

Graduate Council Bylaws

- [Article I: Name](#)
- [Article II: Purpose](#)
- [Article III: Membership](#)
- [Article IV: Conduct of Business](#)
- [Article V: Committees](#)
- [Article VI: Amendment of Bylaws](#)
- [Appendix A](#)

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.

[▲ Return to Top](#)

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:

1. graduate admissions requirements and policies,
2. graduate completion requirements,
3. graduate curriculum standards,
4. graduate instruction standards, and
5. graduate faculty standards.

To that end, the Council approves all proposals for new graduate programs or changes to existing 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.

[▲ Return to Top](#)

Article III: Membership

Section 1

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

1. 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.
2. Non-voting members. The Faculty Association President, the Dean of the Library, the Associate Vice President for Enrollment Services, and the Director of the Graduate School, or their designees, will serve as ex-officio, non-voting members of the Council. The President of the Graduate Student

Organization, or her/his appointed delegate, will serve as the graduate student representative. Program Directors otherwise not appointed by their department to serve as voting members are encouraged to attend as non-voting members of the Graduate Council.

3. 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.

1. 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.
2. 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.
3. 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.

[▲ Return to Top](#)

Article IV: Conduct of Business

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.
2. The minutes of each council meeting shall be made available to council members, college deans, and graduate program directors.
3. For any meeting a simple majority of the voting members of the Council shall constitute a quorum.
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.
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.

[▲ Return to Top](#)

Article V: Committees

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.

[▲ Return to Top](#)

Article VI: Amendment of Bylaws

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.

[▲ Return to Top](#)

Appendix A



Brooks College of Health

School of Nursing

Department of Clinical & Applied Movement Sciences

Department of Nutrition & Dietetics

Department of Public Health

Coggin College of Business

Department of Accounting and Finance

Department of Management

College of Arts & Sciences

Department of Biology

Department of Criminology & Criminal Justice

Department of English

Department of History

Department of Mathematics & Statistics

Department of Music

Department of Philosophy

Department of Political Science & Public Administration

Department of Psychology

College of Computing, Engineering & Construction

School of Computing

School of Engineering

College of Education & Human Services

Department of Leadership, School Counseling & Sport Management

Department of Exceptional, Deaf & Interpreter Education

Department of Foundations and Secondary Education

Department of Childhood Education, Literacy & TESOL

History

Authorization by majority vote of the Graduate Council.

Originally adopted April 14, 1998

Revised and adopted October 11, 2002

Revised and adopted January 23, 2004

Revised and adopted November 23, 2004

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[▲ Return to Top](#)

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