

**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 Council.

ARTICLE III

The Graduate Council

Section 1. The Graduate Council shall be a representative body of the 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 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 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 member of the 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 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 faculty who are not members of the Council.

ARTICLE IV

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.