

SECTION I.

Illinois State University Graduate School Bylaws

approved November 1995
updated January 2006

ARTICLE I. NAME

This organization shall be called the Graduate School of Illinois State University.

ARTICLE II. PURPOSE

The Graduate School shall contribute to the advancement of knowledge through research and instruction. The Graduate School shall encourage qualified undergraduates to pursue graduate study, shall seek to foster in each graduate student a spirit of inquiry and a quality of scholarship or artistic excellence consistent with the highest traditions in graduate work, and shall prepare graduates who are able to assume the professional and scholarly responsibilities of educated persons in a free society.

ARTICLE III. THE DIRECTION OF THE GRADUATE SCHOOL

The formulation of the regulations of the Graduate School shall be the responsibility of the Graduate Faculty and its representatives, subject to the regulations of the Academic Senate and the policies of the Board of Trustees of Illinois State University. Officers of the Graduate School shall be responsible for leadership and implementation of Graduate School regulations.

ARTICLE IV. MEMBERSHIP OF THE GRADUATE FACULTY

Article IV revisions approved by Academic Senate March 6, 2002

Section 1.

The Graduate Faculty of Illinois State University is the resource for faculty (a) teaching classes restricted to graduate students, (b) serving as members or advisors of graduate student committees, (c) serving as thesis/project/dissertation advisors, and (d) serving as members of the Graduate Council and related committees. Faculty may be appointed as Associate Members or Full Members of the Graduate Faculty under the criteria for membership (see Section 3).

Section 2.

The Graduate Faculty shall include the President of the University, the Vice President and Provost, the Associate Vice President for Graduate Studies, Research and International Education, the Dean of University Libraries, the Deans of the colleges and all Department Chairpersons/School Directors as Senior ex officio members with voting privileges.

Section 3.

A. Membership Criteria

Each academic unit shall submit to the Graduate School for review and approval annually by March 1 a list of specific criteria utilized by the discipline as well as a brief description of the procedures employed in determining Graduate Faculty membership in that unit. Graduate Faculty membership shall be based upon, but not limited to, the criteria below which are appropriate for the specific discipline.

For appointment as an Associate Member of the Graduate Faculty, faculty must possess adequate training or education including the terminal degree in the field.

For appointment as a Full Member of the Graduate Faculty, faculty should have:

- a. Adequate training or education including terminal qualifications in the field;
- b. Active participation in research including significant publications in the field; and/or significant contributions to the applied and creative arts in the candidate's field;
- c. Evidence of effective teaching at the graduate level;
- d. Ability to supervise master's theses and doctoral dissertations;
- e. Activities which are recognized or commended by professional organizations in the candidate's field.

B. Membership Recommendations and Appointments

The importance of Graduate Faculty membership and participation shall be considered in the recruitment, promotion and tenure process of the faculty in those academic units where graduate programs currently exist or where faculty are involved in graduate programs in other academic units.

All recommendations for Graduate Faculty status shall be made at the academic unit level based upon the approved criteria and procedures. Recommendations for appointment as an Associate Member of the Graduate Faculty may occur as part of the process for appointment as a university faculty member upon the recommendation of the Associate Vice President for Graduate Studies and approval of the Vice President and Provost. Recommendations for changes in Graduate Faculty status may be made annually. Not later than October 1 each year, all academic units will submit to the Graduate School recommendations for changes in Graduate Faculty status.

Faculty members recommended as Full Members of the Graduate Faculty by their academic units and the College Dean and approved by the Membership Committee of the Graduate Council and the Associate Vice President for Graduate Studies shall subsequently be appointed by the Vice President and Provost. Illinois State University faculty members who have had Graduate Faculty status at other universities or have received tenure and promotion to an Associate or Full Professor at that university may seek appointment as a Full Member of the Graduate Faculty at Illinois State University upon the recommendation of the Dean of the College and the approval of the Associate Vice President of Graduate Studies and of the Vice President and Provost.

C. Rights and Responsibilities

Associate Members of the Graduate Faculty shall be entitled to (a) teach graduate courses (b) to serve on thesis and dissertation committees and (c) to co-chair a thesis committee with a full member of the Graduate Faculty upon approval of the Department Chair/School Director.

Full Members of the Graduate Faculty shall be entitled to (a) teach graduate courses, (b) to serve on thesis and dissertation committees, (c) to chair thesis and dissertation committees, (d) to vote in the deliberations of the Graduate Faculty and (e) to serve as a member of the Graduate Council or as a member of a Committee of the Council.

Retired faculty may continue their Graduate Faculty status for purposes of teaching and may continue to serve on thesis or dissertation committees.

Non-members of the Graduate Faculty are eligible to teach 400- or 500-level courses only in exceptional circumstances. Such exceptions must have prior approval of the Graduate School prior to the beginning of their teaching assignment.

In academic units offering doctoral work, the academic unit will assign only those members of the Graduate Faculty who have doctoral degrees to direct and to serve on doctoral committees. Any exceptions must be approved by the Graduate School.

- D. Requests for Exceptions
- a. Any faculty member not designated as Graduate Faculty can, through the Department Chairperson/School Director, request annual approval from the Graduate School to teach 400- or 500 level courses or to serve on thesis committees.
 - b. Associate Members of the Graduate Faculty, can through the Department Chairperson/School Director, request approval from the Graduate School to chair a specific thesis committee.
 - c. Individuals who are asked to serve on committees but are not members of the Illinois State University faculty must request through the Department Chairperson/School Director approval from the Graduate School to serve on a specific thesis or dissertation committee.
 - d. All requests for exceptions should include a memo containing a brief rationale for the request and an updated copy of the individual's vita.

ARTICLE V. OFFICERS

Officers of the Graduate School shall be the President of the University, the Vice President and Provost, and the Associate Vice President for Graduate Studies, Research, and International Education. Their duties shall be as follows:

Section 1.

The President as Chief Executive Officer shall receive the reports of subordinate officers, shall counsel and advise them, and shall have the powers and responsibilities indicated in the Board of Trustees of Illinois State University Bylaws.

Section 2.

The Vice President and Provost shall receive the reports of the Associate Vice President of Graduate Studies and the various committees of the Graduate School.

Section 3.

The Associate Vice President for Graduate Studies, Research, and International Education shall have the responsibility for the leadership and the direction of the Graduate School. The Associate Vice President of Graduate Studies shall consult with the Graduate Council, the Executive Committee, and the standing committees concerning Graduate School regulations and the administration of the Graduate School. The Associate Vice President of Graduate Studies shall see that the Graduate Council, the standing committees, and any ad hoc committee appointed by the Graduate Council carry out their responsibilities in accord with the Bylaws. The Associate Vice President of Graduate Studies shall administer regulations and shall preside over the meetings of the Graduate Council and the Graduate Faculty. The Associate Vice President of Graduate Studies shall also be responsible for stimulating, facilitating, and correlating efforts for research throughout the University.

ARTICLE VI. COMMITTEES
Revisions approved 10/25/00 by Academic Senate

Section 1. The Graduate Council (edited 7/8/05)

The members of the Graduate Council shall be the representatives of the Graduate Faculty and the graduate students in formulating regulations and in directing the affairs of the Graduate School. This Council shall consist of the Associate Vice President for Graduate Studies or designee, the members of the four standing committees of the Graduate Council, and two graduate students chosen as indicated in Article VII, Sec. 4. The standing committees of the Graduate Council are the Membership Committee, the Research Committee, the Curriculum Committee, and the Admissions Committee. Ordinarily, the Council will meet monthly during the fall and spring semesters. Minutes of the Graduate Council meetings shall be distributed in the manner listed:

(1) The minutes will be available for viewing at the Graduate School website.

- A. The Associate Vice President of Graduate Studies shall act as chairperson of the Graduate Council with voting privileges. In the absence of the Associate Vice President of Graduate Studies, a senior member of the Executive Committee or the Associate Vice President's designee shall serve as chairperson.
- B. Duties of the Graduate Council shall be as follows:
 - 1. To receive the reports and to approve or reject the recommendations of the standing committees;
 - 2. To advise these committees in carrying out their duties;
 - 3. To appoint ad hoc committees when they are necessary;
 - 4. To make recommendations to the faculty on regulations and procedures;
 - 5. To receive communications on any and all matters relating to the Graduate School;
 - 6. To advise and to make recommendations to the Associate Vice President of Graduate Studies;
 - 7. To review matters which are to be taken to the Graduate Faculty;
 - 8. To cooperate with other offices under the jurisdiction of the Provost And Vice President of Academic Affairs.

Section 2. The Graduate Executive Committee

- A. The Graduate Executive Committee shall consist of the Associate Vice President of Graduate Studies and the chairpersons of the four standing committees of the Graduate Faculty.
- B. Duties of the Graduate Executive Committee shall be as follows:
 - 1. To work with the Associate Vice President of Graduate Studies in preparing agenda for the Council and Faculty meetings;
 - 2. To consult with the Associate Vice President of Graduate Studies whenever necessary;
 - 3. To take specific actions as directed by the Associate Vice President of Graduate Studies, Graduate Council or the Graduate Faculty;
 - 4. To advise the Associate Vice President of Graduate Studies in selecting the appointed members of the standing committees.

Section 3. The Membership Committee

- A. The Membership Committee shall consist of four members chosen as indicated in Section 7B.
- B. Duties of the Membership Committee shall be as follows:
 - 1. To review the specific criteria and procedures established by each department/school for determining Graduate Faculty membership, as prescribed in Article IV, Section 3, and recommend their findings to the Graduate Council for its approval.

2. To submit to the Graduate Council on or about April 1, an annual written report concerning the work of the Committee, with recommendations for the coming year.

Section 4. The Research Committee

- A. The Research Committee shall consist of four members chosen as indicated in Section 7B. It shall recommend to the Graduate Council overall research regulations for the Graduate School. The University Librarian and the Director of Research and Sponsored Programs or their representatives may serve as advisory members at meetings of the Committee.
- B. Duties of the Research Committee shall be as follows:
 1. To stimulate research among students and faculty;
 2. To advise on such matters as the organization of research foundations;
 3. To foster high standards of research in the Graduate School;
 4. To initiate recommendations concerning research facilities and research publications in the University;
 5. To establish regulations for getting research grants and contracts in conjunction with the Graduate School and Research and Sponsored Programs office;
 6. To submit to the Graduate Council on or about April 1 an annual written report concerning the work of the Committee, with recommendations for the coming year.

Section 5. The Curriculum Committee

- A. The Curriculum Committee shall consist of eight members (one member from each College, one representative from the Graduate Student Association, and a representative of the Graduate School) chosen as indicated in Section 7B.
- B. Duties of the Curriculum Committee shall be as follows:
 1. To review proposals dealing with new and/or existing courses or degree programs, review course proposals where unresolved objections exist or which are part of larger degree or sequence proposals, to hold hearings, and to propose their acceptance or rejection;
 2. To coordinate efforts with the various College Curriculum Committees as a means of addressing and resolving, in a timely manner, any modifications in course or program proposals which may occur as a result of Graduate Curriculum Committee actions;
 3. To review periodically the university graduate degree requirements and to make suggestions for their improvement;
 4. To assist in the review of the curricula of each degree program as part of the program review process;
 5. To keep abreast of certification requirements so that various curricula in the Graduate School may be kept current on such matters;
 6. To coordinate its work with that of the University Curriculum Committee with regard to such matters as courses and programs which affect both the undergraduate and graduate programs; and
 7. To submit to the Graduate Council on or about April 1 an annual written report concerning the work of the Committee, with recommendations for the coming year.

Section 6. The Admissions Committee

- A. The Admissions Committee shall consist of four members chosen as indicated in Section 7B. The Director of Admissions, or a representative from that office, may serve as an advisory member at meetings of the Committee.
- B. Duties of the Admissions Committee shall be as follows:
 1. To review and make recommendations concerning admission procedures with a view to maintaining adequate standards in the Graduate School and insuring the high quality of students admitted to graduate programs;

2. To study and to make recommendations in regard to registration procedures and regulations as they affect the Graduate School;
3. To review applications, and to recommend awards, for graduate scholarships and fellowships under the Committee's purview.
4. To make recommendations in regard to application, evaluation and award procedures for scholarships and fellowships under the Committee's purview, but remaining within the guidelines of the scholarship or fellowship founder, donor or grantor.
5. To submit to the Graduate Council on or about April 1 an annual written report concerning the work of the Committee, with recommendations for the coming year.

Section 7. Selection of Standing Committee Members

- A. Selection of the Curriculum Committee of the Graduate Faculty shall be conducted in the following manner:
 1. The Curriculum Committee shall consist of eight members. One member from each College elected by the Graduate Faculty, a representative from the Graduate Student Association (GSA) and a representative of the Graduate School. All members have voting privileges. The Committee shall elect a chairperson prior to the first meeting of the Graduate Council following the annual election.
 2. The elected members of the Curriculum Committee shall be chosen in the following manner:
 - a. Two members of the Graduate Faculty from each College whose Graduate Curriculum Committee member's term is ending shall be nominated for each elective position by a committee of three Graduate Faculty members chosen by the Graduate Council. Refer to Article VI, section 7B for completion of process of elected members.
- B. Selection of the three remaining standing committees of the Graduate Faculty (Admissions, Membership, and Research) shall be conducted in the following manner:
 1. Each committee shall consist of four members, three elected by the Graduate Faculty and one appointed by the Associate Vice President of Graduate Studies. The Associate Vice President of Graduate Studies shall serve as the fifth member of each committee with voting privileges. Each committee shall elect a chairperson prior to the first meeting of the Graduate Council following the annual election.
 2. The elected members of each committee shall be chosen in the following manner:
 - a. Two members of the Graduate Faculty shall be nominated for each elective position by a committee of three Graduate Faculty members chosen by the Graduate Council. Members of the Graduate Council are not eligible to serve on the nominating committee. The nominating committee shall announce its nominations yearly in January. Any member of the Graduate Faculty will have the right to nominate additional candidates, provided that the nominee has given consent, provided that the vita of the nominee is presented to the Associate Vice President of Graduate Studies at the time of the nomination, and provided that the signatures of ten (10) members of the Graduate Faculty accompany the nomination. No elected members of the Graduate Council may be renominated until one year has elapsed since the expiration of their term, but any member may be selected as the Associate Vice President of Graduate Studies appointee. Varied departmental/school and collegiate representation should be a factor in making nominations for elected positions.
 - b. Elections shall take place by ballot yearly in February/March. Elected members shall serve for three years.

- c. Terms of office shall begin on or about April 1.
 - d. To maintain the functions of the standing committees in case of repeated absences within a semester, the Associate Vice President of Graduate Studies, with the advice of the Executive Committee, may appoint temporary replacement. If an elected member of a standing committee shall resign before the expiration of the member's term or shall be absent before the expiration of the member's term or shall be absent from consecutive meetings of the Graduate Council and/or the standing committee for more than one semester, the remainder of the term shall be completed by that nominee who, in the last election, received the next highest number of votes for the specified committee in which the vacancy has occurred. If the list of eligible nominees should be exhausted, the Executive Committee of the Graduate Council shall choose another member of the Graduate Faculty to fill the vacancy.
3. The Associate Vice President of Graduate Studies, with the advice of the Executive Committee, shall make the appointments after the election so that the selections may help to balance the representation on the Graduate Council. Committee members appointed by the Associate Vice President of Graduate Studies shall take office on or about April 1 and shall serve for two years.
- C. No more than two members of any one department/school may sit at one time as elected or appointed members of the Graduate Council.
 - D. No more than one member of any department/school may be elected or appointed to a standing committee.

ARTICLE VII. THE GRADUATE STUDENT ASSOCIATION

Section 1.

The purpose of the Graduate Student Association is to help further the mission of the Graduate School, to provide information and advice on graduate student problems, and to make recommendations for improvements in regulations and procedures.

Section 2.

The members of the Governing Board of the Graduate Student Association shall be the representatives of the graduate students. These representatives shall convey to the Associate Vice President for Graduate Studies, the Graduate Council, and/or the standing committees the suggestions and reactions of the graduate students about matters of concern to them. They shall meet regularly with the Associate Vice President for Graduate Studies or the designee.

Section 3.

To encourage communication and to assist the Graduate Council and its standing committees in the performance of their prescribed duties, the Graduate Council and the standing committees may seek the advice of the Graduate Student Association collectively, in small groups, or individually.

Section 4.

The Graduate Student Association shall select each year under the supervision of the Associate Vice President for Graduate Studies two full-time graduate students to serve as voting members on the Graduate Council for one-year terms with one to serve as a member of the Graduate Curriculum Committee.

ARTICLE VIII. MEETINGS

Section 1.

Special meetings of the Graduate Faculty may be called by the Graduate School, and must be called on the request of a majority of the Graduate Council or upon the presentation of a petition by ten percent (10%) of the Graduate Faculty. A quorum of the graduate faculty for transacting business shall be the number present at the meeting. The agenda shall be distributed at least one week before the special meeting and shall relate directly to the concern about which the special meeting was called.

Section 2.

Minutes of special meetings of the Graduate Faculty shall be distributed in the manner listed below.

1. Minutes will be available for viewing on the Graduate School website.
2. Hard copy of minutes will be distributed to the Graduate Council.

ARTICLE IX. PARLIAMENTARY AUTHORITY

In case of disagreement as to procedure in a meeting of the Graduate Faculty, a Parliamentarian appointed by the Executive Committee shall rule and shall base rulings on Roberts Rules of Order, Revised.

ARTICLE X. AMENDMENTS

These Bylaws may be amended according to the following procedure: (1) the amendment shall be submitted in writing to the Graduate Faculty; and (2) the amendment must be approved by a two-thirds vote of those who respond within ten (10) school days to a special ballot mailed to all voting members of the Graduate Faculty. Amendments to these Bylaws shall be subject to review by the Academic Senate.

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- Approved by the Academic Senate July 16, 1986, to become effective immediately.
 - Graduate Faculty Membership revision approved by the Academic Senate November 11, 1992, to become effective immediately.
 - Revision of Curriculum Committee membership, Graduate Faculty meeting dates and distribution of Graduate Council and Graduate Faculty minutes approved by the Academic Senate on November 8, 1995, to become effective immediately.
 - Revisions approved by Academic Senate on October 25, 2000 to become effective immediately:
 - Article VI. Committees,
 - Section 1, The Graduate Council
 - Section 5, The Curriculum Committee
 - Section 6, The Admissions Committee
 - Section 7, Selection of Standing Committee Members
 - Article VII. The Graduate Student Association
 - Article VIII. Meetings
 - Article IV. Membership revisions approved by Academic Senate March 6, 2002
 - Article VIII. Meetings revisions approved by Graduate Faculty vote on March 26, 2002.
 - Meetings revisions approved by Academic Senate 3/26/03.
 - 12/1/03 In accordance with approval by Academic Senate Article VIII Section 1 was deleted, Sections 2 and 3 were updated.
 - Article VI. Sections 5 and 7. Selection of Standing Committee Members edited to reflect agreement with the Academic Senate 3/26/03 decision.
 - Article X. Edited to reflect agreement with the Academic Senate 3/26/03 decision.