



FACULTY HANDBOOK

LAMAR UNIVERSITY
BEAUMONT, TEXAS

A Member of The Texas State University System



APPENDIX C. BY LAWS OF THE GRADUATE COUNCIL

Article I. Name, Purpose, and History

1.1. Name. The name of this body is the Graduate Council.

1.2. Purpose. The Graduate Council advises the Dean of College of Graduate Studies, Provost and Vice President for Academic Affairs (Provost/VPAA) on graduate admissions, curricula, programs and graduate faculty qualification. The Council reviews and recommends changes in graduate curricula, programs, policies, procedures, and faculty.

1.3. History. The Graduate Council was constituted by a joint committee of the Faculty Senate and the Academic Council of Deans.

All bodies that have graduate curriculum oversight are subordinate to the Graduate Council. All substantive curriculum matters come before the Graduate Council through proper channels. All substantive curriculum matters are subject to review by the Graduate Council. Graduate degree requirements, graduate courses and curriculum oversight are the purview of the Graduate Council. Creation and modifications of graduate programs are reviewed by the Graduate Council.

Article II. Membership

2.1. Membership Guidelines. There are 2 types of membership: elected and ex officio.

2.1.1 Elected Members. The Council members representing academic colleges shall be elected by and from the full-time graduate faculty in each college. All members must be tenured and have a rank of associate professor or higher. Election to serve is for three academic years, and terms are staggered to ensure continuity. The spring semester faculty roster determines the eligibility for the next academic year. The number of elective members shall be based on the relative size of the graduate student enrollment in the fall semester of the election year, with at least one council member from each of the five academic colleges.

0 to 25% of LU graduate student body	One (1) member
25% to 50% of LU graduate student body	Two (2) members
More than 50% of LU graduate student body	Three (3) members

2.1.2 Ex Officio Members. The Dean of the College of Graduate Studies, the Associate Dean of the College of Graduate Studies, University Registrar, a designee from the Office of the Provost, and Executive Director of the Office of University Planning & Assessment/SACSCOC Liaison (OPA), serve as ex-officio members to the Council.

2.2. Voting Members of the Graduate Council. Both the elected members and the ex-officio members are eligible voting members of the Graduate Council.

2.3. Officers. The Dean of the College of Graduate Studies serves as the Chair of the Council. The Executive Assistant of the Graduate College serves as the Secretary to the Council.

Article III. Meetings

3.1. Regular Meetings. The Graduate Council shall hold a regular meeting during the third Wednesday of each month of the academic year except December and May. The Council Chair shall be responsible for organizing additional meetings based on the need of the Council actions and may change the meeting days and times if necessary.

3.2. Quorum. A quorum of the Graduate Council shall consist of at least one-half of the membership, with the requirement that at least three faculty members representing the colleges are included in the quorum. A quorum is necessary to open business, but a lesser number may adjourn.

3.3. Statement of Representation. Any voting member of the Graduate Council unable to attend a meeting should designate in a signed statement or an email a representative who meets the criteria for membership on the council and present the form to the Secretary before the meeting. The Secretary shall ensure that all representatives meet Graduate Council eligibility requirements. (See Appendix A for Statement of Representation form A.)

Article IV. Duties of the Graduate Council

4.1. Review new graduate courses and programs to ensure that:

- 4.1.1 Objectives of College of Graduate Studies and Lamar University are met; and
- 4.1.2 Requirements of TSUS, THECB and SACSCOC are met.

4.2 Review changes to existing graduate courses and programs to ensure that:

- 4.2.1 Objectives of College of Graduate Studies and Lamar University are met;
- 4.2.2 Requirements of TSUS, THECB, SACS are met; and
- 4.2.3 Compliance with the Dual Degree Policy (SACSCOC Standard 9.2) is attained.

4.3 Periodic review of syllabi of 5000 and 6000-level courses and 4000-level counterparts to ensure that student outcomes of 5000 and 6000-level courses are appropriately more advanced than their lower-level counterparts.

- 4.3.1 Course additions to be taught as stacked courses. When a proposed course is to be taught as a stacked course (taught at both undergraduate and graduate levels), both the undergraduate and graduate syllabi must be submitted to the Graduate Council for review. The Council shall review the syllabi to ensure that the graduate course reflects a substantively higher level of academic rigor than is expected in the undergraduate course.
- 4.3.2 Review of existing stacked course syllabi. At the beginning of each academic term, the College of Graduate Studies shall compile a list of stacked course offerings, with the syllabi of the paired undergraduate and graduate courses and the date these courses were last reviewed by the Graduate Council. A subcommittee consisting of at least three members of the Graduate Council including the Executive Director OPA will review a subset of the paired syllabi. This subset shall consist of 10% to 20% of the stacked courses per academic term, focusing on those that have not been reviewed in the last nine years. The subcommittee will use the Graduate Course Review Form to score the stacked course syllabi and send a recommendation to the Dean of the College of Graduate Studies. The syllabi of graduate-level courses shall reflect higher standards of academic outcomes as demonstrated through:
 - 4.3.2.1 Stringent grading requirements on examinations;
 - 4.3.2.2 High-level learning outcomes;
 - 4.3.2.3 Advanced written assignments,
 - 4.3.2.4 Assessment instruments demonstrating increased depth and breadth of knowledge;
 - 4.3.2.5 Synthesis of literature in the discipline; and/or
 - 4.3.2.6 Engagement in research and appropriate professional practice

4.4 Determination of graduate course rigor. At the beginning of each academic year the Graduate Council will be provided with a list of existing graduate-level courses for review to ensure meeting SACSCOC Standard 9.6 for post-baccalaureate rigor and curriculum, including:

- 4.4.1 Progressively more advanced content compared to similar undergraduate courses;
- 4.4.2 Courses and programs are structured to contemporary knowledge in the literature;
- 4.4.3 Engagement in research and/or appropriate professional training;

- 4.4.4 Course description and title match the information in the university catalog; and
- 4.4.5 Assessment is conducted in graduate courses.

4.5 Periodic review. Graduate courses and degree programs will be reviewed no less than once every ten years as part of the Academic Program Review process based on the calendar provided by the Office of University Planning & Assessment.

4.6 Review of applications for membership on Graduate Faculty to ensure that appropriate degrees and other qualifications are met.

4.7 Review of policies and procedures of the College of Graduate Studies

Article V. Procedures for Additions, Deletions and Revisions of Graduate Programs and Courses

5.1. Procedures

- 5.1.1 Department faculty initiates the curriculum proposal. The proposal for a new degree program shall include: (1) completed THECB Long Form 2601, (2) A drafted TSUS Board of Regents resolution, and (3) an email from the Executive Director OPA on the program's SACSCOC substantive change determination.
- 5.1.2 Departmental Curriculum Committee reviews proposal and if approved, forwards to Departmental Chair.
- 5.1.3 Department chair reviews proposal and if approved, forwards to College Curriculum Committee.
- 5.1.4 College Curriculum Committee reviews proposal and if approved, forwards to Dean of College.
- 5.1.5 Dean of College reviews proposal and if approved, submits to the Dean of the College of Graduate Studies by the first Wednesday of the month.
- 5.1.6 The Graduate Council reviews the proposal and makes the recommendation to approve or disapprove the proposal in the meeting on the third Wednesday of the month.
- 5.1.7 The Council Chair will follow-through with the recommendation.
 - 5.1.7.1 If approved, the Graduate Chair forwards the approved documents to the Executive Director (OPA) for records.
 - 5.1.7.2 If not approved, the Council Chair returns the proposal back to the Dean of the College with explanation. The proposal may be modified as deemed necessary and resubmitted for consideration.
- 5.1.8 The Executive Director (OPA) forwards the approved documents to the Provost/VPAA.
- 5.1.9 Provost/VPAA forwards the approved documents for TSUS Board of Regents approval and to appropriate entities.

Article VI. Procedures for Graduate Faculty Review

6.1 Procedures

- 6.1.1 A candidate for consideration of graduate faculty membership must complete form G-4 (Application for Graduate Faculty Membership, at <https://www.lamar.edu/graduate-studies/>) and submit it to the Department Chair.
- 6.1.2 Department Chair shall review application and if approved, forward it to the Dean of College.
- 6.1.3 Dean shall review application and if approved, forward to the Office of Graduate Studies.
- 6.1.4 The application shall be reviewed by the Graduate Council, which shall make the final recommendation to the Dean of the College of Graduate Studies for action.
- 6.1.5 The Dean of the College of Graduate Studies appoints qualified faculty members to serve as graduate faculty.