

# BYLAWS OF THE GRADUATE SCHOOL

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## MISSION STATEMENT

The mission of the Graduate Council is to promote graduate education, scholarship, and research; to support individuals, departments, and programs in the pursuit of excellence; to foster innovative, multidisciplinary, and interdisciplinary activities; and to maintain high ethical and academic standards in graduate studies.

### **B1 Membership in the Graduate Faculty**

B1.1 The Graduate Faculty shall consist of the regular faculty of the University. Faculty in other categories may become members of the Graduate Faculty upon approval by the Graduate Faculty in a doctoral degree program or by the Graduate Council. Once approved as a member of the Graduate Faculty, a faculty member retains that status while a member of the faculty.

Note: Faculty Manual A2.1(c): The regular faculty shall consist of all faculty having tenured or tenure-earning appointments who hold rank of Professor, Associate Professor, or Assistant Professor.

B1.2 Membership in the Graduate Faculty does not constitute any progress toward tenure.

### **B2 Membership on the Graduate Council**

B2.1 The Graduate Faculty of each School or College offering a graduate degree will elect one member to serve as its Graduate Council representative for a three-year period, except that the College of Arts and Sciences will elect two members. Each College or School offering a graduate degree will also elect an alternate to serve in the absence of a representative. The slate of candidates for the election is provided by the School or College.

B2.2 The Graduate Program Directors of Schools or Colleges, Department Chairs, Associate Deans and the Deans of the Schools and Colleges are not eligible to serve as representatives or alternates.

B2.3 An elected representative of the Graduate Student Association will also serve as a member of the Graduate Council. The Graduate Council student representative has voting rights and will serve one year terms.

### **B3 Graduate Council Meetings**

B3.1 Regular meetings of the Graduate Council will be held three times each fall and each spring semester. Dates, times, and locations for these meetings will be announced to all members of the

Graduate Faculty no later than the end of the semester preceding the meetings. Changes in the date, time, and location will be announced no later than seven days prior to the meeting date. An agenda will be announced no later than seven days prior to the date of all meetings. In the absence of agenda items, the Dean may confer with members of the council in lieu of a meeting.

B3.2 Additional meetings of the Graduate Council may be called by the Dean of the Graduate School with seven-day notice during the fall and spring semesters. Additional meetings of the Graduate Council will be called on fourteen-day notice by the Dean of the Graduate School at the request of any three members of the Graduate Council.

B3.3 A majority of the Graduate Council will constitute a quorum.

B3.4 The Dean of the Graduate School presides over meetings of the Graduate Council. In the Dean's absence, Council members will select a member to preside during that meeting. The Graduate Council may meet without the Dean by majority vote.

B3.5 Members of the Graduate Faculty may attend and speak at any meeting of the Graduate Council, except for executive session.

B3.6 Minutes of Graduate Council meetings will be distributed to all members of the Council within one week of the meeting. Minutes will be presented for approval at the subsequent Council meeting.

#### **B4 Duties and Authority of the Graduate Council**

B4.1 The Graduate Council is the School Council of the Graduate School and the executive agent of the Graduate Faculty, as provided in the Charter of Faculty Governance.

B4.2 Proposals for new graduate programs, new degrees and graduate certificates must be reviewed and approved by the Graduate Council at two readings, prior to their referral to the Faculty Senate.

B4.3 The Graduate Council must be notified of proposals for new tracks within existing graduate programs prior to advertising of or implementation of such changes.

B4.4 All graduate programs will be reviewed by the Graduate Council, normally every five years. Programs not reviewed for seven years will be reviewed during the following year.

B4.5 The Graduate Council will participate in the construction of the Strategic Plan of the University of Miami with respect to Graduate Programs.

B4.6 Issues that must be resolved by the Graduate Faculty are:

- a) All issues which are referred to the Graduate Faculty by a majority vote of the Graduate Council members in attendance.
- b) All issues that have as a consequence a change in policy related to graduate education.
- c) Principles of approval for Graduate Faculty membership.
- d) Adoption and amendment of the Graduate School Bylaws.
- e) Selection of Faculty Senators from the Graduate School

B4.7 Issues that may be resolved by the Dean of the Graduate School are all issues not requiring Graduate Faculty or Graduate Council action as provided in the Charter of Faculty Governance. The Dean must report all such actions to the Graduate Council.

B4.8 Any Graduate Faculty member may bring an issue to the Graduate Council for consideration by means of a memo to the Council.

### **B5 Graduate Faculty Meetings**

B5.1 The Graduate Faculty of the University will meet at least twice each academic year. The date, time, and location for these meetings will be announced to all Graduate Faculty members no later than one month preceding the meetings. Changes in dates, times, and locations will be announced at least fourteen days prior to the scheduled date. An agenda approved by the Graduate Council will be announced no later than fourteen days prior to the date of all meetings. At least one of these meetings in every two-year period will be held at either the Medical or Marine Science Campus, whichever did not host the last such meeting.

B5.2 Additional general meetings of the Graduate Faculty may be called during the fall and spring semesters by the Dean of the Graduate School, or by majority vote of the Graduate Council at a duly constituted meeting, on fourteen-day notice.

B5.3 All actions affecting policies, procedures, and Bylaws of the Graduate School taken at Graduate Faculty meetings are subject to approval by the full Graduate Faculty through paper or electronic vote. The vote authorizing the Graduate Council to conduct business is specifically exempted from this requirement and may be conducted.

B5.4 The Dean of the Graduate School shall preside over general meetings of the Graduate Faculty. In the Dean's absence from a meeting appropriately called under section B5.2, Graduate Faculty members will select a member to preside during that meeting.

B5.5 Successful motions from the floor at Graduate Faculty meetings on issues not on the agenda will be treated as agenda items for the next regular meeting of the Graduate Faculty.

B5.6 At the request of two or more members in a given graduate program, the Graduate Faculty in that graduate program will meet to discuss the general welfare of that program. A majority of the Graduate Faculty Members in the program will constitute a quorum for these meetings.

B5.7 Members of the University Faculty and Graduate Students may attend any meeting of the Graduate Faculty, except for executive sessions. Only Graduate Faculty may vote at Graduate Faculty Meetings.

### **B6 Service as Graduate Program Directors and on the Committees Overseeing Graduate Programs**

B6.1 The Graduate Program Directors in each graduate program must be a member of the Graduate Faculty. In Ph.D. programs, the Graduate Program Directors must have earned a Ph.D. degree or an equivalent earned doctoral degree, with appropriate research experience.

B6.2 Within each graduate program, the Graduate Program Directors will oversee the program. The Graduate Program Directors' rights and duties include admission, retention, determination of progress toward degree, approval of degrees, program curriculum and course offerings, approval of changes in the program, and approval of student committee membership, student advisors, thesis and dissertation directors.

B6.3 The Graduate Faculty of any program may elect a committee to oversee the program. All voting members of a committee overseeing a graduate program must be members of the Graduate Faculty. In

programs offering the Ph.D., all voting members of the committee overseeing the program must have an earned Ph.D. degree or an equivalent earned doctoral degree, with appropriate research experience.

B6.4 A faculty member chairing a Ph.D. dissertation committee must be a member of the Graduate Faculty who has earned Ph.D. degree or an equivalent earned terminal degree, with appropriate research experience.

### **B7 Meaning of membership in the Graduate Faculty**

B7.1 Membership in the Graduate Faculty allows service as specified in B1 above, in the Graduate Bulletin, and in the Charter of Faculty Governance.

B7.2 A member of the Graduate Faculty who has earned the Ph.D. degree or an equivalent earned terminal degree, with appropriate research experience, may also serve as:

- (a) Chair of the Supervisory Committee or Chair of the Dissertation Committee for the degree of Doctor of Philosophy (Ph.D.).
- (b) The Graduate Program Directors in a graduate program offering the Ph.D.
- (c) A member of the committee overseeing a doctoral program.
- (d) The mentor of a doctoral student in programs with a formal mentor function, and the thesis supervisor in Ph.D. programs in the Medical School.
- (e) One of the elected Graduate Faculty representatives to the Faculty Senate. These elected representatives must be members of the Regular Faculty.

B7.3 The Graduate Faculty will elect two representatives and an alternate of the Graduate Faculty for staggered three-year terms to the Faculty Senate, in accordance with the Faculty Manual.

### **B8 Rules of Order**

B8.1 On questions of rules, Robert's Rules of Order will govern meetings of the Graduate Faculty and Graduate Council. Where Robert's Rules conflict with the Bylaws, the Bylaws will take precedence.

### **B9 Changes in the Bylaws**

B9.1 All changes in the Bylaws of the Graduate Faculty must originate as agenda items at a regular meeting of the Graduate Faculty. If approved by a majority of Graduate Faculty present and voting at a regular meeting of the Graduate Faculty, the change will be submitted for a ratification vote by the full Graduate Faculty.