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**BYLAWS**

**OF THE**

**GRADUATE COUNCIL**

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Adopted April 20, 1983  
Amended March 13, 1987  
Amended December 1, 1989  
Amended January 20, 1993  
Amended April 21, 2004  
Amended October 19, 2005  
Amended November 18, 2009  
Amended February 17, 2010  
Amended May 17, 2016  
Amended January 19, 2022

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**ARTICLE I.**

Name

The name of this body is the Graduate Council of Wayne State University.

**ARTICLE II.**

Objectives

Section 1. The objective of the Graduate Council shall be to insure the development of basic policies for graduate education at Wayne State University, and the encouragement, improvement and evaluation of graduate programs throughout the University.

Section 2. The Graduate Council shall be responsible for: 1) establishing policy for minimum graduate admission standards; 2) determining policy for minimum graduate degree requirements; 3) receiving, reviewing and acting upon petitions for new graduate programs; 4) periodically reviewing and proposing changes in existing graduate programs; 5) defining and approving all post- baccalaureate and non-professional types of degrees and certificates and their titles; 6) providing criteria for granting of graduate faculty status; and,7) providing efficient, clear and actual communication to support graduate education throughout the University.

Section 3. The actions and recommendations of the Graduate Council concerning policies and formal evaluations shall be submitted by the Dean of the Graduate School to the Provost for implementation. The Chair of the Graduate Council Executive Committee shall also report Graduate Council actions and recommendations periodically to the President of the Academic Senate for information, review or other action considered appropriate by that body.

### **ARTICLE III.**

#### **Membership**

- Section 1. The Graduate Council shall be composed of members elected from the Regular Graduate Faculty of the University as hereinafter described. For Schools, Colleges, Divisions or Departments that may not have faculty with Regular Graduate Faculty status, faculty with a terminal degree in the field and involved in graduate education may be elected. In addition to these elected members, also included in the Graduate Council membership are the Dean of the Graduate School and three members of the Graduate Faculty appointed by the Dean of the Graduate School.
- Section 2. Each school or college with graduate programs shall have two elective representatives on the Council. Representatives shall be elected for three-year terms in the appropriate Winter elections. Three other Regular Graduate Faculty members shall be appointed by the Dean of the Graduate School to appropriately staggered three-year terms. Each college, school or division with graduate programs added in the future shall be represented by two Regular Graduate Faculty members elected by that unit. The President of the University, the Provost, and any Associate and Assistant Deans of the Graduate School, and the Director of Graduate Admissions, shall be ex-officio members without vote.
- Section 3. In the event that an elected member resigns, or otherwise is unable to continue his or her term of office, the Dean of that person's college shall appoint a temporary replacement to serve until such time as a permanent replacement can be elected by the college, school, or division to serve the remainder of the original term.
- Section 4. Graduate Officers of the colleges and schools represented on the Graduate Council are welcome to attend all sessions of the Council and shall have the right of voice but not of vote.
- Section 5. Any Regular member of the Graduate Faculty or other faculty members as stipulated in Section 1 is eligible for election to the Graduate Council. Members shall be chosen by elections to be conducted prior to the end of the winter semester in those years requiring election to the Council. Each school, college, or division offering graduate degrees shall determine the rules for the election of its members to the Graduate Council, including rules governing eligibility of voters, except that no school or college shall permit other than academic members to vote. Finally, each school and college shall inform the Graduate Council Secretary of the prevailing rules for the election of its members to the Council and of the rules governing the eligibility of its voters.
- Section 6. At least one but not more than two graduate students shall also serve as regular members of the Graduate Council, with the right of voice and vote. They shall serve one-year terms.

## **ARTICLE IV.**

### Officers

Section 1. The officers shall be the Chairperson and the Secretary.

Section 2. The Dean of the Graduate School shall serve as the Chairperson of the Graduate Council, and shall have a vote on all matters. The Chairperson shall designate a Secretary of the Graduate Council. In the absence of the Chairperson an officer of the Graduate School shall act as Chairperson.

## **ARTICLE V.**

### Meetings

Section 1. Regular meetings of the Council shall be held each month, except in June, July, and August.

Section 2. Special meetings may be called at the discretion of the Executive Committee or the Chairperson. Special meetings shall also be called if requested in writing by five members of the Council.

Section 3. A quorum for the transaction of Council business shall be a simple majority of the regular members of the Graduate Council.

## **ARTICLE VI.**

### Committees

Section 1. The standing committees elected or appointed from the membership of the Council are the Academic Standards Committee, Executive Committee, and the New Programs and Program Review Committee.

Section 2. An Academic Standards Committee of at least four members shall be appointed annually by the Chairperson of the Graduate Council. This committee shall have general responsibility for setting academic standards with regard to Graduate Faculty, students, and degrees, examining Graduate Faculty roles and serving as a link to program Graduate Directors. The committee shall, after due consideration of materials submitted to it, make recommendations to the Executive Committee of the Graduate Council and the Dean of the Graduate School.

The membership of this committee shall have disciplinary representation from the Arts and Humanities, the Social Sciences, and the Sciences.

This committee is to be appointed by the Dean from a slate of candidates recommended by the Executive Committee.

Section 3. The Executive Committee consists of six voting members, three who are elected by the Council at the last meeting of the academic year, and three appointed by the Dean of the Graduate School before the first Council meeting of the next academic year. The Dean shall also appoint the chairperson of the Executive Committee from its membership.

The Executive Committee shall prepare the agenda for all meetings of the Council. It shall meet to prepare the agenda at least one week before each regular meeting of the Council.

This committee shall maintain regular liaison with the Dean of the Graduate School and may confer with other University officers, either upon their initiative or its own. At the Dean's request the Executive Committee may make advisory recommendations on University policy and report such recommendations to the Council at its next regular meeting.

Section 4. A New Programs and Program Review Committee of at least four members and a Chairperson shall be appointed by the Chairperson of the Graduate Council Executive Committee. This committee shall review all proposals for new graduate programs and requests for substantive changes in existing graduate programs. It will have responsibility for monitoring the review process of existing programs, assessment issues in general and the evaluation of graduate policies and procedures. The committee shall, after due consideration of materials submitted to it, make recommendations to the Executive Committee of the Graduate Council and Dean of the Graduate School.

Section 5. An ad hoc Student Academic Development Committee will be established to address a variety of student issues as these arise. It may draw its members from both within and outside the Graduate Council. The Council or its Executive Committee may provide for, and the Chairperson appoint, additional ad hoc or special committees for any appropriate purpose. Ad hoc committees shall provide reports or make recommendations to the Executive Committee of the Graduate Council and the Dean of the Graduate School.

Section 6. Each Committee shall give careful consideration to all matters referred to its attention, and report to the Council on its deliberations, with or without recommendations. Referrals to committee may be by action of the Council, the Executive Committee or the Chairperson.

Section 7. Any committee, standing or otherwise, may request the Chairperson of the Council to appoint other persons not members of the Council to aid in its deliberations. Such additional resource personnel shall not be restricted to members of the faculty or staff of this university.

## **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 to the Secretary 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 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 present or future Board of Governors Statutes, or University Policies, or other University policies or regulations that have been duly issued, or any applicable collective bargaining agreement.

Section 2. Where there may be an inconsistency between these Bylaws and present or future Board of Governors Statutes, other University policies or regulations or policies that have been duly issued, or any applicable bargaining agreement, the latter shall prevail.