

BYLAWS OF THE GRADUATE COUNCIL

GRADUATE COUNCIL STATEMENT OF PURPOSE

THE GRADUATE COUNCIL RECOMMENDS POLICIES AND PROCEDURES THROUGH THE FACULTY SENATE AND THE UNIVERSITY ASSEMBLY AT THE UNIVERSITY OF TEXAS AT SAN ANTONIO. THE COUNCIL CULTIVATES AND FOSTERS GRADUATE EDUCATION OF THE HIGHEST QUALITY AT THE MASTERS AND DOCTORAL LEVELS. IT CONTRIBUTES TO THE DEVELOPMENT AND REVIEW OF ONGOING AND NEW GRADUATE PROGRAMS, POLICIES, AND ACADEMIC OPPORTUNITIES. IT CULTIVATES INTELLECTUAL LEADERSHIP AND EXCELLENCE IN ALL ASPECTS OF THE DEVELOPMENT AND APPLICATION OF SIGNIFICANT RESEARCH, DISCIPLINED INQUIRY, AND THE PURSUIT OF NEW KNOWLEDGE.

ARTICLE I

THE GRADUATE FACULTY

1. The Graduate Faculty of The University of Texas at San Antonio shall be composed of persons whose professional and scholarly accomplishments and effectiveness in teaching graduate students shall qualify them for active participation in graduate instruction at The University of Texas at San Antonio.
2. The Graduate Faculty shall be composed of Graduate Faculty, Graduate Faculty Scholars, Graduate Faculty Adjoint, and Special Members.

- a. Graduate Faculty

Full-time tenure-track and full-time tenured faculty actively meeting their program's qualifications for sole chairing dissertations for doctoral students will be recognized as **Graduate Faculty**. If the program graduate program committees agree, Graduate Faculty from one department may chair dissertations for doctoral students in departments across the institution, as long as the graduate program committees of the Graduate Faculty members home department and the second requesting department agree.

Full-time tenure-track and full-time tenured faculty members actively meeting their program's qualifications for teaching graduate courses, serving on thesis and dissertation committees (where applicable), and chairing theses (where applicable) for *Master's* students will be recognized as **Graduate Faculty Scholars**.

The distinction between Graduate Faculty and **Graduate Faculty Scholars** is for use only in determining eligibility to serve as the sole chair of a dissertation committee. Though activities related to the distinction (e.g. chairing MA thesis and chairing dissertation committees) should be considered in determining

faculty workload agreements, the distinction itself, and related distinctions relevant to adjunct faculty and special members, is not eligible for consideration in determining faculty workload agreements.

Not all departments have doctoral programs. This does not preclude the faculty in those departments from (a) eligibility for appointment as Graduate Faculty Members or (b) serving on doctoral dissertation chairs where appropriate, in order to promote interdisciplinarity.

Full-time tenure-track and full-time tenured faculty members who wish to be considered for Graduate Faculty status may request their program/department Graduate Faculty members vote on their status. Each program/department sets its own criteria for Graduate Faculty status, in line with department expectations for research and scholarly activity. Graduate Faculty Scholars may request a vote for Graduate Faculty status annually. Once recognized as Graduate Faculty, that status will remain in effect until the next academic program review. Denial of a request for Graduate Faculty status may be appealed to the Graduate Council. A denial by the Graduate Council may be appealed to the Graduate School Dean.

Adjunct faculty members are eligible for appointment as **Graduate Faculty Adjunct** upon recommendation by the Graduate Faculty of the department where they serve and/or the appropriate Graduate Program Committee and approval by the Graduate Council. The status for Graduate Faculty Adjunct members is 5 years, unless renewed. Graduate Faculty Adjunct members may teach graduate courses, serve on graduate committees, and be the sole chair of thesis and dissertation committees.

b. Special Members

University of Texas at San Antonio faculty members, who do not hold a full-time tenured or tenure-track appointment, including fixed-term track, research, emeritus, visiting, adjunct, or part-time faculty members or individuals outside the university, are eligible for appointment as Special Members of the Graduate Faculty upon recommendation by (1) the Graduate Faculty of the department where they serve and/or the members of the appropriate Graduate Program Committee, (2) recommendation by the Chair of the appropriate Graduate Program Committee, (3) recommendation by the appropriate Department Chair, (4) recommendation by the appropriate College Dean, and (5) approval by the Graduate Council. Special membership does not transfer between departments, and unique applications must be made for Special Membership in each requesting department. Special Members may

teach graduate courses, serve on graduate committees, and co-chair thesis and dissertation committees.

Special Membership does not grant Special Members the ability to serve as the sole chair of master's thesis and doctoral dissertation committees. Special Members may serve as the sole chair of a master's thesis committee via petition to the Graduate Council and approval of the Graduate Council and Dean of the Graduate School. The status of Special Members will be for 3 years, unless renewed. The requesting department and the Graduate Council may delimit the term of service to a period of less than 3 years and/or may delimit duties of Special Members in regards to teaching and service on thesis and dissertation committees to correspond to extraordinary department or program need or to special circumstances, such as if the applicant for Special Membership does not possess the terminal degree in a discipline or field of inquiry directly associated with the requesting department.

c. Ex Officio Members

The Dean of the Graduate School will be an Ex Officio Member without vote. The Graduate Council may invite additional persons to participate as Ex Officio Members.

3. Qualifications for Membership and Special Membership on the Graduate Faculty

Qualifications for Membership and Special Membership on the Graduate Faculty must conform to The University of Texas at San Antonio *Handbook of Operating Procedures*.

4. Termination of Membership or Special Membership on the Graduate Faculty

Termination of Membership or Special Membership on the Graduate Faculty must conform to The University of Texas at San Antonio *Handbook of Operating Procedures*.

5. Voting Rights

The right to vote at department-level Graduate Faculty meetings and in elections of to the Graduate Council representatives is granted to Members of the Graduate Faculty.

Individual departments may allow Special Members to participate and vote in Graduate Program Committees, but Special Members does not confer the right to

vote in department-level meetings nor in elections of representatives to the Graduate Council.

6. The Graduate Council Function

The function of the Graduate Faculty which relates to recommending action on Graduate Education matters at The University of Texas at San Antonio is delegated to the Graduate Council, except that major recommendations which have been acted on by the Graduate Council and circulated among the Graduate Faculty may be brought before a called meeting of the Members of the Graduate Faculty for debate and further action on written petition to the Secretary of the Graduate Faculty by five percent of the Graduate Faculty.

By majority vote of the Members of the Graduate Faculty, the Graduate Council can be directed to place items of business on its agenda for consideration at the Graduate Council's next meeting.

7. Function of the Dean of the Graduate School

The Dean of the Graduate School is the administrative officer responsible for coordination of graduate education at UT San Antonio.

ARTICLE II

AUTHORITY AND FUNCTIONS OF THE GRADUATE COUNCIL

1. The Graduate Council is an operating unit of the Faculty Senate, with representation developed independently of the Senate. Subject to approval of the Faculty Senate, the Graduate Council shall develop its own rules of procedure. The Graduate Council shall have the authority to conduct studies and investigations on graduate education and to request recommendations from other sources. The Graduate Council shall provide advice and counsel and shall recommend actions to the Faculty Senate on all matters relating to graduate education at The University of Texas at San Antonio. All actions of the Graduate Council, except those which simply apply policies previously approved, will be reported directly to the full Senate membership through the Executive Committee of the Senate.
2. The Graduate Council will recommend graduate program policies and monitor their implementation across graduate programs and by the various Graduate Program Committees. Specific functions include the following:
 - a. Develop recommendations concerning the content of disciplinary and interdisciplinary programs and graduate curricula for existing graduate degrees and the establishment of new graduate degree programs.
 - b. Recommend and review all graduate courses of instruction in the University.
 - c. Review graduate programs and monitor their quality.
 - d. Recommend qualifications for Membership and Special Membership on the Graduate Faculty and approve faculty members recommended to participate in graduate programs.
 - e. Recommend policies and standards for admission to graduate status.
 - f. Recommend standards for appointment of graduate students to be teaching assistants, teaching associates, research assistants, and recipients of university fellowships.
 - g. Recommend policies for admitting qualified students to candidacy for doctoral degrees.

- h. Recommend policies and procedures for appointing committees in charge of graduate students' program of study.
- i. Supervise the conduct of public and other examinations for higher degrees.
- j. Report and make recommendations to the Faculty Senate and the Dean of the Graduate School on matters pertaining to graduate work.
- k. Review and recommend guidelines on the format distribution, and preservation of master's theses and doctoral dissertations.
- l. Coordinate procedures relating to the conferring of degrees higher than the bachelor's degree.

ARTICLE III

MEMBERSHIP ON THE GRADUATE COUNCIL

1. The Graduate Council shall be composed as follows:
 - a. A Member of the Graduate Faculty in each Department with at least one graduate program shall be elected to represent the graduate program(s) in that Department and any graduate program jointly offered by the Department. Deans, Associate and Assistant Deans, Department Chairs/School Directors, Assistant Chairs, and other faculty of administrative classification are not eligible to be Members of the Graduate Council.
 - b. The Dean of the Graduate School shall be an Ex Officio Member without vote. Other Ex Officio Members may be appointed by the Graduate Council.
 - c. A graduate student with vote from each College shall be elected by the Members of the Graduate Faculty of that College.

2. Terms of Office

The term of office of elected members of the Graduate Council shall be two years and shall begin on September 1. Student members shall serve one-year terms. Any vacated positions shall be filled for the remainder of the term by conducting an election by the appropriate Graduate Faculty. The meaning of "vacated position" includes a member of the Council on leave of absence.

3. Elections

- a. Election of faculty members to the Graduate Council shall be for two-year terms. On or before March 1st, the Secretary of the Graduate Council will send instructions for holding the election to the Department Chair of each Department needing to conduct an election. For each Department, its Graduate Council Member must be elected from among all Members of The Graduate Faculty in that department. All faculty eligible to serve as a Member of the Graduate Council must receive a ballot, and all elections must be conducted in a manner that assures that each individual vote is confidential. Each bi-annual election shall be conducted and the results reported to the Secretary of the Graduate Council prior to the April meeting of the Graduate Council. New members shall take office on September 1.

- b. Election of student members shall be conducted by the Deans of the Colleges according to the procedures established by the Members of the Graduate Faculty of the College. The Dean shall report the name of the student elected no later than the April meeting of the Graduate Council.
- c. In the event an elected member is unable to attend a Graduate Council meeting or series of meetings, the departmental election runner up will serve with full voting privileges. In the event there is no runner up, a new election should be held for a temporary replacement in accordance with departmental election procedures. If neither of the elected representatives can serve on the Graduate Council, a new election should be held.

4. Roles and Responsibilities of Graduate Council Members

Graduate Council Members will attend all meetings of the Graduate Council and report the proceedings of the Graduate Council to both the Graduate Program Committee and the Department Chairs. Members will also serve as liaison between their academic units and Graduate Program Committees and the Graduate Council.

Graduate Council Members will designate a substitute, in consultation with the department chair, to represent the department if the elected Graduate Council Member cannot attend a meeting.

Graduate Council Members will serve on at least one Graduate Council Standing Committee.

Student members will bring to the Graduate Council concerns of graduate students and represent student interests. Student members will report proceedings of the Graduate Council to the graduate student body of the appropriate college or academic unit.

ARTICLE IV

OFFICERS

1. The Graduate Council Chair

The Council Chair shall serve a one-year term of office beginning September 1 of each year.

The Chair of the Graduate Council shall preside over all meetings of the Graduate Council and shall serve as ex-officio on the Faculty Senate (voting) and Faculty Senate Executive Committee. The Chair shall be a Member of the Graduate Faculty elected from and by Graduate Council in April of each year for a one-year term (from a slate proposed by the Graduate Council Executive Committee). The name of the elected individual shall be reported to the Faculty Senate Secretary prior to the April Senate meeting for Senate ratification. If Senate vetoes the elected Chair, Graduate Council shall then elect a different member to the Chair position in May and submit for ratification in Faculty Senate.

Succession planning:

Should the Graduate Council Chair step down for personal or professional reasons, the Secretary of Graduate Council shall complete the term as Chair ad interim. The Executive Committee of Graduate Council shall then select a new Secretary ad interim. These changes shall be announced and ratified (or remanded to the Executive Committee) by Graduate Council and Faculty Senate as soon as possible.

2. Secretary

The Graduate Council Secretary shall serve a one-year term beginning September 1 of each year.

The Secretary shall be elected by the members of the Graduate Council in April of each year. The Secretary shall be elected from among the Members of Graduate Council.

The Secretary's duties shall include:

- a. Providing regular advice and assistance to the Chair.
- b. Recording the minutes of the Graduate Council meetings and distributing the minutes to the Graduate Council for approval.
- c. Soliciting, preparing, and distributing of agenda items for meetings of the Executive Committee and Graduate Council.

- d. Conducting and certifying elections of officers for Graduate Council.
- e. Conducting votes of the Graduate Council.
- f. Acceptance and processing items of business for presentation to the Executive Committee and Graduate Council.
- g. Preparing, distributing and maintaining the records of Graduate Council.
- h. Transmitting actions of the Graduate Council to Faculty Senate for review and action.
- i. Preparing and presenting the Annual Activity Report of the Graduate Council for the September meeting.
- j. Assuming the role of Graduate Council Chair should the elected Chair be unwilling or unable to complete the current term
- k. Any other duties assigned by the Graduate Council.

3. Parliamentarian

In April of each year, Members of the Graduate Council shall elect a Parliamentarian from its Membership to serve a term of one year. The term of office shall begin September 1.

The parliamentarian's duties shall include:

- a. Acquiring knowledge of Robert's Rules of Order and the Graduate Council bylaws
- b. Offering guidance to the Chair on parliamentary procedures both before and during Graduate Council meetings
- c. Ruling on points of order with respect to the conduct of the meetings.

ARTICLE V

COMMITTEES ON GRADUATE STUDIES

1. Graduate Program Committee

A Graduate Program Committee will be established for each graduate degree program. The Committee shall consist all Members who conduct research pertaining to the disciplinary area and/or who teach in the program. The Graduate Program Committee may elect Special Members of the Graduate Faculty to participate. Each Graduate Program Committee shall elect its own Chairperson for a term defined by the bylaws of the appropriate academic unit. A Graduate Program Committee may choose to form an executive committee to facilitate its operations.

2. Responsibilities of the Graduate Program Committee

- a. Each Committee shall be responsible for recommending admission of students to its program to the Dean of the College and the Dean of the Graduate School. It shall have the option of setting special requirements supplementary to those established by the Graduate Council for admission and continuation. Supplementary requirements must be approved by the Department Chair, College Academic Policy and Curricula Committee, the College Faculty Forum (as provided in College bylaws), Dean of the College, Dean of the Graduate School, Graduate Council, the Faculty Senate, the University Assembly, the Provost, and the President and must be published in the Graduate Catalog or an official supplement thereto.
- b. The Graduate Program Committee is responsible for maintaining a high level of quality in graduate education. To this end the Committee shall establish procedures to ensure the maintenance of standards.
- c. The Graduate Program Committee shall recommend new graduate courses and changes in graduate courses in that Program to the head of the appropriate academic unit, College Academic Policy Curricula Committee, Dean of the College, the College Faculty Forum (as provided in College bylaws), the Dean of the Graduate School, and the Graduate Council.
- d. Each Graduate Program Committee is responsible for recommending action on each Admission to Candidacy for all doctoral degrees in its academic program.

- e. It is the responsibility of the Graduate Program Committee to make available to its students a description of the program requirements; the procedures which a student is expected to follow in achieving the degree, and the standards demanded for continuation in the program. The Committee shall certify for every candidate that he/she has fulfilled the requirements of the University pertaining to that degree.
- f. Until a Graduate Program Committee is established for a newly approved graduate program, the Members of the Graduate Faculty who teach and perform research in the appropriate discipline shall perform the duties of the Graduate Program Committee. Recommendations regarding new degree program proposals made by the Graduate Faculty will be considered using the same guidelines outlined in Article V, 2.c. above.

3. Graduate Advisor of Record

A Graduate Advisor of Record for each program will be selected in accordance with the bylaws of the appropriate academic unit.

4. Duties of the Graduate Advisor of Record

- a. Be responsible for the coordination and advising of students and prospective students regarding all aspects of the degree program.
- b. Maintain a copy of the academic record of graduate students. The Graduate Advisor shall also maintain records related to a student's progress in meeting degree requirements. The Graduate Advisor shall monitor the student's progress and shall inform appropriate university officers of matters requiring their action.
- c. Refer students to the Department Chair and Dean of the College or to the Dean of the Graduate School for matters requiring their action.

ARTICLE VI

MEETINGS

1. Regular meetings of the Graduate Council are normally held on the first Tuesday of each month during the academic year.
2. Special meetings shall be called by the Graduate Council Chair, at the request of the Executive Committee, or upon petition of five members of the Graduate Council. Notice of special meetings shall be sent by the Secretary to all members of the Graduate Council specifying the purpose, time, place, and agenda of the special meetings. At least seven working days must elapse between the time the notice is mailed and the date of a special meeting.
3. All matters of business requiring a vote of the Graduate Council, including Committee recommendations for action, must be submitted to the Secretary of the Graduate Council in writing.
4. The agenda for any regular meeting shall be distributed and the meeting time and place announced at least five working days in advance of the meeting day.
5. A quorum at all meetings of the Graduate Council shall be fifty percent of the membership.
6. Meetings of the Council are open to the Graduate Faculty without right of participation.
7. The Graduate Council may, by majority vote, determine to go into Executive Session.
8. Members of the faculty or administrative staff may be invited by the Graduate Council Chair or Committee chairpersons to attend meetings when subjects relating to their fields are under discussion. By majority vote of the Graduate Council, they shall have the right to participate in the discussion but not to vote.
9. The Graduate Council Chair may control the use of tape recorders, cameras, and like devices as necessary to ensure the orderly work of the Graduate Council.

ARTICLE VII

RULES OF PROCEDURE

1. A request for a record vote shall be granted only if seconded by at least two members of the Graduate Council.
2. Questions of interpretation of Rules of Procedure shall be determined by the Parliamentarian of the Graduate Council.
3. Unless the otherwise determined, the Order of Business at all meetings of the Graduate Council shall be as follows:
 - a. Call to order and taking of attendance
 - b. Consent Agenda
 - (1) Approval of Minutes
 - (2) Deliberations of the Membership Committee
 - c. Reports
 - (1) Committee on Graduate Programs and Courses
 - (2) Graduate Council Chair
 - (3) Dean of the Graduate School
 - (4) Graduate Council Secretary
 - (5) Committee on Graduate Program Evaluation
 - d. Unfinished Business
 - e. New Business
 - f. Open Forum
 - g. Adjournment
4. Robert's Rules of Order shall be the standard for parliamentary procedures at all meetings of the Graduate Council.
 - a. Suspension of the Rules of Order requires a two-thirds vote.
 - b. A request for a recorded vote shall be granted only if seconded by at least two members of the Graduate Council.
 - c. Questions of interpretation of Rules of Procedure shall be determined by the Graduate Council Parliamentarian.
5. Voting procedures will follow Robert's *Rules of Order*. Votes shall be taken by a show of hand during physical meetings and using an online system during virtual meetings.

6. Voting may be conducted electronically outside of the context of a physical or virtual meeting at the discretion of the Chair of the Graduate Council. Electronic voting outside of the context of a physical or virtual meeting will follow a two-tiered process:
 - a. The Chair of the Graduate Council will ask Graduate Council members if they vote for or against electronic voting on the case at hand, and
 - b. Graduate Council members will vote on the case at hand.

If a minimum of five Graduate Council members vote against electronic voting procedures, the vote will be tabled until the next regular or special meeting of the Graduate Council.

ARTICLE VIII

RECORDS OF THE GRADUATE COUNCIL

1. All records of the proceedings of the Graduate Council, including summary minutes, shall be kept by the Secretary.
 - a. The summary minutes shall be serially paged.
 - b. Notices of action by the Faculty Senate on Graduate Council recommendations shall be reported and included in the official Graduate Council minutes.
 - c. Copies of summary minutes shall be sent to Graduate Council Members at least one week prior to the next Graduate Council meeting.
 - d. The Graduate Council minutes shall be posted onto the Graduate School website for access by other interested parties.

2. An annual report of the activities of Graduate Council for the immediate past academic year shall be prepared by the Secretary and distributed to Member of the Graduate Faculty by September 1 of each academic year.

ARTICLE IX

COMMITTEES

1. Membership

- a. Except where otherwise indicated in these Bylaws, members of all standing committees of the Graduate Council shall be elected by the Members of Graduate Council. Subcommittees of committees may be selected by the membership of the committee.
- b. Members of the Graduate Council and Members of the Graduate Faculty are eligible to be elected to a committee of the Graduate Council. Standing committees, except the Administrative and Agenda Committee, shall be composed of one member from each college, and two members at large. A minimum of three members of each committee will be Members of the Graduate Council.
- c. The chair of each committee shall be elected by the members of the committee and will be a Member of the Graduate Council.
- d. Membership on each committee shall be for a period of two years, September 1 - August 31. Terms will be staggered so that at least three members will be continued from the preceding year.
- e. A Graduate Council Nominating Committee, elected by Members of the Graduate Council, will prepare slates for the election of Secretary and Parliamentarian and for election to Graduate Council standing committees. Nominations may also be made from the floor.

2. Types of Committees

There shall be two types of committees: Special Committees and Standing Committees.

3. Special Committees

Special Committees may be created by an act of the Graduate Council in order to perform certain specific functions relative to graduate education. Special Committees will report to the Graduate Council.

4. Standing Committees

a. Executive Committee

1. The Chair of Graduate Council shall also be Chair of the Executive Committee (hereafter, EC). The membership of EC shall consist of the Secretary; two faculty members of Graduate Council; one student member of Graduate Council; the chairpersons of each standing committee (Membership Committee, Committee on Graduate Programs and Courses, and Committee on Graduate Program Evaluation); and the Dean of Graduate School(Ex Officio). The faculty members and student members shall be elected by Graduate Council.
2. The EC shall prepare the agenda for each Graduate Council meeting using the guidelines established within these bylaws. The EC shall review items of business and reports relevant to graduate education, including academic policy, academic requirements, and academic procedures. The EC shall refer relevant graduate matters to standing committees for consideration and recommendation. The EC shall recommend creation of special and ad hoc committees.
3. By March 1 of each academic year, the EC shall produce a slate of nominees for the positions of Chairperson, Secretary and Parliamentarian. The EC shall also nominate Council members to all standing committees prior to the first scheduled meeting of the new fall semester.

b. Membership Committee

1. The Membership Committee shall evaluate all faculty recommended to the Graduate Council as Members or Special Members, and shall make its recommendation to the Graduate Council for the Graduate Council's actions.
2. The Membership Committee shall develop and recommend to the Graduate Council the qualifications of faculty for membership on the Graduate Faculty as Members, and Special Members.

Recommendations for both membership classifications must be submitted on the official form provided by the Membership Committee. All recommendations shall be accompanied by a complete curriculum vitae including institutions attended, positions held, special honors, membership in professional organizations and societies, and a list of publications. In order to assist the evaluation the Membership Committee may request copies of publications.

- c. Committee on Graduate Program Evaluation
 - 1. The Committee on Graduate Program Evaluation shall monitor the quality of graduate education at The University of Texas at San Antonio. The Committee shall also participate in periodic evaluations of Department and/or College programs and shall make reports and recommendations to the Graduate Council. Graduate programs shall be reviewed at least once in every ten-year period. Newly approved programs shall be reviewed within five years after their implementation, and at least once in every ten-year period thereafter.
 - 2. The Committee on Graduate Program Evaluation shall develop and recommend to the Graduate Council policies and procedures for evaluation of graduate programs.

- d. Committee on Graduate Programs and Courses
 - 1. The Committee on Graduate Programs and Courses shall review all proposals for new graduate programs and courses and for revision of existing programs and courses. Proposals must originate with the faculty or the Graduate Faculty of the Department and be recommended by the Department Chair, the College Academic Policy and Curricula Committee, the College Faculty Forum (as specified in College bylaws), the College Dean, and the Dean of the Graduate School prior to review by the Committee on Graduate Programs and Courses. Representatives of the originators of proposals will be requested to meet with the Committee to assist in the review. After a recommendation is reached, it is shared with the proposer 7 days before the next Graduate Council meeting. Committee recommendations must be made to the Graduate Council within thirty (30) days after receiving the completed proposal.

ARTICLE X

AMENDMENTS

1. Proposals to amend these Bylaws must be distributed to the Graduate Council members at least thirty (30) days prior to any vote or final adoption.
2. The Bylaws may be amended by two-thirds (2/3) vote of those present and voting in the Graduate Council, provided a quorum is present.
3. All amendments are subject to approval of the Faculty Senate and the President.