

# **BYLAWS OF THE GRADUATE FACULTY**

## **SECTION I: NAME OF ORGANIZATION**

The name of this body shall be the GRADUATE FACULTY OF IDAHO STATE UNIVERSITY.

## **SECTION II: PURPOSE AND POWERS OF THE ORGANIZATION**

Part 1. The Graduate Faculty, within the scope of its authority to act for the Graduate School of the University, shall provide recommendations concerning:

- a) the admissions policy for graduate students,
- b) approval of graduate courses of instruction,
- c) the establishment and maintenance of requirements for graduation,
- d) the allocation of privileges such as scholarships, honors, awards and grants-in-aid for graduate students,
- e) the establishment of grade standards to be maintained by graduate students.

Part 2. It is the general responsibility of members of the Graduate Faculty to be productive scholars in the areas of instruction and research and to be effective leaders in the graduate programs of their various fields. The specific duties of members of the Graduate Faculty are as follows:

- a) to conduct courses which are offered exclusively for graduate credit,
- b) to guide graduate seminars,
- c) to supervise the research problems of graduate students and to serve as thesis advisors and members of thesis committees, [inclusive of service as a Graduate Faculty Representative – GFR]
- d) to conduct graduate examinations (both written and oral), [inclusive of service as a Graduate Faculty Representative – GFR]
- e) to serve occasionally as members of the Graduate Council,
- f) to be responsible for other policies relevant to the academic welfare of the Graduate School.

Part 3. The Graduate Faculty shall determine procedures by which members are elected to the Graduate School.

Part 4. The Graduate Faculty may review and amend the policies adopted by the Graduate Council.

Part 5. The Graduate Faculty can overrule an action of the Graduate Council; any such overruling can be done by and only by majority vote of the Graduate Faculty.

## **SECTION III: MEMBERSHIP OF THE GRADUATE FACULTY**

Appointment to the Graduate Faculty is made by the Trustees (Board) upon the recommendation of the President of candidates nominated by the Graduate Council. Nominations presented to the Graduate Council for membership on the Graduate Faculty shall be made by the chairperson or head of the candidate's department with the approval of the majority of the Graduate Faculty members of the department.

Any candidate whose chairperson or head of the department is not a member of Graduate Faculty may be nominated by the appropriate academic dean with the concurrence of the Dean of the Graduate School. The following principles for nomination to the Graduate Faculty shall be adhered to:

- 1) Ordinarily an individual shall possess the highest degree usually earned by scholars in his/her particular field.
- 2) An individual shall have demonstrated professional productivity and scholarly maturity.
- 3) An individual shall have had successful experience in upper division college or university teaching or equivalent teaching experience.
- 4) Any individual who no longer has Graduate Faculty responsibility may be dropped from Graduate Faculty status.

#### **SECTION IV: OFFICERS**

The Dean of the Graduate School of Idaho State University, or a member appointed by the Dean, shall be chairperson of all general meetings of the Graduate Faculty. The dean of the Graduate School shall appoint a parliamentarian to act in general meetings of the Graduate Faculty.

#### **SECTION V: GRADUATE FACULTY MEETINGS**

- 1) The Graduate Faculty may hold meetings during the academic year, the day and time to be determined by the Dean of the Graduate School.
- 2) The Dean of the Graduate School shall call a special session of the Graduate Faculty at any time during the academic year (as defined by the Idaho State Board of Education as Trustees for Idaho State University) to consider only such items as are presented to him/her by signed petition from ten (10) or more of the Graduate Faculty members. Special sessions must be called and convened within ten (10) class days following receipts of the petition.
- 3) Motions regarding academic policy within the Graduate School must be submitted in writing to the Dean of the Graduate School prior to discussion upon them. Voting will be by mail ballot or at a subsequent meeting of the Graduate Faculty.

#### **SECTION VI: QUORUM**

A quorum shall be defined as thirty-five percent (35%) of the members of the Graduate Faculty at Idaho State University.

#### **SECTION VII: DUTIES AND RESPONSIBILITIES OF THE GRADUATE COUNCIL OF THE GRADUATE FACULTY**

The Graduate Council is the policy making body for the Graduate School. The Council approves all courses offered for graduate credit and curricula for graduate degrees; approves regulations and requirements for the graduate programs; receives and acts upon all petitions for waiving of regulations of the graduate program; approves the nominations to examining committees concerning candidates; approves requests by departments for assignment of non-Graduate Faculty to Graduate Faculty responsibilities including examining committees and the teaching of any courses which carry graduate credit.

The Graduate Council shall distribute communications to the Graduate Faculty to inform them of the results of its deliberations. Representatives to the Graduate Council are expected to consult with their constituent Graduate Faculty members.

Any Graduate Faculty member may upon notice to his representative on the Graduate Council and the Dean of the Graduate School appear before the Graduate Council on any matter pertaining to the Graduate School and its policies or programs.

## **SECTION VIII: ORGANIZATION OF THE GRADUATE COUNCIL OF THE GRADUATE FACULTY**

- 1) Eight teaching members of the Graduate Faculty elected by majority vote and secret ballot on a representational basis by the following units:
  - a) Two representatives of the College of Arts and Letters, (one representative from the areas of Fine Arts and Humanities, and one representative from the areas of Social and Behavioral Sciences),
  - b) One representative of the College of Education,
  - c) One representative of the College of Business,
  - d) Two representatives of the Division of Health Sciences, (one representative from the College of Pharmacy, and one representative from the other areas of the Division),
  - e) Two representatives of the College of Science and Engineering,
- 2) The Dean of the Graduate School who shall serve as chairperson.
- 3) One representative-at-large appointed from the Graduate Faculty by the Dean of the Graduate School
- 4) One graduate student representative.
- 5) The Associate Dean of the Graduate School, to serve as an ex-officio (non-voting) member.

The terms of office of college representatives shall be two years, arranged so that approximately half of the Council members are elected each year. The election of representatives from and by the various colleges shall be completed prior to May 1st and the appointment of the representative-at-large (one-year term only) shall be made prior to September 1 of each year. All elected terms shall begin June 1st.

The Graduate Faculty within each of the above-named units shall nominate by ballot candidates for membership to represent that unit on the Council. The Dean of the College shall then conduct an election by ballot of each appropriate unit from the nominees. The candidate receiving the majority of the vote cast by the Graduate Faculty of the particular unit shall serve as the representative to the Graduate Council, and the candidate receiving the next highest vote shall serve as the alternate in any absence of the representative. In the event of a tie or if no nominated person receives a majority of the vote cast, a run-off ballot vote shall be cast between the two nominees receiving the greatest number of votes cast in the first ballot.

The election of the graduate student representative shall be based on Graduate Council unit representative nominations. Council members shall solicit nominations from the units they represent. One nominee per unit will be forwarded to the Council. Council will then vote on the list of nominees submitted. In the event of a tie or if no nominated person receives a majority of the vote cast, a run-off ballot vote shall be cast between the two nominees receiving the greatest number of votes cast in the first ballot. The election of the graduate student representative, who shall have a one year term on the Council, shall be conducted

by May 1st of each year. The candidate receiving the majority of the votes shall serve as the representative to the Graduate Council, and the candidate receiving the next highest vote shall serve as the alternate in any absence of the representative.

If vacancy of both representative and alternate on the Council occurs between annual election periods, the vacancy shall be filled through May 31st with a temporary appointment by the Dean of the appropriate college and unit. If the vacancy occurs in the first year of the two-year term, a representative and an alternate elected for one year will succeed the appointed and complete the original term of office.

#### **SECTION IX: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition, 2000, shall be the authority on all matters not covered by the bylaws.

#### **SECTION X: AMENDMENTS OF THE BYLAWS**

Part 1. All bylaws shall be amended by a two-thirds majority vote of the membership voting.

Part 2. Proposed amendments to these bylaws must be submitted in writing and moved at a meeting of the Graduate Faculty for discussion prior to acting upon them. Voting will be by mail.