

GRADUATE COUNCIL BYLAWS
NORTHERN KENTUCKY UNIVERSITY

I. TITLE

This body will be designated the Northern Kentucky University Graduate Council.

II. FUNCTION

The Graduate Council will serve as the official University body which coordinates and oversees all policies, procedures, curricula, and regulations for all Northern Kentucky University graduate programs. The Council also interprets all graduate regulations and policies associated with graduate programs.

III. RESPONSIBILITIES

The Graduate Council makes recommendations on all policies with regard to graduate degrees and any changes or additions to such policies. The Graduate Council is empowered to recommend all rules, regulations, and procedures which govern the admission of students, academic policies, curriculum and evaluation of programs in which graduate degrees are awarded. All new graduate programs and graduate curricula must be approved by the Council.

Council is responsible for setting the requirements for membership to the Graduate Faculty and for the election of faculty it deems to have met those requirements.

The Council may authorize ad hoc committees as necessary.

IV. STUDENT APPEALS

The Graduate Council handles those appeals delegated to it by university policies. Program representatives will abstain from voting on all cases involving appeals from their respective programs.

V. OFFICERS

- (1) The Chair of Graduate Council handles all administrative matters pertinent to the operation of the Council. The Chair oversees the election and appointment of members to the Council as described below. The Chair may appoint committees and their chairpersons. The term of office is one year.

- (2) The Vice-Chair of Graduate Council serves as Chair-Elect, assuming the office of Chair after serving one year as Vice-Chair. The Vice-Chair is responsible for writing and disseminating the minutes of each meeting and serves as secretary and parliamentarian.
- (3) The Chair and Vice-Chair shall be elected from and by the membership of Graduate Council. Elections for Vice-Chair shall take place during the spring semester. An election for Chair will also be held at that time if the currently serving Vice-Chair is unable to assume the office of Chair.

VI. COMMITTEES

- (1) Program Directors Committee. Composed of the directors of each graduate program or their designees and the Director of Graduate Programs, this committee will, as necessary, consider issues of concern to the Graduate Programs and may recommend to the Council topics for consideration.
- (2) Executive Committee. The Chair, the Vice-Chair, the chief academic officer for graduate programs, and the Director of Graduate Programs will comprise the Executive Committee. The duties of this Committee will be to set the agenda for meetings and act for the Council during periods when Council cannot be called into session (e.g. during the summer).

VII. COUNCIL MEETINGS

The Graduate Council will meet twice a month. The second meeting is to be used for curricular matters only. If there is nothing to be placed on that agenda, the meeting will be cancelled. Meetings are conducted according to the revised Roberts Rules of Order.

At the discretion of the Graduate Council Executive Committee, business may be conducted electronically in lieu of a monthly meeting. Members will be notified at least five days in advance of the Graduate Council meeting that the electronic vote is requested in lieu of regular meeting. A quorum will be based on the total number of members voting electronically. For an item to be considered as approved in this medium, unanimous consent is required. If the vote is not unanimous, the issue will be considered at the next scheduled meeting of Graduate Council.

VIII. AGENDA

Council members may propose agenda items that require a vote to the Graduate Council Executive Committee. The Chair will issue the agenda for each meeting one week prior to the meeting date. The Council, however, may accept proposals

to add agenda items at the meeting through an extraordinary majority of two thirds members present. The added items are for discussion only; no vote on the items may be taken during the meeting.

IX. COMPOSITION

All members of Graduate Council must have full Graduate Faculty status. The voting membership is as follows:

- (1) the chief academic officer in charge of graduate programs;
- (2) one representative from each degree granting graduate program;
 - i. the member does not have to be the program director;
 - ii. the member is to be selected according to the departmental guidelines;
- (3) one graduate assistant selected by a panel of Graduate Council members;
- (4) two members-at-large elected by the graduate faculty of the university.

X. TIMING OF SELECTIONS AND APPOINTMENTS

All members of the Graduate Council will be selected prior to the first meeting of the Graduate Council each fall.

XI. TERMS OF OFFICE

Representation for all faculty members will be staggered three year terms. The term of the graduate assistant member is one year.

XII. LINKAGE TO OTHER FACULTY BODIES

The Bylaws and any amendments thereto must comply with policies approved by the Board of Regents of the University.

XIII. QUORUM

A quorum will consist of a simple majority of the voting members. Vacant seats on the Graduate Council are not counted when determining this majority.

XIV. ATTENDANCE AND VOTING

- (1) Graduate Council members are expected to attend all meetings. If circumstances do not permit a member to attend, that member should make arrangements for a stand-in representative, if possible. Such substitutions are expected to be rare. Stand-in representatives must meet eligibility requirements for membership on Graduate Council.

- (2) If a Council member is absent from more than three Graduate Council meetings in an academic year, not necessarily consecutively, the Council member's dean will be notified. If there are meetings still remaining in the academic year at that point, the Graduate Council Executive Committee may request a replacement. The new member will be determined by the regular selection process as described in Section IX.
- (3) All motions will be approved by a simple majority of members present assuming a quorum. Proxy votes, conveyed to the Chair of Graduate Council prior to the vote on an agenda item, or through a stand-in representative, will be allowed if approved by a majority vote. Stand-ins must meet eligibility requirements for membership on Graduate Council.

XV. STUDENT APPEALS FOR WAIVERS

Upon notification by the director of the program involved, the Director of Graduate Programs will process student appeals for presentation to the Council. Students may appear in person before the Council to present and defend their appeals. Admission appeals are handled by the individual graduate programs and the Office of Graduate Programs; the grade appeals process is outlined in the Code of Student Rights and Responsibilities. Program representatives will abstain on all cases involving appeals from their respective programs.

XVI. PROGRAM REVIEW

Graduate Programs will submit to Council at regular intervals copies of all program reviews conducted for accreditation purposes. Programs without accreditation reviews will submit at regular intervals copies of program reviews completed from the University.

XVII. REPORTS

Under the direction of the Chair, minutes are taken by the Vice-Chair following each meeting and are distributed by the Office of Graduate Programs to Council members, the University President, Vice President and Provost, all Deans, the Faculty Senate President, all Department Chairpersons, and any NKU faculty member upon request. A brief annual report will be prepared after June 30 by the Chief Academic Officer for Graduate Programs submitted to the Provost and distributed to those who receive the minutes.

XVIII. AMENDMENT OF BYLAWS

The Council is empowered to amend these Bylaws. Said amendments must be presented at two consecutive Council meetings and approved by an extraordinary majority of two-thirds.

Bylaws are subject to approval by the Provost and President.

Approved: May 12, 1988
Amended: February 9, 1989
February 20, 1992
October 9, 1997
November 12, 1998
October 12, 2000
May 16, 2002
February 13, 2003
May 13, 2004
May 3, 2007
February 12, 2009