

## **Graduate School/Faculty Governance**

### **Graduate Faculty**

The Graduate Faculty comprises those voting members of the General Faculty who are also Full Members of the Graduate Faculty, as defined by the Graduate Faculty Appointment Policy of The University of North Carolina at Greensboro (<https://provost.uncg.edu/documents/personnel/graduate.pdf>).

### **Authority of the Graduate Faculty**

Pursuant to Section C. Standards of Shared Governance, number 5, item c. of the UNC Faculty Assembly Handbook, which states “The curriculum leading to and policies with respect to the award of graduate and professional degrees must be established by the faculties of the schools or colleges that admit and certify candidates for those degrees”, the authority of the Graduate Faculty in graduate matters is established.

### **The Graduate Council**

The Graduate Council, led by the Chair of the Graduate Council, serves as the representative body of the Graduate Faculty on all aspects of graduate education and is committed to conducting business embracing the principles of shared governance. This document outlines how the Graduate Council accomplishes this.

### **Membership**

The Graduate Council comprises thirteen (13) voting members. All voting faculty shall be Full Members of the Graduate Faculty.

### **Elected Members:**

Each elected member shall serve three-year terms.

- Bryan School of Business and Economics (1)

- College of Arts & Sciences (3)

  - (1) Humanities, (1) Science and Mathematics, (1) Social and Behavioral Sciences

- College of Visual and Performing Arts (1)

- Joint School of Nanoscience & Nanoengineering (1)

- School of Education (1)

- School of Health and Human Sciences (1)

- School of Nursing (1)

### **Appointed Members:**

To achieve programmatic balance and to provide sufficient numbers to conduct the work of the Graduate Council, four (4) additional members of the Graduate Faculty shall be appointed by the Chair of the Graduate Council, in consultation with the Dean of the Graduate School, to serve three-year terms.

### **Student Members:**

Two (2) graduate student representatives with voting privileges on all issues except academic appeals, shall be appointed by the Chair of the Graduate Council, in consultation with the Dean of the Graduate School and the Graduate Student Association, to serve one-year terms.

### **Ex-Officio Members**

Five (5) other ex-officio non-voting members of the Graduate Council shall include the Dean of the Graduate School, and representatives from the Office of the Registrar, Office of Assessment Accreditation and Academic Program Planning, and the University Libraries.

### **Responsibilities of the Graduate Council and Graduate Council Chair**

In consultation with the Dean of the Graduate School, the Chair of the Graduate Council shall schedule all meetings of the Graduate Council and set the agendas.

The Chair of the Graduate Council shall serve as the liaison between members of the Graduate Faculty, the Graduate Council, the Dean of the Graduate School, and other administrative officials. In the absence of the Chair of the Graduate Council, the chair of any of the Graduate Council's standing committees may conduct Graduate Council meetings.

### **Responsibilities of the Graduate Council**

- Establish the criteria for the selection and review of members of the Graduate Faculty.
- Review all proposals for new courses, revised courses, and modifications to current courses taking one of the following actions: approve, deny, or approve with modification.
- Review and act on all proposals for new graduate programs or major modifications to existing programs including the discontinuation of graduate programs.
- Review and advise the Provost when the Provost gives preliminary consideration to plan to establish or discontinue one or more graduate degree programs, for example, during the early stages of the University's strategic planning process, regarding the general advisability of pursuing such a plan.
- Review, formulate, and approve policies and regulations related to graduate education, admission, retention, and graduation requirements.
- Hear student appeals related to grades or misapplication of Graduate School policies.
- Call to the attention of the Graduate Faculty and the Administration issues of concern relating to graduate education.
- Act on matters of graduate education referred to the Council by the Graduate Faculty, Dean of the Graduate School, the Chancellor, the Provost, or the Graduate Student Association.
- Report to university administrators, academic heads, graduate program directors, and the Graduate Faculty on all actions taken regarding graduate education policies and programs.
- Notify units on years when they must elect members to serve on the Graduate Council.

### **Meetings of the Graduate Faculty**

- The Graduate Council shall schedule a meeting of the Graduate Faculty at least once annually and may schedule additional meetings during any month of the academic year.
- The Graduate Council shall organize the agenda for each meeting.
- Items may be placed on the agenda by the Chancellor, the Provost, the Dean of the Graduate School, the Graduate Council, or any member of the Graduate Faculty. All items to be placed on the agenda must be submitted to the Chair of the Graduate Council at least 5 days before any scheduled meeting.
- The Dean of the Graduate School shall convene the meetings of the Graduate Faculty and shall make opening remarks on such matters as deemed appropriate.
- The Chair of the Graduate Council shall preside over the business section of Graduate Faculty meetings. In the absence of the Chair of the Graduate Council, the chair of any of the Graduate Council's standing committees may preside.

### **Standing Committees of the Graduate Council**

The membership and charge of each standing committee of the Graduate Council are as follows:

**Graduate Curriculum Committee:**

This committee comprises one representative from each of the Academic Units. The Dean of the Graduate School will serve as an ex-officio and non-voting member of the Graduate Council. Other ex-officio and non-voting members of the Graduate Council will also serve on this committee. The Graduate Curriculum Committee is responsible for:

- reviewing and approving of all new/amended course proposals,
- proposals for Authorization to Plan new graduate programs,
- modifications of existing programs (including the discontinuation of graduate programs).

**Policies and Procedures Committee:**

This committee shall consist of at least three faculty representatives and the Dean of the Graduate School. The ex-officio representative of the Office of Assessment and Accreditation will also serve on this committee. The committee shall:

- solicit proposed policies and procedures changes from the Graduate Faculty, university administrators, and the Dean of the Graduate School, and the Graduate Student Association,
- present proposed policies and procedures to academic administrators for comment,
- discuss policies and procedures, and, if appropriate,
- draft and submit a statement of recommended changes (as a discussion item) for presentation to the Graduate Council.
- In addition, the Policies and Procedures Committee will annually review Graduate School policies and procedures and provide feedback to the Graduate Council on an as-needed basis.

**Appeals Committee:**

This committee shall comprise at least four faculty representatives, and the Chair of the Graduate Council.

Membership will vary depending on the nature of the appeal and the workload of the other standing committees.

This committee shall be responsible for:

- hearing student appeals related to grades or misapplication of Graduate School policies.
- hearing exceptional admissions requests brought to the Graduate School by program faculty.

**GC Representative to the Faculty Senate Executive Committee:**

A representative from the Graduate Council serves as a non-voting member in the Faculty Senate Executive Committee (<https://facultysenate.uncg.edu/wp-content/uploads/2017/10/Constitution-05-01-19.pdf>). The Chair of the Graduate Council or a designated member of the Graduate Council will serve as the representative to the Faculty Senate Executive Committee.

**Graduate Council Recording Secretary**

An administrative staff person in the Office of Assessment, Accreditation and Academic Program Planning shall serve as Recording Secretary for the Graduate Council and the Graduate Curriculum Committee. The Recording Secretary shall work with the Chairs to prepare agendas and minutes of the proceedings of the Council and Committee and post them to the secure Graduate Council Box folder. Notification of posting will be sent to the Graduate Council, the Chancellor, the Provost, the Vice Chancellor for Research, Deans, Department Heads, and Directors of Graduate Studies.

**Meetings of the Graduate Council**

The Recording Secretary of the Graduate Council shall schedule regular meetings for each month of the academic year and shall post the schedule on the Graduate Council website. The Chair of the Graduate Council may cancel meetings when there is no pressing business, and may, in consultation with the Dean of the Graduate School, schedule additional meetings if needed by giving 5 days' notice to the membership.

The Graduate Council shall observe the principles of shared governance through its relationship with Graduate Faculty, and the standing committees of Graduate Curriculum, Policies and Procedures, and Student Appeals. Appointment to the standing committees will be made by the Chair of the Graduate Council, in consultation with Graduate Council members. Once constituted, the standing committees shall select their own chair and establish a meeting schedule, as required, to discharge their responsibilities. Decisions of the Standing Committees are submitted as reports to the Graduate Council. Student members are invited, but not required, to serve on the Curriculum and Policies and Procedures committees.

All meetings of the Graduate Council shall be open to all members of the Graduate Faculty and all Graduate Faculty have speaking privileges. At the discretion of the Chair, persons who are not members of the Graduate Faculty may be invited to attend if their input is necessary to make an informed decision on any matter in front of the Graduate Council.

#### **Voting Procedures for the Graduate Council and the Standing Committees**

- A quorum shall consist of a majority of voting members.
- Any action of the Graduate Council or its committees may be approved by a simple majority of those present.
- **Curriculum:** All Authorization to Establish proposals for new graduate degree programs will be approved by the entire Graduate Council. Action items related to curriculum will be forwarded to the Graduate Curriculum Committee for their review; they will approve, deny, approve with modification, or table. These actions are presented to the Graduate Council as information. However, the Graduate Council reserves the right to reverse the Curriculum Committee's decision by majority vote. Where the Curriculum Committee approves pending modification, the Recording Secretary of the Graduate Curriculum Committee shall be responsible for the requisite contact with the originating academic unit.
- **Policy and Procedures:** Action items related to Graduate School policies and procedures will be forwarded to the Policies and Procedures Committee for study. If a new policy/procedure, or a change in an existing policy/procedure appears warranted, a draft of the proposed changes will be forwarded to all members of the Graduate Faculty for their review and comment. Upon review of the comments, the Policy and Procedures Committee will finalize the policy recommendation and submit it as a report to the Graduate Council for review and approval. However, the Graduate Council reserves the right to reverse the Policy and Procedures Committee's decision by majority vote. Approved policies or procedures shall be documented in the minutes and communicated clearly to all members of the Graduate Faculty. Approved policy or procedure changes immediately go into effect and will be published in the first available new University Catalog.
- **Appeals:** Appeals conducted by Appeals Committee are confidential. The Chair of the committee will provide a verbal synopsis of proceedings to the Graduate Council. All parties involved with the appeal will be notified in writing as to the result of the appeal. (see Appeals Policy and Procedure in the UNCG Catalog)

Any member of the Graduate Faculty may appeal a curriculum or policy decision made by the Graduate Council by advising the Chair of the Graduate Council, in writing, within 30 days of posting the official minutes documenting approval. Upon receipt of an appeals notice, the Chair of the Graduate Council will investigate the appeal and may appoint an ad-hoc committee to consider the appeal. This ad-hoc committee will comprise two faculty representatives from the Graduate Studies Policy and Procedures Committee, and four graduate program directors who are not members of the Graduate Council. The ad-hoc committee may seek information from other faculty members or administrators as the need arises. Each member of the ad-hoc committee will have one vote with decisions requiring a simple majority. The recommendation of the ad-hoc committee to either uphold or overturn the decision will be forwarded to the Graduate Council for further consideration.

#### **Changes in the Council's Policies and Practices**

Suggestions for changes in the Council's policies and practices may originate with any member of the Graduate Faculty and must be submitted in writing to the Chair of the Graduate Council. Once submitted, suggested changes will be considered according to procedures outlined above. Upon approval by the Graduate Council, any approved changes will be forwarded to the Graduate Faculty as an information item.

#### **Officers of the Graduate Council**

- The officers of the Graduate Council are Chair and Chair-elect.
- The **Chair** of the Graduate Council
  - shall be a voting member of the Graduate Council,

- shall preside over the Graduate Council and the business portion of the Graduate Faculty Meetings,
  - shall represent the Graduate Faculty at all meetings of the Board of Trustees; in the absence of the Chair of the Graduate Council, any Graduate Council member designated by the Chair of the Graduate Council may represent the Graduate Faculty,
  - shall serve a two-year term but may not serve consecutive terms as Chair of the Graduate Council,
  - shall establish the time and place of meetings, ensure the Recording Secretary has prepared agendas for meetings, coordinated the distribution of materials that are pertinent to the deliberations of the Graduate Council, and
  - may, in consultation with the Dean of the Graduate School, appoint ad-hoc committees to deal with matters beyond the scope of standing committees.
- **The Chair-Elect of the Graduate Council**
    - shall be a voting member of the Graduate Council,
    - shall be elected from among the members of the Graduate Council during the first Graduate Council meeting during the second year of the Chair's term and shall have their term on the Graduate Council extended as to be able to complete their term as Chair-Elect and Chair, and
    - shall succeed the Chair of the Graduate Council upon expiration of the Chair's term.

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Approved by the Graduate Studies Committee:	12/1/95;
Revised by the Graduate Studies Committee:	12/09/11
Revised by the Graduate Studies Committee:	11/16/12
Dissolution of the Graduate Studies Committee:	04/26/19

Formation of the Graduate Council and Approval of Graduate Faculty Governance Document on 4/26/19.