

BYLAWS OF THE GRADUATE COUNCIL THE UNIVERSITY OF TEXAS AT TYLER

October 3, 2007

Revised April 16, 2010

REVISED 1-5-2018

REVISED 2-20-2020

REVISED 5-7-2020

To be reviewed Spring 2022

ARTICLE I

Name

The name of this body is the Graduate Council of The University of Texas at Tyler.

ARTICLE II

Purpose

- Section 1 The Graduate Council is the graduate faculty's advisory body to the Provost and Vice President for Academic Affairs regarding graduate education at UT Tyler. The Graduate Council reports through the Graduate School on matters pertaining to graduate education.
- Section 2 In particular, the Graduate Council shall advise the Provost and Vice President of Academic Affairs, through the Dean of the Graduate School, with regard to:
- a. The setting of policies and procedures for the operation of graduate programs.
 - b. The growth of graduate studies at UT Tyler.
 - c. The approval of all graduate programs offered by the university.
 - d. The setting of minimum university-wide standards for admission to and graduation from graduate programs.
 - e. The approval of program exceptions to university graduate admissions and graduate administration policies.
 - f. The means by which proposed and existing graduate programs can be strengthened.
 - g. The qualifications for designation as graduate faculty.
- Section 3 The Graduate Council also makes advisory reports to the Faculty Senate by sharing minutes as a courtesy.

ARTICLE III

Membership

- Section 1 The Graduate Council shall be composed of members elected from the full members of the Graduate Faculty of the University as hereinafter described. Included are the Dean of the Graduate School and two graduate students, one from each of two Colleges (following a rotation among the total number). Student members will be chosen by their College Deans on a rotation to ensure equal representation.
- Section 2 Each college with graduate programs shall have two representatives on the Council. The Chair and Chair-elect are considered at-large members and are not counted in the number of college representatives. Representatives shall serve staggered three year terms with terms of service beginning in the fall semester. The Registrar, Director of Graduate Admissions, Director of the Library, and the Dean of the Graduate School shall be ex-officio non-voting members.
- Section 3 Each college will have one member elected by the members of the college, and one member appointed by the Dean of the College.
- Section 4 In the event of a resignation or inability to continue term of office or the college representative is elected to serve as Chair or Chair-elect, the Dean for the College will appoint an interim representative or initiate the college's procedure for selection of another representative to fulfill the unexpired term. The new representative will be selected in the same manner as the previous representative that is being replaced. The Chair-elect of the Graduate Council is responsible for ensuring that a replacement representative is elected or appointed.
- Section 5 The Graduate Council will generate and maintain its membership list each year. Membership records will be kept by the Office of the Dean of the Graduate School and provided upon request.

ARTICLE IV

Officers

- Section 1 The officers shall be the Chair and Chair-elect.
- Section 2 The Chair-elect will be voted on by the Graduate Council membership at the first fall meeting of each even year. The term of Chair will be for two years starting the fall of each odd numbered year. The Chair and Chair-elect will serve as at-large members.
- Section 3 In the absence of the Chair, the Chair-elect will fulfill the duties of the Chair.

ARTICLE V

Meetings

- Section 1 Regular meetings of the Graduate Council shall be held each month, except May, June, July, and August, unless deemed necessary by the Chair or the Dean of the Graduate School.
- Section 2 Special meetings may be called at the discretion of the Chair or the Dean of the Graduate School.
- Section 3 A quorum for the transaction of Council business shall be a simple majority of the members of the Graduate Council.

ARTICLE VI

Committees

- Section 1 The standing committees appointed from the membership of the Graduate Council are the Executive Committee and the Curriculum committee.
- Section 2 The Executive Committee shall consist of the current Chair, Chair –elect and Dean of the Graduate School. This committee shall prepare the agenda for all meetings of the Council. At the Dean of the Graduate School’s request, the Executive Committee may make advisory recommendations on University policy but such recommendations shall be reported to the Council at its next regular meeting.
- Section 3 The Curriculum Committee will consist of one representative from each college offering graduate education, including the Committee Chair, and shall be appointed by the Chair of the Graduate Council. This committee shall review and make recommendations on all new courses, course changes or deletions, new programs, program changes or deletions, and new certificates.

Ex-officio members will be the Registrar, Director of Graduate Admissions, and the Director of the Library, or their designated representatives.

The Committee should set a regular time to meet and review materials and bring the recommendations to the Graduate Council in the form of a report for its next regular meeting.

- Section 4 The Council Chair may appoint ad hoc or special committees for any appropriate purpose.

Section 5 Each committee shall give careful consideration to all matters referred to its attention, and report to the Graduate Council on its deliberations, with or without recommendations. Referrals to committees may be made by action of the Chair or by vote of the Council.

Section 6 In the event an appeal rises to the level of the Admission Appeal Subcommittee, The Graduate Council Chair will appoint an ad hoc committee comprised of three voting Graduate Council members. Committee members will not be from the same department as the denying program.

ARTICLE VII

Parliamentary Authority

Robert's Rules of Order Newly Revised shall apply to all meetings of the Council except where inconsistent with these Bylaws.

ARTICLE VIII

Amendments

Section 1 Proposals for Bylaws amendments shall be submitted in writing or electronically to the Chair and placed on the Agenda of a regular meeting for discussion. Such proposals must then be placed on the table for action at the next meeting of the Council. The proposed amendment must be conveyed in writing or electronically to the membership at least one week prior to the meeting.

Section 2 The vote to change the Bylaws is two-thirds of the total membership of the Council eligible to vote.

ARTICLE IX

Supersession

Section 1 Nothing in these Bylaws is intended to be inconsistent with the present or future Board of Regents Rules, or University Policies, or other University policies or regulations that have been duly issued.

Section 2 Where there may be an inconsistency between these Bylaws and present or future Board of Regents Rules, other University Policies or regulations or policies that have been duly issued, the latter shall prevail.