum Committee shall consist of the Dean of Graduate Studies as Chair (ex officio/voting) and six other members of the graduate faculty holding full graduate faculty status and a minimum of one year of graduate teaching experience. The chair shall vote only in case of a tie.

There shall be one member from the College of Health Professions, one member from the College of Arts and Sciences, one member from the School of Computing, two members from the College of Education, and one member-at-large. The member-at-large must come from an academic unit directly supporting graduate programming.

SECTION B.2.b Functions

- (1) This committee shall recommend to the Graduate Council general curricular policies affecting graduate academic programs offered by the university.
- (2) The committee shall consider all proposals for new degrees, programs, majors, and courses and make its recommendation to the Graduate Council for action.
- (3) The committee shall review all actions of the college curriculum committees that are pertinent to graduate programs, and shall be the committee of the university to which any college may make recommendations concerning graduate curriculum.
- (4) The committee shall act for the Graduate Faculty on any routine, graduate curricular matters.

SECTION B.2.c. Meetings

The Graduate Curriculum Committee shall hold monthly meetings during the academic year.

SECTION B.3. GRADUATE FACULTY STATUS AND ACTIVITIES COMMITTEE

SECTION B.3.a. Membership

Five (5) members of the Graduate Faculty Committee shall be elected by the Graduate Faculty after nomination by the Graduate Council.

SECTION B.3.b. Functions

- (1) The Graduate Faculty Committee shall submit recommendations to the Graduate

Council concerning, and after review of, proposals for categories of graduate faculty status, for appointment criteria for each category, for procedures whereby graduate faculty applications are reviewed by the committee, and for graduate faculty applications submitted in accordance with adopted procedures.

- (2) The committee shall review and respond to all graduate faculty welfare issues.
- (3) The committee shall function in an advisory capacity to the Dean of Graduate Studies on graduate publications.
- (4) The committee shall function in an advisory capacity to the Dean of Graduate Studies on graduate faculty activities.

SECTION B.3.c. Meetings

The Graduate Faculty Status and Activities Committee shall hold monthly meetings during the academic year.

SECTION B.4. GRADUATE ACADEMIC POLICY AND STUDENT AFFAIRS COMMITTEE

SECTION B.4.a. Membership

Five (5) members of the Graduate Academic Policy and Student Affairs Committee shall be elected by the Graduate Faculty after nomination by the Graduate Council.

SECTION B.4.b. Functions

- (1) The Graduate Academic Policy and Student Affairs Committee shall submit recommendations to the Graduate Council concerning, and after review of, proposals for addition of new or deletion/modification of extant institutional graduate education policies, including, but not being limited to, those policies concerning admission, progression and graduation.
- (2) The committee shall, in accordance with those procedures adopted by the Graduate Council, hear or review graduate student appeals and submit recommendations thereon to the Dean of Graduate Studies.

SECTION B.5c. Meetings

The Graduate Student Appeals Committee shall meet at least annually during the academic year.

SECTION C. AD HOC COMMITTEES OF THE GRADUATE FACULTY

The Graduate Faculty, by itself or through its Graduate Council, in consultation with the President, Dean of Faculty, or Dean of Graduate Studies may create such ad hoc committees as it deems necessary and appropriate. Each such committee will be given a clear charge consistent with a stated purpose, and will exist until its charge is met or until the end of the academic year of its creation, whichever is earlier. Membership on ad hoc committees shall be determined by the President, Dean of Faculty, or Dean of Graduate Studies and be consistent with the committee's purpose(s).

ARTICLE VII: IMPLEMENTATION

Provisions, recommended by the Graduate Faculty, by itself or through the Graduate Council, and approved by the President, for the implementation of applicable University Statutes or Bylaws, shall be included in the Institutional Regulations.

ARTICLE VIII: AMENDMENT OR REPEAL OF BYLAWS

Formal proposals for changes in or appeal from the implementation of any Bylaws of the Graduate Faculty shall be submitted by the President or any Graduate Faculty member via the Dean of Graduate Studies in writing to all members at least ten (10) working days before a meeting of the Graduate Faculty. Such proposals shall be voted on at the next Graduate Faculty meeting and must carry by three-fifths vote of the members present, providing a quorum is present.

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