

Bylaws of The Graduate Council of JMU

Approved by the University Graduate Council, February 17, 2005

The Graduate Council

Overview

The Graduate Council is the chief policy-formulating and advisory body for the College of Graduate and Professional Programs. Its duties are to formulate, review, and approve or recommend for approval policies and other items concerning the conduct of graduate study at James Madison University, and to provide leadership in advocating for graduate education and scholarship of the highest caliber. The Graduate Council actions are reported to the graduate faculty*, to college deans and to appropriate administrators of the University.

(* The term "graduate faculty" refers to the graduate faculty of JMU as a whole.)

The primary aim of including the Graduate Council in the organization of JMU is to facilitate graduate program faculty participation in the establishment of university policies and procedures.

The Graduate Council adds value to graduate education at JMU by:

- working with faculty in collegiate units across the University to strengthen and ensure the quality of graduate programs;
- advocating for resources to support programs and students;
- promoting and supporting interdisciplinary graduate programming;
- advocating for quality in the graduate student experience;
- facilitating support for faculty development and scholarship;
- interpreting all graduate regulations and policies associated with graduate programs; and
- envisioning and initiating appropriate change for the future.

The Graduate Council, under its authority, allows graduate programs wide latitude in setting specific requirements and policies for admissions, language competence, courses, research, and other matters pertaining to its graduate degrees. Within this framework, the graduate faculties of departmental and interdepartmental programs establish their own requirements for individual programs of study within the requirements set forth by the College of Graduate and Professional Programs (CGAPP). The Graduate Council also is charged with making recommendations for the development and implementation of operational guidelines, resources, and procedures of the CGAPP that will ensure a high quality of graduate programs and students

Responsibilities of the Graduate Council

The Graduate Council is specifically charged with:

- communicating policy on issues affecting graduate education;
- monitoring and advocating excellence in graduate education;
- setting the broad framework for all graduate study;
- making recommendations on all policies with regard to graduate degrees and any changes or additions to such policies;
- making recommendations on procedures for student appeals for waivers of any graduate regulations, excluding grade and admission appeals, after appropriate appeals have been made according to the procedures of the respective graduate programs
- setting the requirements for membership to the Graduate Faculty and for the approval of faculty it deems to have met those requirements.

Specifically, the Graduate Council approves or recommends for approval the following:

- New program proposals – recommends for approval
- Deletion of graduate programs – recommends for approval
- Standards for graduate faculty – recommends for approval
- University-wide graduate policies – recommends for approval
- Graduate courses - approves
- Graduate faculty appointments – approves

Note: The term “approval” will hereafter apply to those items for which the Council has final approval while in the case of items which require final approval from the BOV and/or SCHEV, the phrase “recommended for approval” will be used.

Membership of the Graduate Council

- The Graduate Council shall be chaired by the dean of the College of Graduate and Professional Programs (CGAPP). (Note. The titles “Chair” and “dean of CGAPP” shall be used interchangeably throughout these by-laws.)
- The Graduate Council membership shall include the Dean of CGAPP as Chair, the Associate Dean as co-chair, the assistant dean of CGAPP as secretary, a representative (preferably the graduate program coordinator/director) from each recognized graduate program, a representative from the JMU library system, two graduate student representatives, and a representative from the Office of Academic Affairs. The Dean, Associate and Assistant Dean of CGAPP serve as ex-officio, nonvoting members.
- New and Returning Graduate Council members assume their responsibilities on September 1 of each year.
- Guests may attend Graduate Council meetings with prior notification to the dean of the College of Graduate and Professional Programs. Meeting space may limit the number of guests permitted.

Responsibilities of Graduate Council Members

Members of the Graduate Council are responsible for:

- Attending all Council meetings or for sending an appropriate replacement.
- Participating in Council committees
- Representing the opinions of the members' constituency to the Council
- Communicating the decisions and discussions of the Council to the members' constituency

Executive Committee

There shall be established an Executive Committee made up of graduate program directors chosen by their respective college graduate councils (or similar body), the chairs of the standing committees (see "Standing Committees" below) and the dean and associate dean of CGAPP. The Executive Committee shall be chaired by the dean of CGAPP. The Executive Committee may be called upon between meetings of the full Council and during the summer months to provide advice to the Dean and to aid in urgent decision-making when the full Graduate Council cannot be gathered. Executive Committee meetings will be in addition to the regularly scheduled Council meetings.

Graduate Council meetings

The dean of the College of Graduate and Professional Programs must call a meeting at least once a month during the academic year, September through April. A meeting may be canceled if there is no business; however, in no case may two consecutive meetings be canceled. A year-end graduate council retreat shall be scheduled each year in the month of May.

Special meetings of the Graduate Council may be called according to the following provisions:

- By the Chair of the Graduate Council.
- By request of the President or Provost/Vice President for Academic Affairs.
- By petition of 1/3 of the voting membership of the Graduate Council in which the reasons for the calling of a special meeting are clearly stated. Special meetings will be called as soon as is practicable after such requests or petitions are received.

Meeting Procedures

1. Rules of Order. Except in emergencies, normal parliamentary procedure will be used at Graduate Council meetings in accordance with the latest, revised set of *Roberts' Rules of Order*. A member of the Council will be chosen as the *Robert's Rules of Order* parliamentarian to arbitrate any discussion regarding the application of the *Rules*. The order of business

will typically be expected to be conducted by consent agenda, with discussion only if an objection is raised or if the need for discussion is requested in advance.

2. Agenda items. Approximately one week prior to the Council meeting, agenda items will be requested of the membership. Any member of the Graduate Council may submit items for the agenda. Non-Council members of the graduate faculty may present issues for Graduate Council consideration through any member of the Graduate Council or by submitting issues in writing directly to the Dean of CGAPP. The agenda for each regularly scheduled meeting will be made available to all members of the Council via electronic mail at least two days prior to the date of the meeting.

Non-members of the Council who state in writing (including electronic mail) their intention to do so, may speak to an issue, but may not vote. Such speakers shall notify the Chair of the Council at least two days prior to the meeting. The Council may establish a time limit at the beginning of each Council meeting at which there will be a non-member speaker, so long as such limits are uniform for all non-members.

3. Generally, no matter shall be presented to the Graduate Council for discussion, consideration, or action unless notice thereof has been circulated among its members at least two days prior to the meeting at which the matter is to be presented. The notice, in addition to stating in substance the motion, if any, to be offered, shall include a summary of data which, if studied before the meeting, will contribute to a more intelligent understanding and analysis of the issues involved. An urgent matter may be brought before the Council without prior notice if a majority of those voting consent.
4. The Chair of the Graduate Council may refer any matter to an appropriate committee or sub-committee of the Council for investigation and recommendation. Such recommendations shall be reported on the agenda of the Council as committee reports and recommendations for adoption by the Council. At the discretion of the Chair, proposals for matters not requiring review by a committee of the Council may be placed directly on the agenda. Any matter may be referred or returned to a committee by a majority vote of the Graduate Council.
5. Approvals and Recommendations for Approval. Proposals for Council recommendation for approval (new programs, program revisions, changes in rules and procedures) should be reviewed and presented by the appropriate Standing Committee. Proposals for other approvals may be received from any member of the graduate faculty. Any matter not placed on the agenda, by report of a committee of the Council or at the discretion

of the Chair, may be considered by the Council if agreed to by a majority of the members present, if a quorum exists.

6. Minutes. Minutes of meetings shall be posted to the CGAPP website within 15 working days following a regular or special meeting. In addition, the minutes of the previous meeting will be sent electronically to all ex-officio and full members of the Council along with the next meeting agenda.

Voting Procedures and Eligibility

Agenda items requiring vote by the Graduate Council will be decided by ballot, voice vote, or show of hands, at the discretion of the chair or the request of any Council member. A voting member may assign his or her proxy to the chair or another voting member or appoint an alternate to attend the Council meeting and vote in his or her place. A written (or electronic mail) proxy must be received by the chair or another voting member at least two days prior to the meeting. Notification of the assignment of an alternate must be received by the Secretary in writing (or electronic mail) about the alternate at least two days prior to the meeting.

Voting members of the Graduate Council are one representative from each graduate program typically the program coordinator/director of the program. A graduate program shall be defined as one having a separate SCHEV CIP Code. Other voting members are the graduate student representatives, the representative from Academic Affairs and the representative from JMU library system. The dean, associate dean, and assistant dean, will not be voting members of the Council. At any Graduate Council meeting, a request by a Graduate Council member for a secret ballot must be granted.

Votes taken at a Council meeting will be considered official if there is a quorum present. A quorum is defined as at least half of the voting members being present at the meeting, excluding alternates. If a quorum is present, a simple majority of the voting members present will decide on the issue under consideration.

Electronic Votes

Electronic voting will be used for more routine Council matters and for time sensitive situations when there is no time to call a special Council or Executive Committee meeting. The same quorum rule shall be in effect. An electronic vote is not official unless at least half of the voting membership votes. If the vote is official, a simple majority of the members voting will decide on the issue under consideration.

Executive decision

Since there will be no official meetings during the months of June, July and August, the dean of CGAPP shall be empowered to make executive decisions on matters of a routine nature only, e.g. graduate faculty appointments, course changes, minor catalog changes, etc. during this period. If a major policy decision is necessary, the dean of CGAPP shall call upon the services of the Executive Committee, call for a special meeting of the full Council, or call for a special electronic vote. The same procedures apply to special meetings and electronic votes as in the usual voting procedures.

Duties of the Graduate Council Chair, Co-Chair and Secretary

- Duties of the Chair
 - Presides at meetings of the Graduate Council.
 - Prepares, with the assistance of the Co-Chair and the program representatives, the agenda for regular and special meetings of the Graduate Council.
 - Distributes, with the assistance of the Secretary, the agenda of a meeting to the Graduate Program coordinators/directors at least two days prior to the meeting.
 - Determine the time and place of meetings of the Council.
 - Requests reports on specific issues/items.
 - Appoints ad-hoc committees

- Duties of the Co-Chair
 - Presides in the absence of the Chair at Graduate Council meetings.
 - Assists the Chair in preparation of agenda items for meetings of the Graduate Council.
 - Performs other duties as the Chair may request or as may be appropriate in the temporary absence of the Chairperson.

- Duties of the Secretary
 - Records the minutes of the meetings of the Graduate Council.
 - Assists the Chair in the distribution of the agenda of meetings of the Graduate Council to members of the Council.
 - Publishes and distributes the minutes of meetings of the Graduate Council to members of the Council.

Standing Committees of the Graduate Council

General procedures for standing committees

The Graduate Council shall receive all reports from the Standing Committees of the Graduate School and shall advise the Dean accordingly. Unless otherwise noted, the term of all members of a standing committee is two years. A member may be reappointed. Vacancies shall be filled by interim appointment to the unexpired term. The Chair of each standing committee must be a voting member

of the Graduate Council. Members of the standing committees must be members of the graduate faculty in good standing. After consultation with the chair of a standing committee, the Chair of the Graduate Council may appoint advisory subcommittees to assist the standing committee. All standing committees formed by the Graduate Council report to the Council. No committee formed by the Graduate Council shall act on behalf of the Council without approval of the Council membership.

The following standing committees shall be confirmed by the Graduate Council:

Graduate Program Development Committee (GPDC). The GPDC shall review, and make recommendations to Council members concerning all proposals to establish new graduate degree programs, substantive revisions of existing programs, and changes in procedures and criteria common to all graduate programs, except admission and retention of students.

Committee structure: The GPDC shall be composed of four members of the Graduate Council and/or graduate faculty representing different colleges within the university. The Graduate Council shall elect members to this committee after a call for nominations/self-nominations. The Graduate Council shall elect two alternate members of the GPDC from the list of nominees. Members shall serve three-year, staggered terms. Members may be re-elected to subsequent terms. The GPDC members shall elect a chair from among themselves each year no later than the second meeting of the academic year. The chair must be a member of the Graduate Council.

Graduate Program Review Committee (GPRC). The GPRC shall conduct periodic reviews of existing graduate degree programs as dictated by the current JMU APR schedule to ascertain their conformance to the Recommended Standards for Graduate Programs* approved by the Graduate Council. To facilitate this involvement, the dean of CGAPP or an appointed representative of the Graduate Council shall be a member of the APR review and reporting team. Whenever possible, such program reviews shall not duplicate the reporting procedures of the various accrediting agencies to which individual graduate programs may be subject.

(* Currently under development.)

Committee structure: The GPRC shall be composed of four members of the Graduate Council and/or graduate faculty representing different colleges within the university. The Graduate Council shall elect members to this committee after a call for nominations/self-nominations. The Graduate Council shall elect two alternate members of the GPRC from the list of nominees. Members shall serve three-year, staggered terms. Members may be re-elected to subsequent terms. The GPRC members shall elect a chair from among themselves each year no later than the second meeting of the academic year. The chair must be a member of the Graduate Council.

Graduate Faculty Appointment and Review Committee (GFARC): The GFARC shall receive and review applications for the mandatory renewal of graduate faculty status as well as applications for new appointments to the graduate faculty. After review of applications, the committee will make recommendations to the Council for approval of graduate faculty status. Council members will not be eligible to serve on the committee during the year of their review.

Committee Structure. The GFARC shall be composed of three members of the Graduate Council and/or graduate faculty representing different colleges having graduate programs. The Graduate Council shall elect members to this committee after a call for nominations/self-nominations. The Graduate Council shall elect two alternate members of the Membership Committee from the list of nominees. Members shall serve three-year, staggered terms. Members may be re-elected to subsequent terms. The GFARC members shall elect a chair from among themselves each year no later than the second meeting of the academic year. The chair must be a member of the Graduate Council.

(Note. This structure and mission of this committee is currently being revised.)

Graduate Faculty Membership Categories

Graduate Faculty Status – Faculty members may be recommended for appointment to the Graduate Faculty for a six-year period (renewable) if they meet the following criteria:

- Possession of appropriate terminal degree in their teaching field.
- Evidence of current scholarly productivity (within the last six years) as appropriate for their field; and
- Evidence of successful teaching at the graduate level within the last six years; if this is the only criterion missing, the individual may be approved as graduate instructor and be “rolled over” to graduate faculty with a memo from the department after the teaching semester criterion is met.

Graduate Instructor Status– Appointments may be recommended as Graduate Instructor for a six-year period (renewable) to teach graduate courses if they meet the following criteria:

- Possession of appropriate master's degree in his/her field, preferably working toward appropriate terminal degree; if this is the only criterion missing, the individual may be approved as graduate instructor and be "rolled over" to graduate faculty with a memo from the department when the criterion is met;
- Evidence of current scholarly productivity (within the last six years) as appropriate for his/her field; and
- Evidence of successful teaching at the undergraduate level within the last six years.

Adjunct Graduate Instructor Status - Adjunct Instructors are approved for a six (6) year period, but only for activities at the 500 level. Appointment is not permanent. Graduate Adjunct Instructor status is for a maximum period of six years, followed by reapplication and review. Graduate Adjunct Instructor status should generally be requested one semester in advance of the semester the individual expects to teach at the graduate level.

Emeritus Graduate Faculty Status - Anyone who achieves emeritus status in his or her department and was a member of the Graduate Faculty at the time of his or her retirement will retain the rights of graduate faculty status. Departments must notify CGAPP when faculty members become emeritus faculty.

Note. Special Appointment Provision - Persons who are not members of the graduate faculty may, because of special qualifications for graduate faculty status, be recommended to the CGAPP dean for graduate faculty status by their department head or college dean. If approved by the CGAPP dean, the formal appointment process will proceed and the individual will be notified. If the special appointment is not approved, the CGAPP dean will notify the appointee and the recommending person in writing.

Adoption, Implementation and Amendment Process

Adoption and Implementation. These By-Laws will become effective upon approval by a 2/3 majority vote of the voting members of the Graduate Council. The implementation of these Bylaws shall occur immediately upon their approval by the Graduate Council membership.

Amendment Process. The by-laws may be amended at any meeting of the Graduate Council by a 2/3 majority vote of the voting members of the Graduate Council. Members of the Graduate Council must have had a copy of the proposed amendment at least two weeks in advance of the vote.

By-laws Development Committee Members

Bill Walker-CGAPP
Reid Linn-CGAPP
Doug Skelley-CAL
Jeff Loveland-CISAT
Mike Rettig-COE
Nancy Nichols-COB
Louise Temple-CSM
Kathy Thompson-CGAPP-Recorder