

**BYLAWS OF THE GRADUATE SCHOOL
EMPORIA STATE UNIVERSITY**

ARTICLE I

Name

The name of this organization shall be the Graduate School, Emporia State University.

ARTICLE II

Purpose

The purpose of these bylaws is to define policies and procedures of the Graduate School and to define the roles and responsibilities of the Graduate Faculty and the Graduate Council.

ARTICLE III

The Graduate Faculty of Emporia State University shall consist of the faculty of the school/college who have been nominated and approved as members of the Graduate Faculty. Appointments will be as either a Regular, Associate, Temporary or Emeritus member. The President, Provost/Vice-President for Academic Affairs, Deans and Associate/Assistant Deans of the Academic Schools/Colleges and Dean of the Graduate School are members of the Regular Graduate Faculty.

Requirements for Membership in the Graduate Faculty

Procedures

The appointment/reappointment process begins at the departmental level. The deadlines for receipt of applications in the Graduate School are September 30 and February 28.

1. The Graduate School notifies Graduate Faculty members who are due for reappointment at the beginning of each semester. Initiative for appointment of new and current faculty members rests in the department.
2. Faculty members up for appointment or reappointment complete the appropriate application for Graduate Faculty (Regular, Associate, Temporary or Emeritus). The application must be filled out completely. Any incomplete applications will not be evaluated. No vitas will be accepted in lieu of the form. Application forms are located in InfoPath.
3. All applications are reviewed and voted upon by the graduate faculty in the faculty member's department. The result of the vote in the department must be noted on the form. If the faculty member receives a positive recommendation (simple majority) from the department, the application is forwarded to the Chair of the Department.
4. The Department Chair sends forward approved applications to the Dean of the School or College.
5. The Dean of the School or College sends forward approved applications to the Graduate School for review by the Graduate Council.

6. The Graduate Council evaluates each application and votes on whether to recommend the application to the Graduate Dean. If any member of the Graduate Council has applied for reappointment, s/he must leave the room while his/her application is being reviewed. Only the council's recommendation (approval or denial) should appear in the Graduate Council minutes.
7. After receiving recommendations from the Graduate Council, the Dean of the Graduate School makes a final decision on the approval or denial of each application.

Article IV

Membership in the Graduate Faculty

Section 1. Regular membership in the Graduate Faculty is open to those faculty members who demonstrate all of the categories listed below.

1. Are full-time, tenure-track faculty members at the rank of assistant professor and above or faculty members with the rank of associate professor or above, having 35 semester hours beyond the master's degree from an accredited institution and engaged in research or creative activities.
2. Hold a terminal degree appropriate for his or her academic field.
3. Demonstrate a record of current engagement (within the past 5 years) in graduate-level teaching and/or advising supported by such items (but not limited to) peer evaluations, student evaluations, thesis and/or project supervision, and graduate teaching assignments; and
4. Demonstrate a record of current engagement in research (within the past 5 years) or scholarly or creative contributions to the discipline recognized beyond the university. Examples include but are not limited to publications, presentations, performances, exhibits, competitions, journal editorship, review panels, grants; and
5. Demonstrate a record of current participation in professional activities. Examples include but are not limited to participation on university committees or in state, regional, or national professional organizations, consulting/contract work in disciplinary or research interest, relevant professional practice.

Regular members of the Graduate Faculty assume all the rights and responsibilities stated in Article IV of these bylaws. Terms of appointment for regular members are five years.

Section 2. Associate membership in the Graduate Faculty is open to faculty members who:

1. Are full-time, tenure-track faculty members at the rank of assistant professor and above have a master's degree plus at least 30 hours additional graduate work or an ABD and have demonstrated productive scholarly activities appropriate to their field.
Demonstrate 2 of the 3 categories listed below:
 - Demonstrate a record of current engagement (within the past 5 years) in graduate-level teaching and/or advising supported by such items (but not limited to) peer evaluations, student evaluations, thesis and/or project supervision, and graduate teaching assignments; **and/or**
 - Demonstrate a record of current engagement in research (within the past 5 years) or scholarly or creative contributions to the discipline recognized beyond the university.

Examples include but are not limited to publications, presentations, performances, exhibits, competitions, journal editorship, review panels, grants or other (use of work coming from other category must be approved through procedural steps as defined in article II); **and/or**

- Demonstrate a record of current participation in professional activities. Examples include but are not limited to participation in state, regional or national professional organizations, consulting/contract work in disciplinary or research interest, relevant professional practice.

Associate members may serve on graduate committees, but not as major advisor. Otherwise, they share the rights and responsibilities of regular members. Terms of appointment for associate members shall be three years.

New faculty members who are expected to immediately teach graduate courses should be nominated for membership in the Graduate Faculty at the same time as they are recommended for appointment.

Assistant Professors: Entering tenure-track (not tenured) assistant professors who have recently completed (received PhD. within the past 5 years) the Ph.D. will be permitted to teach graduate classes and are eligible to apply for associate membership in the Graduate Faculty. They may not chair thesis committees or doctoral dissertation committees. In exceptional circumstances and with the approval of the Department Chair and the Dean of the Graduate School, may chair a masters committee. Entering tenure-track (not tenured) assistant professors with significant prior postdoctoral experience may apply for regular graduate faculty status and if appointed, serve as chairs of thesis and/or doctoral committees.

Section 3. Temporary membership in the Graduate Faculty is open to faculty who:

- Have significant professional accomplishments in their field may be appointed as Temporary members of the Graduate Faculty for a specified period. Appointments are made by the Graduate Dean upon recommendation of the school or college Dean.

Temporary members are appointed to teach a specified graduate course or, because of unique qualifications, to serve as a member of a graduate committee. The length of the temporary appointment will be specified at appointment time for a maximum of three years and be consistent with the nature of the specified duties. A temporary appointment can be renewed at the end of the three-year period.

Section 4. Emeritus membership in the Graduate Faculty is open to faculty who:

- Are formerly tenured with the rank of an emeritus status from Emporia State University.
- Have significant professional accomplishments in their field may be appointed as Emeritus members of the Graduate Faculty for a specified period. Appointments are made by the Graduate Dean upon recommendation of the school or college Dean.

Emeritus members are appointed to teach a specified graduate course or, because of unique qualifications, to serve as a member of a graduate committee. The length of the emeritus appointment will be specified at appointment time for a maximum of three years and be consistent with the nature of the specified duties. An emeritus appointment can be renewed at the end of the three-year period.

Section 5. Upon completion of terms of appointment, the Graduate Office will notify the appropriate departments. The Graduate Faculty of the department (through the chairperson) must decide whether to reappoint members for another term. Initial and continuing membership in the Graduate Faculty is contingent upon the same criteria.

At the time of reappointment, faculty members who during their five-year appointment cannot document current scholarship, active professional activity and graduate teaching/advising effectiveness are not eligible for reappointment as regular graduate faculty members. Regular members who meet the qualification are reappointed for another term.

At the time of reappointment, associate members who during their three years cannot document at least 2 areas from the following 1) current scholarship, 2) active professional activity, or 3) graduate teaching effectiveness are not eligible for reappointment at the associate level.

Section 6. The President, Provost/Vice President for Academic Affairs, Deans and Associate Deans of the academic schools/colleges, and Dean of the Graduate School are members of the Regular Graduate Faculty.

ARTICLE V

Functions and Responsibilities of the Graduate Faculty

Section 1. The purpose of the Graduate Faculty is to teach, advise, and demonstrate scholarly activity in graduate programs at Emporia State.

Section 2. Regular and associate members of the Graduate Faculty teach graduate classes and seminars, advise students in the design of their graduate study plans, and approve said plans. Graduate faculty members can serve as committee members, but only regular members serve as major advisors for theses, dissertations, projects, and performances.

Section 3. Regular and associate Graduate Faculty in the individual academic units shall have responsibility for the content and quality of graduate programs offered, for determining when the requirements for a graduate degree have been met and, through the Dean of the School or College and the Dean of the Graduate School, for recommending to the President and to the Board of Regents that the degree be conferred.

Section 4. All members of the Graduate Faculty may initiate action on any matter of concern pertaining to graduate education by bringing it before the Graduate Council and may appear before the Council to debate the item, but may not vote on any motion that may result. Agenda items should be presented to the Chairperson of the Graduate Council ten days before the meeting at which they are to be considered, either directly or through the appropriate representative on the Graduate Council.

Appeal

If the applicant is not satisfied with the outcome of the graduate faculty status application process at any level (department, College/School Dean, or Graduate Council) of the review process, he/she may request the application be forwarded to the next level for review (e.g., not recommended at the department level – request a review from the College or School Dean). The applicant has the option of attaching a letter to accompany the application. If the applicant is not satisfied with the final decision of the Graduate Dean, he/she will be referred to Section 1E.01 Grievance Procedures for Faculty, Staff, and Students in the University Policy Manual.

ARTICLE VI

The Graduate Council

Section 1. The Graduate Council shall be a representative body of the Graduate Faculty and graduate students. Its purpose shall be to enhance the quality of graduate education by providing a forum for broad participation in the formulation of academic policies that govern graduate programs. The Graduate Council shall recognize the need for shared responsibility in the governance of graduate education. The departments, schools and colleges shall be responsible for the support and management of graduate programs, whereas the Graduate Council shall perform the functions of review and coordination. The objectives of the Graduate Council shall be as follows:

- A. To develop and maintain high standards of quality in all graduate programs,
- B. To recommend general academic policies and procedures relating to graduate programs in the University,
- C. To represent the interests of the Graduate Faculty and graduate students in the University,
- D. To advise the Dean of the Graduate School concerning the administration of the Graduate School.

Section 2. The duties of the Graduate Council shall be as follows:

- A. To review and approve minimum standards for admission to graduate degree programs;
- B. To review and approve the basic requirements for graduate degrees;
- C. To review and approve new and revised graduate courses and degree programs;
- D. To recommend policy for support of graduate students;
- E. To review the administrative structure of graduate degree programs that involve more than one department, school, or college;

- F. To provide for periodic qualitative review of graduate programs;

The major purpose of Graduate Program Review (GPR) at Emporia State University is to ensure that programs are functioning at the highest possible levels of academic quality and are operating in ways that are consistent with the mission of the University and the Graduate School. The process of GPR serves as a means to inform faculty, administrators, students and University governance bodies with respect to the relative merits and areas of needed improvement in particular programs. A GPR is an opportunity to reflect, evaluate and plan in a deliberative and collegial setting. GPRs can assist in identifying strengths, weaknesses, aspirations, opportunities and needs.

1. All graduate programs would be reviewed on the KBOR cycle and using either the KBOR report as the basis for the review or the replacement for the PASL.
2. All new programs (newly developed masters or doctoral programs) would be reviewed during the 3rd year of existence.
3. The review will provide feedback (written, oral or both) of the program to the department in which the program is located.

- G. To develop general criteria and procedures for the establishment of membership in the Graduate Faculty;

- H. To provide a copy of the minutes of all meetings of the Graduate Council to the chair of the Committee on Campus Governance, the President of the Faculty, and members of the Graduate Council.

Section 3. The Graduate Council shall be composed as follows:

- A. The chair of each department offering graduate coursework or a regular member of the graduate faculty designated by the chair,
- B. The Dean of the Graduate School,
- C. Two graduate students selected by the Dean of the Graduate School and the Graduate Student Advisory Committee, to serve two-year staggered terms.

Section 4. The organization of the Graduate Council shall be as follows:

- A. Officers:

1. The Chair shall be elected annually by the Graduate Council from its membership.
2. A Vice-Chair to be elected annually by the Graduate Council from its membership.

- B. Meetings:

1. The Graduate Council shall meet monthly during the academic year. Any monthly meeting can be cancelled by the Chair with the consent of the Vice-Chair. Special meetings may be called by the Chair as required.
2. Meetings are open to all members of the Graduate Faculty who may debate issues but not vote.
3. Minutes of meetings shall be recorded and maintained by the Graduate School, which shall be responsible for distributing the minutes as stated in Article V, Section 2, item H, above.
4. Agenda items must be submitted to the Chair at least ten calendar days prior to the meeting at which they are to be considered.
5. Items that involve a change in university graduate policy shall not be voted upon until the meeting following the meeting of introduction.

C. Committees:

1. There shall be no standing committees of the Graduate Council.
2. Special committees may be appointed by the Chair as required and may include graduate students and members of the Graduate Faculty who are not members of the Council.

ARTICLE VII

Amendments

Section 1. A proposed amendment to these bylaws shall be submitted in writing to the Chair of the Graduate Council at least ten calendar days prior to the regular meeting at which it is to be discussed.

- (a) Any proposed amendment shall be submitted to the Graduate Council and shall become effective upon approval by two-thirds vote.
- (b) Proposed amendments may not be voted upon until the meeting following the meeting at which they are introduced.

