

UNIVERSITY OF WISCONSIN OSHKOSH
GRADUATE COUNCIL BYLAWS
(rev. spring 2011)

Article I. Graduate Faculty

Section I. Definition. Graduate Faculty members shall include those persons of the University of Wisconsin Oshkosh who qualify for and accept appointment as Graduate Faculty and who assume any of the incumbent responsibilities.

Section 2. Responsibility. These responsibilities may include, but are not limited to, graduate admissions decisions and recommendations; graduate student academic advisement; Graduate Council and/or departmental graduate committee activities; candidacy and Comprehensive Examination responsibilities; involvement with theses, seminar or clinical paper development and evaluation; assignment to graduate classroom instruction.

Section 3. Membership. The Graduate Faculty shall consist of three groups:

a. Ranked Faculty

Qualifications:

- 1) the earned doctorate or the appropriate terminal degree in the professional field or discipline;
- 2) rank of assistant professor, associate professor, or professor;
- 3) a record of productive scholarship;
- 4) ability for graduate level teaching;
- 5) assignment to activities central to the student's completion of graduate program requirements.

b. Full-time Teaching Academic Staff (appointment for one year and renewable)

Qualifications:

- 1) the earned doctorate or the appropriate terminal degree in the professional field or discipline from a graduate school accredited by a regional accrediting agency;
- 2) a record of productive scholarship;
- 3) ability for graduate level teaching; and
- 4) assignment to graduate teaching or other responsibilities as identified in Section 2.

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- c. Part-Time Teaching Academic Staff
Adjunct appointments are granted to persons who have professional expertise in their field similar to faculty on the campus and who are fully employed outside the University. These appointments do not include implications for tenure or probationary status and do not convey faculty voting status.

Section 4. Appointment Procedure

- a. On an annual basis by October 1st each college shall respond to the Dean-in-Residence new nominees, continuing members, and deleted members of the Graduate Faculty. Appointments will be approved by the Dean-in-Residence.

Article II. Graduate Council

Section 1. Membership and Leadership. The Graduate Council is a body representative of the University's Graduate Programs. The Council is composed of:

- a. The Coordinator of each active graduate degree program (or a substitute from that program who is designated by the coordinator for that meeting which the designee attends [GC approved 12/3/09]) will serve on the Graduate Council as a voting member. "Active" is defined as having, over the last three years, on average at least five students taking classes. Alternates serve in lieu of a Representative on the Graduate Council. Alternates may serve on Graduate Council Committees. Alternates serve on the Committees for the Graduate Council member for whom they are an alternate. [GC approved 10/7/10]. The term for all Graduate Council members is indefinite concurrent with their term as coordinator for their respective program. There is an expectation of some service during the summer. The calendar for a term is September 1 through August 31.
- b. The Graduate Council shall nominate and the Oshkosh Students Association (OSA) shall appoint two graduate students as voting members to serve for 1-year terms that begin each year on October 1. There is an expectation of some service during the summer.
- c. One graduate faculty member or administrative appointee who holds graduate faculty status from each college shall be chosen by the College Dean. The term for a Council appointee shall be one year (including summer) from September 1 through August 31.

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- d. Chairperson: A chairperson will be elected by a majority of the Graduate Council to a 3-year term at the last meeting of the Spring Semester every other year. A term for the Chairperson shall be September 1 through August 31 at the end of the third year. The Chair will represent the Council, assist in developing agendas for meetings, preside over meetings, and lead the Executive Committee. The Chair is a voting member of the Council.
- e. Dean-in-Residence: The Provost and Vice Chancellor for Academic Affairs selects a Dean from one of the colleges to serve as an ex officio non-voting member. The Dean-in-Residence will act on behalf of the Provost and Vice Chancellor, will serve as the academic representative of the Office of Graduate Studies and will provide advice and counsel to the Provost and Vice chancellor on issues related to graduate education. The appointment will be for a 3-year term and is expected to rotate from college to college.
- f. The Director of Graduate Studies as an ex officio non-voting member.

Section 2. Rights and Responsibilities. The Council is responsible for the formulation of policies concerning the graduate programs of the University of Wisconsin Oshkosh, and it serves as an advisory body to the Provost and Vice Chancellor and the Dean-in-Residence concerning the implementation of these policies. The Council has the function and power to:

- a. Establish goals and directions at the University of Wisconsin Oshkosh that are supportive of program quality including overall consistency of standards for graduate education.
- b. Provide oversight regarding developing, executing or implementing a strategic plan for graduate studies and the initiatives, action steps or activities necessary to achieve the goals of a strategic plan.
- c. Advise the Provost and Vice Chancellor and Dean-in-Residence on matters related to planning and coordination of graduate education.
- d. Request that the Provost and Vice Chancellor and Dean in Residence direct specific studies to be undertaken on matters of concern to the Council.
- e. Review annually selected existing graduate programs with recommendation for administrative action for continuance, modification, or discontinuance.

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- f. Review and recommend for administrative action new or substantially revised graduate programs.
- g. Review and approve course proposals.
- h. Serve as an appellate body for exceptions to Office of Graduate Studies' policies.

Section 3. Meetings.

- a. The Council shall meet at least twice each semester or at the discretion of Council members, the Chair, or the Dean-in-Residence.
- b. Agenda items must be submitted to the Chair at least 5 calendar days prior to a regularly scheduled meeting. Agenda items may be submitted by any member of the graduate faculty.
- c. The Council at its discretion will cast and accept votes by email for those action items it deems appropriate to be voted upon electronically.
- d. Minutes of the proceedings of the Graduate Council shall be recorded and maintained by the Secretary to the Council who shall be responsible for distributing copies of the minutes to Council members and other interested parties.
- e. In order to conduct business a quorum, which consists of a majority of voting members, must be present.

Article III. Committees

Members of the Graduate Faculty shall serve on standing and special committees when duly selected or by procedures established by these bylaws, by the Graduate Council, by the Dean-in-Residence, or by the committees.

Section I. Executive Committee of the Graduate Council

- a. The Executive Committee shall be composed of a representative from each College approved annually by the Graduate Council at its first fall meeting, a student member of the Graduate Council elected annually by the Council, the Chair, and the Dean in Residence as ex-officio.

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- b. A term for an Executive Committee member shall be from September 1 through August 31. There is an expectation for some service during the summer.
- c. The Executive Committee shall meet at the call of the chairperson and may conduct business via telephone, E-mail or written communications.
- d. The Executive Committee shall:
 - 1) Serve as a planning and advisory resource to the Graduate Council Chair and Dean in Residence regarding administrative policies and procedures, programs, and current issues facing the Office of Graduate Studies.
 - 2) Shall have the authority and responsibility to hear appeals for exceptions to Office of Graduate Studies policy based on the Office of Graduate Studies' Appeals Procedures document for:
 - a) graduate students, with subsequent appeal to the entire Graduate Council.
 - b) graduate faculty, departments or other academic units regarding administrative actions of the Office of Graduate Studies Office affecting the conduct of graduate programs, subject to appeal to the entire Graduate Council.
 - 3) Oversee the publication of an annual report for Graduate Studies. Ensure that the Graduate Council Chair and the Office of Graduate Studies produce a report that is looks professional and is published each year and in concordance with any established deadlines.

Section 2. Curriculum Approval Committee

- a. The Curriculum Approval Committee shall be composed of a Graduate Council member from each College elected annually at the first fall meeting by the Graduate Council and a student member of the Graduate Council elected annually by the Council. The Chair of the Committee shall be elected by the Committee members.
- b. The Committee shall have the authority and responsibility to:

Review changes in curricula, program reviews, credit requirements, and admissions criteria; make decisions that support program quality and consistency of standards in the graduate programs and review other curricular matters; and report actions to the Graduate Council. The full Graduate Council will always vote on the recommendations for all graduate program reviews, new program authorizations and program discontinuations

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- c. The Committee shall meet as necessary, as determined by the Committee Chair.
- d. Minutes of the Committee meetings shall be kept and distributed to Graduate Council members along with the agenda for the next Council meeting.
- e. The Chair of the Committee or designee shall make an oral report on the Committee's most recent actions to the Graduate Council at the Council's first meeting after the Committee meeting.
- f. If Committee members cannot reach a decision regarding any action, the full Council will review and vote on a decision.

Section 3. Distinguished Scholarship/Research Committee

- a. The Distinguished Scholarship/Research Committee shall be composed of a Graduate Council member from each College elected annually by the Graduate Council at the first official meeting of the fallsemester. The Chair of the Committee shall be elected by the Committee members.
- b. The Committee shall have the authority and responsibility as follows:
 - i. select annually the University's most distinguished thesis;
 - ii. select annually the University's most distinguished scholarship/research of graduate students
 - iii. review graduate student nominees for any regional and national academic, research or scholarship honors.
- c. The Chair of the Committee or designee shall make an oral report on the Committee's most recent actions to the Graduate Council at the Council's first meeting after the Committee meeting.

Section 3. Graduate Studies Travel Fund Review Committee

- a. The Graduate Studies Travel Fund (GSTF) Review Committee shall be composed of a Graduate Council member from each College elected annually by the Graduate Council at a fall meeting. The Chair of the Committee shall be elected by the Committee members.

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- b. The Graduate Studies Travel Fund (GSTF) promotes the scholarly work of graduate students by defraying all or part of the cost of travel for graduate students to present at professional meetings and conferences. The Graduate Studies Travel Fund Review Committee has the authority and responsibility to establish criteria for use of the funds, to develop the process for submitting requests and to approve/disapprove requests for use of the GSTF.

- c. The Chair of the Committee or designee shall make an oral report on the Committee's most recent actions to the Graduate Council at the Council's first meeting after the Committee meeting.

Section 5. Other Committees.

Ad hoc committees may be appointed for limited terms by the Graduate Council.

Article IV. Reviewing and Amending the Bylaws

The Executive Committee of the Graduate Council will ensure a biennial review and subsequent amending of the Graduate Council bylaws.

These bylaws may be amended by a two-thirds majority vote of all eligible members of the Graduate Council. Standard practice shall be that this vote occur after at least one reading or discussion of the proposed amendment(s) during at least one meeting of the full Council at which the bylaw change(s) are discussed. However, the Graduate Council Chair may request a waiver of the one reading/discussion and/or one meeting. A simple majority vote of all eligible members of the Graduate Council is needed to grant the waiver. The final vote for any amendment(s) may be held at a meeting or through written or electronic ballot.

Article V. Parliamentary Authority

The current edition of Sturgis Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the law or in the charter, bylaws, or adopted rules.

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Originally Passed by the Graduate Faculty, December 10, 1982

Graduate Council, February 13, 1990
Graduate Faculty, March 9, 1990

Graduate Council, March 13, 2002
Graduate Faculty, April 15, 2002
Faculty Senate, April 23, 2002

Graduate Council, March 1, 1994
Graduate Faculty, April 15, 1994
Faculty Senate, March 28, 1995

Graduate Council, March 7, 2003
Graduate Faculty, April 11, 2003
Faculty Senate, May 7, 2003

Graduate Council, July 11, 1997
Graduate Faculty, September 1, 1997
Faculty Senate, December 2, 1997

Graduate Council, December 1, 2006
Graduate Faculty, January 3, 2007

Graduate Council, October 10, 2001, and
October 29, 2001
Graduate Faculty, November 30, 2001

Graduate Council, May 2, 2007
Faculty Senate, December 11, 2007

Graduate Council, March 3, 2011
Faculty Senate, May 17, 2011

Effective January 30, 2005, the School of Graduate Studies was separated from the School of Graduate Studies and Continuous Learning, and reports directly to the Provost. The unit will be designated the Office of Graduate Studies.