Bylaws of the Graduate Council

Lamar University

A Member of the Texas State University System

The Graduate Council of Lamar University is the sounding board and review mechanism for all substantive graduate curriculum matters.

Article I. Name, Purpose, and History

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

1.2. Purpose. The purpose of the Graduate Council is to advise the Graduate Dean, Provost and Vice President for Academic Affairs on all graduate curriculum and programs. It is authorized to review proposed changes in graduate programs, curriculum, policies, and procedures and make appropriate recommendations.

1.3. History. The Graduate Council was reconstituted by a joint committee of the Faculty Senate and the Academic Council of Deans. The Graduate Council parallels the University Undergraduate Curriculum Council.

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. In addition, general graduate degree requirements, course overlap and oversight are the purview of the Graduate Council. All new programs or major changes in existing 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. Each college shall have one representative with the exception of the College of Arts and Sciences which has two. All faculty positions are elected by and from the full-time graduate faculty within each college. All members must be tenured and an associate professor or higher as well as hold Full Graduate Faculty Membership. Election to serve is for three academic years, and terms are staggered to insure continuity. The spring semester faculty roster determines the eligibility for the next academic year.

2.1.2. Ex Officio Members. The Dean of the College of Graduate Studies and the Coordinator of Graduate Studies serve as ex officio members to the Council.
2.2. Current Membership. Membership of the Graduate Council presently consists of 6 total voting members.

- Arts and Sciences: 2 members
- Business: 1 member
- Education & Human Development: 1 member
- Engineering: 1 member
- Fine Arts & Communication: 1 member
- Dean of Graduate Studies: Ex Officio
- Coordinator of Graduate Studies: Ex Officio

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. If there are no agenda items needing attention, the Graduate Council meeting will be cancelled by the Graduate Dean.

3.2. Quorum. A quorum of the Graduate Council shall consist of at least one-half of the membership. 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 Council

4.1. Duties.
1. Review of new graduate courses or changes (new numbering, new course title, changed content or mode of delivery) to existing courses to insure that
   1.1 objectives of College of Graduate Studies and Lamar University are met
   1.2 requirements of TSUS, THECB and SACS are met
2. Review of new graduate programs or changes to existing graduate programs to insure that
   2.1 objectives of College of Graduate Studies and Lamar University are met
   2.2 requirements of TSUS, THECB, SACS are met
3. Periodic comparative review of syllabi of 5000-level courses and 4000 level counterparts to insure that student learning outcomes and learning activities are appropriately more advanced.
4. Review of existing graduate programs to insure that all meet SACS standards for
insuring knowledge of literature in the field and involvement in research or
professional practice/training.
5. Review of applications for membership on Graduate Faculty to insure that
appropriate degrees and other qualifications are met.
6. Review of policies and procedures of the College of Graduate Studies

Article V. Submission Procedures for Graduate Programs and/or Course Changes,
Additions & Deletions

5.1. Procedures.
1. Department faculty initiates curriculum proposal.
2. Department chair reviews proposal and if approved, forwards to College Curriculum
Committee.
3. College Curriculum Committee reviews proposal and if approved, forwards to Dean
of College.
4. Dean of College reviews proposal and if approved, submits to the Senior Associate
Provost (SAP) by the first Wednesday of the month.
5. The SAP reviews proposal and forwards to the Graduate Council Chair by second
Wednesday of the month.
6. At the Graduate Council meeting on the third Wednesday of the month, the Graduate
Council Chair presents the proposal to the full Council. The Graduate Council makes
the recommendation to approve or disapprove the proposal.
7. The Graduate Council Chair will follow-through with the recommendation:
   7.1 If not approved, the Chair forwards the proposal back to the Dean of the
       particular College with explanation. The proposal may be modified as
deemed necessary and resubmitted for a future Graduate Council meeting.
   7.2 If approved, the Graduate Council Chair forwards the signed documents to
       the SAP.
8. The SAP forwards approved documentation to Provost /VPAA.
9. Provost /VPAA makes a recommendation and forwards the documentation to
   appropriate entity.

Article VI. Procedures for Graduate Faculty Review

6.1 Procedures.
1. A candidate for membership must complete form G-4 (Application for Graduate Faculty
   Membership, available in the Office of Graduate Studies and on the Graduate Studies
website at graduatestudies.lamar.edu) and return it to the department chair.
2. Department chair shall review and if approved, forward it to the dean of the faculty
   member's college.
3. The dean shall review the application and if approved, forward it to the Office of
   Graduate Studies by October 1.
4. The application shall then be considered by the Graduate Faculty Review Committee (see
appendix B for Bylaws of Graduate Faculty Review Committee) and the Graduate
Council which then shall make the final recommendation to the dean of the College of Graduate Studies for action.

5. The Dean of the College of Graduate Studies appoints qualified faculty members to the graduate faculty.
Appendix A.

GRADUATE COUNCIL

LAMAR UNIVERSITY

STATEMENT OF REPRESENTATION

I, _________________________, a member of the Graduate Council representing
(Name)

designate ____________________________
(College/Department) (Name)
as my representative for the date of _____________. This representative is a regular member of
(Meeting date)
the Graduate Faculty and meets all requirements for membership on the Graduate Council.

_________________________________   _______________
Signature of Graduate Council Member    Date

_________________________________   ________________
Signature of Representative      Date

(This Statement of Representation should be completed and given to the secretary of the
Graduate Council before the monthly meeting.)
Appendix B.

Bylaws of the Graduate Faculty Review Committee

Lamar University

A Member of the Texas State University System

1. Purpose
   a. The Graduate Faculty Review Committee shall review applications for graduate faculty status and vote via secret ballot. The results will be considered by the Graduate Council, which then shall make the final recommendation to the Dean of the College of Graduate Studies for action.

2. Membership
   a. Members of the Graduate Faculty Review Committee are elected by their respective colleges.
   b. Deans delegate the responsibility of elections for their college. The Graduate Council member is responsible for reporting results of election from their college.
   c. Membership of the Graduate Faculty Review Committee consists of 6 total voting members.
      i. Arts and Sciences               2 members
      ii. Business                      1 member
      iii. Education & Human Development 1 member
      iv. Engineering                   1 member
      v. Fine Arts & Communication      1 member
   d. The Graduate Faculty Review Committee (GFRC) will elect its chair from among its members annually, and the chair will serve a one-year term. If someone is elected chair in the first year of his/her term, re-election as chair for a second consecutive term is permitted.
   e. All members of the committee must be non-administrative, tenured full professors that hold Full Graduate Faculty Membership and whose Graduate Faculty membership will not come up for review during their two-year term on the GFRC.

3. Term of Office
   a. Members will serve staggered, 2-year terms, with half the membership being elected each year.
   b. If an elected member cannot serve all or part of his/her term, an election will take place to designate an interim member who meets the qualifications.

4. Election Rotation
   a. One member each from the Colleges of Arts and Sciences, Engineering, and Fine Arts and Communication will be elected to terms starting in odd numbered years
and one member from each of the Colleges of Arts and Sciences, Business, and Education will be elected to two year terms starting in even numbered years.