BYLAWS OF THE GRADUATE EDUCATION COUNCIL

1. Duties and Responsibilities

The Graduate Education Council (GEC) acts as an advisory body to the vice provost and dean of graduate education with respect to graduate education. Its specific duties and responsibilities are the following:

a) To review and make recommendations concerning proposals for new Ph.D. programs and substantive modifications to existing Ph.D. programs

b) To review and make recommendations concerning proposals for other doctoral, master’s and post-baccalaureate certificate (PBC) programs, and for modifications to existing doctoral (non-Ph.D.), master’s and PBC programs, at the discretion of and upon request by the vice provost and dean of graduate education

c) To review and make recommendations based on the results of internal and external program reviews of Ph.D.-granting programs

d) To propose, review, and make recommendations on graduate education policies and changes thereto

e) To provide input to the Graduate and Professional Education Assembly, including advising the vice provost and dean on the agenda for GPEA meetings

f) To serve as members of the Graduate School Academic Grievance Committee

g) To review and make recommendations on other items related to graduate education submitted for consideration by the vice provost and dean of graduate education, directors of graduate study or their equivalent (e.g., program directors), collegiate deans, the Senate Committee on Educational Policy, or Council members

2. Membership

The Graduate Education Council shall be composed of:

a) the vice provost and dean of graduate education, who shall serve as chair

b) 15-20 tenured or tenure-track faculty members, serving staggered three year terms

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1 Approved by the provisional GEC on November 29, 2011. Amended August 22, 2012, to address vacancies on the GEC. Amended September 27, 2012, to incorporate provisions for service as members of the Graduate School Academic Grievance Committee, effective September 2013. Amended January 29, 2013, to reflect the GEC’s expanded role with respect to the review of proposals for new and changed academic programs.

2 Initially, 1/3 of the faculty GEC members would be elected for 1-year terms, 1/3 for 2-year terms, and 1/3 for 3-year terms. An initial 1-year term shall not preclude a faculty member from serving two additional consecutive 3-year terms.
c) 3 Ph.D. student representatives and 2 Ph.D. student alternates

The GEC shall attempt to achieve proportionality among academic disciplines and broad representation of graduate education interests at the University among the nominees to the GEC. The GEC must include at least one faculty member from a coordinate campus with graduate education programs, and at least one faculty member who is actively participating in a cross-collegiate interdisciplinary graduate program. Faculty members with administrative appointments of 50% or greater are not eligible to serve as voting members of the GEC. Faculty who hold any of the following titles are also ineligible to serve as voting members: president, provost, vice provost, vice president, chancellor, vice chancellor, dean, associate dean.

3. Term of Service

a) Faculty members shall serve staggered three-year terms and may serve at most two consecutive terms, after which they are not eligible to serve again for three years.

b) Student members shall be selected for one- or two-year terms and may serve no more than four years. Student alternates shall serve one-year terms and may serve no more than four years.

c) The terms of elected faculty and student members shall begin in the fall semester following their election in the preceding spring term.

4. Elections

a) One-third of the faculty members shall be elected by a ballot circulated annually in the spring to all tenured and tenure-track faculty on the Twin Cities, Duluth and Rochester campuses. Nominees will be solicited via a call issued annually in the fall by the vice provost and dean of graduate education.

b) Annually, the chair shall appoint a nominating committee from among the GEC’s outgoing faculty members, and additional faculty members as needed, to oversee the process for selecting nominees for the faculty ballot and to recommend selection criteria. The GEC’s faculty members shall agree on the final slate before the ballot is circulated for a vote. Faculty members whose terms will expire and who wish to be considered for election for another term are ineligible to serve on the nominating committee.

c) Student representatives and alternates shall be selected by the Council of Graduate Students according to its established processes.

5. Non-voting Members

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3 By exception, the first election to establish a “permanent” GEC will be held in late fall 2011 with terms beginning in spring 2012.
The GEC may include as non-voting members:

a) an *ex officio* member of the Twin Cities Deans’ Council (to be selected by the Deans’ Council) who is not a dean of a college within the Academic Health Center

b) an *ex officio* member of the Academic Health Center Academic Council (to be selected by the Academic Council)

*Ex officio* members representing the Twin Cities Deans’ Council and the Academic Health Center shall serve one-year renewable terms, beginning in the fall semester.

Other non-voting members may be added to the committee by a majority vote of the GEC’s voting members and with approval by the chair. Non-voting members shall have the same privileges as GEC members, with the exception of voting, and shall serve for a period specified by the GEC.

6. Vacancies

a) If a faculty member will be on leave from the University or is, for any reason, absent from the University for more than one year, a new faculty member shall be appointed to complete the term remaining. Faculty members on leave for one year or less during the first two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term shall be replaced for the term remaining. All such appointments will be made by the vice provost and dean of graduate education following appropriate consultation. Members shall inform the vice provost and dean of graduate education at least one semester prior to the semester in which their leave will commence.

b) Replacement procedures for faculty members who will be absent for more than one year of a two- or three-year term shall follow established election procedures.

c) Student vacancies shall be filled by the Council of Graduate Students according to its established processes.

7. Meetings

a) The GEC will meet monthly during the academic year. The GEC may meet at other times, including during the summer, as members and/or the chair may deem necessary.

b) Both elected representatives and student alternates shall receive meeting agendas and related materials.

8. Voting

a) Both student representatives and student alternates may attend GEC meetings; alternates shall vote only in place of absent representatives.

b) A quorum of the GEC shall be defined as a majority of its voting members.
c) A majority vote shall be required to pass any items on which the GEC is asked to vote, with the exception of amendments to these bylaws, which shall require a two-thirds vote.

d) In voting, other than as specified in these bylaws, and in other matters requiring parliamentary authority, GEC meetings shall be governed by Robert’s Rules of Order Newly Revised (most recent edition).

9. Graduate School Academic Grievance Committee Membership

Faculty members in their second or subsequent year of GEC service will also serve as members of the Graduate School Academic Grievance Committee from which hearing panels will be established to hear formal academic complaints filed by graduate students. All graduate student members of the GEC, including student alternates, will serve on the Academic Grievance Committee regardless of their years of service as GEC members. In rare instances and with approval by the Vice Provost and Dean of Graduate Education, previous GEC members may be invited to serve. The chair of the Graduate School Academic Grievance Committee will be appointed by the Vice Provost and Dean from among the committee’s faculty members.

10. Subcommittees

The Vice Provost and Dean of Graduate Education, at his or her discretion and in consultation with GEC members, may appoint subcommittees of the GEC to review and make recommendations to the full GEC on any matters that fall within its purview.