

Graduate Council

Article I Name

The name of this standing committee shall be The Graduate Council of the University of North Florida. It serves as the faculty's representative body for governance of the Graduate School at the University of North Florida.

Article II Purpose

Section 1.

The Graduate Council is vested with the responsibility of formulating, reviewing, disseminating, and monitoring the implementation of policies and procedures concerning graduate education at the University of North Florida, including but not limited to:

- (a) graduate admissions requirements and policies,
- (b) graduate completion requirements,
- (c) graduate curriculum standards,
- (d) graduate instruction standards, and
- (e) graduate faculty standards.

To that end, the Council approves all proposals for new graduate programs or changes to current programs. The Council approves renewal of graduate faculty and must approve requests for non-graduate faculty to teach graduate courses. The Council's advice may be sought regarding the allocation of graduate assistantship funding, but the Council will not allocate such resources.

Section 2.

Graduate Council policies, including all policy and procedural information published in the *Graduate Catalog* and other university documents, are subject to review and approval by the College Deans, the Dean of the Graduate School, the Provost and Vice President for Academic Affairs, and the President. They may also be subject to review and approval by the Faculty Association.

Article III Membership

Section 1.

The Graduate Council is composed of voting and non-voting members. The membership is determined as follows:

(a) Voting members. All voting members must be graduate faculty. Each department offering a graduate program shall be represented by one member. The Dean of the Graduate School shall automatically serve.

(b) Non-voting members. The Faculty Association President, the Dean of the Library, the Director of Student Services' One Stop Center, and the Assistant Director of the Graduate School will serve as ex-officio, non-voting members of the Council. The Chairperson of the Graduate Student Organization, or her/his appointed delegate, will serve as the graduate student representative.

(c) Chairperson. The Dean of the Graduate School shall serve as chairperson of the Council.

Section 2.

The following guidelines prescribe the designation of Council members. A list of departments offering graduate programs may be found in Appendix A.

(a) Existing program representatives. Each department offering a graduate program will, according to that department's policies and procedures, designate a representative for the Graduate Council. New designees for existing graduate programs will take office at the first regularly scheduled meeting in the fall semester.

(b) New department representatives. As new graduate programs are approved, the Council membership may grow in accordance with the bylaws. Such growth will not require revisions to the bylaws so long as the changes affect only the membership. Appendix A will be revised as necessary, the revision date noted on that page. New programs within departments already represented on the Council shall be represented by the existing Council member. Departments otherwise not represented will designate a representative to serve on the Council. New representatives may take office at the next regularly scheduled meeting.

(c) Student representative. The Chairperson of the Graduate Student Organization or her/his appointed delegate, in accordance to that organization's constitution, will represent the graduate student body on the Graduate Council.

Article IV Conduct of Business

Section 1.

The Council will meet monthly during the academic year. Special meetings may be called by the Chairperson or by a majority of the membership.

Section 2.

The minutes of each council meeting shall be made available to council members, college deans, and graduate program directors.

Section 3.

For any meeting a simple majority of the voting members of the Council shall constitute a quorum.

Section 4.

The Chair will report activities of the Graduate Council to the Faculty Association at such times as requested by the Faculty Association President. The Chair shall ensure that minutes of meetings are posted on the Graduate Council Web page in a timely manner.

Section 5.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for the Council when applicable and when not inconsistent with these bylaws or any special rules of order the Council may adopt.

Article V Committees

Section 1.

The Council shall have the Chairperson form or cause to be formed such special committees as it needs. Each special committee shall have a charge which includes its organization, responsibilities, term of existence, and method of meeting and reporting.

Article VI Amendment of Bylaws

Section 1.

These bylaws may be amended at any regular meeting of the Council by two-thirds of the votes cast, provided that the amendment has been submitted in writing to the membership at the previous regular meeting.

Appendix A

The list below represents the academic departments through which graduate degrees are awarded. This list is current as of May 2006. The Graduate Dean is a voting member.

College of Arts & Sciences: Nine members

Department of Biology
Department of Criminology and Criminal Justice
Department of English
Department of History
Department of Mathematics & Statistics
Department of Philosophy
Department of Political Science & Public Administration
Department of Psychology
Department of Sociology and Anthropology

Coggin College of Business: Two members

Department of Accounting and Finance
Department of Management
Department of Marketing and Logistics

College of Computing, Engineering, & Construction: One member

Department of Computer and Information Sciences

College of Education & Human Services: Four members

Department of Leadership, Counseling and Technology
Department of Exceptional Student and Deaf Education
Department of Foundations and Secondary Education
Department of Childhood Education

Brooks College of Health: Three members

School of Nursing
Department of Athletic Training and Physical Therapy
Department of Public Health

History: Authorization by majority vote of the Graduate Council

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