

# CONSTITUTION AND BYLAWS OF THE GRADUATE SCHOOL

Of

## PITTSBURG STATE UNIVERSITY

**PREAMBLE:** The Graduate Faculty of Pittsburg State University recommends the awarding of graduate degrees to students who have successfully completed an approved program of study. Therefore, it is the responsibility of the Graduate Faculty to formulate and review all policies and practices concerning graduate programs. It is the further responsibility of the graduate faculty to maintain a high level of instruction, research, and creative activity and a climate of free inquiry conducive to learning.

### ARTICLE I: Organization

The Graduate School consists of the Graduate Faculty, the graduate student body and graduate school administration. The Graduate Faculty shall consist of those members of the General Faculty who have been appointed to the Graduate Faculty in accord with current provisions outlined in I.B.3. of these articles. The graduate student body is composed of those persons admitted to graduate study in the Graduate School. Graduate Administration is comprised of the Dean of the Graduate School and those University administrators to whom he/she reports.

#### A. The Graduate Faculty

##### 1. Responsibilities

The responsibilities of the Graduate Faculty, described in the Preamble, are routinely delegated to the Graduate Council as constituted under Section I.C, but the Graduate Faculty may assert its ultimate responsibility over matters before the Graduate Council. The mechanism for such assertion of ultimate responsibility is described in sections I.C.5. below.

##### 2. Officers

Officers of the Graduate Faculty shall be the Dean of the Graduate School as ex officio Chair and the secretary of the Graduate Council.

##### 3. Meetings

The Graduate Faculty shall hold regular meetings during each semester and summer session and on call by the Chair. Each semester the Graduate Faculty

must certify the candidates for Graduate Degrees.

A Graduate Faculty meeting may be called by the Dean of the Graduate School or a petition consisting of the names of twenty Graduate Faculty members and the agenda for the meeting. Whenever a special meeting of the Graduate Faculty is called, the meeting shall be held with the Dean of the Graduate School and must be publicly announced two weeks prior to the meeting date. Business may be conducted by a majority of those present at the meeting.

#### B. Categories of Graduate Members Involved in Graduate School Programs.

There shall be three categories of faculty members involved in Graduate School Programs.

### 1. GRADUATE SERVICE FACULTY

#### a. Membership

A faculty member with appropriate academic credentials and experience who is not a member of the Graduate Faculty, but who is authorized to teach graduate classes for a period of up to two years, which may be renewed.

#### b. Responsibilities of those performing Graduate Service

A faculty member performing Graduate Service may teach specified graduate level courses, act as advisor to Graduate degree candidates, and serve as a member of Thesis, Ed.S. and Scholarly Project committees, but may not serve as research director.

#### c. Nomination Procedure

Faculty members shall be nominated for Graduate Service by recommendation of the Department Chair and the Departmental Graduate Faculty with concurrence of the Dean of the College. In submitting a nomination, the Department Chair shall present a data sheet summarizing pertinent information relative to the qualifications of the faculty member so nominated. The Council then renders the final decision.

The policies and procedures adopted for selection of Graduate Service Faculty are designed to assure appropriate review and consideration of the demonstrated qualifications of nominees for Graduate Service Faculty Membership.

### 2. GRADUATE RESEARCH ASSOCIATE FACULTY

#### a. Membership

An individual, who is not a member of the General Faculty at Pittsburg State

University, but who has the academic credentials to serve as a member of (i) Thesis and Oral Committee at the Master's level; (ii) Research committee at the Ed. S. level; or (iii) Scholarly Project and Oral Committee at the Doctoral level, for a period of up to two years, which may be renewed.

b. Responsibilities of those performing Graduate Research Associate

A Graduate Research Associate Faculty may only serve as an additional member of thesis, research, and oral committees at the Master's, Ed. S. or Doctoral level. Graduate Research Associate faculty may not replace one of the required members or serve as research director.

c. Nomination Procedure

Individuals for Graduate Research Associate Faculty shall be nominated by recommendation of the Department Chair and the Departmental Graduate Faculty with concurrence of the Dean of the College. In submitting a nomination, the department Chair shall present a data sheet summarizing pertinent information relative to the qualifications of the faculty member so nominated. The Council then renders the final decision.

The policies and procedures adopted for selection of Graduate Research Associate Faculty are designed to assure appropriate review and consideration of the demonstrated qualifications of nominees for Graduate Research Associate Faculty Membership.

### 3. GRADUATE FACULTY

a. Membership

A member of the General Faculty is eligible for admission to Graduate Faculty membership upon meeting either of the two following sets of criteria.

1. Holds a terminal degree, and
2. Has a minimum of one year of successful teaching and/or research experience at Pittsburg State University or comparable experience. Where the preparation and experience of the faculty member and the nature of his/her assignment warrants, this requirement may be waived.

OR

1. Does not hold a terminal degree, but
2. Has demonstrated the capacity or ability for graduate teaching, research, and superior competence in his/her field of specialization according to the tested experience guidelines in the tested experience document.

3. Holds the rank of Associate Professor or higher.

b. Responsibilities of Members of the Graduate Faculty

A Graduate Faculty member shall be authorized to 1) Teach Graduate level courses 2) Serve as adviser at the Master's, Ed.S. and Doctoral levels; 3) Serve as a member of Thesis, Scholarly Project, and Ed.S. Research Committees; 4) Direct Graduate Research, except on a degree higher than he/she holds; 5) Participate in the full range of Graduate policy making, including participation in meetings of Graduate Faculty at the departmental, college and university levels; 6) Have eligibility for service on the Graduate Council at the University.

c. Nomination Procedure

Faculty members shall be nominated for membership on the Graduate Faculty by recommendation of the Department Chair and the Departmental Graduate Faculty with concurrence of the Dean of the College. In submitting a nomination, the Department Chair shall present a data sheet summarizing pertinent information relative to the qualifications of the faculty member so nominated. Appointments are made by the President upon the recommendation of the Graduate Council. The policies and procedures adopted for selection of Graduate Faculty are designed to assure appropriate review and consideration of the demonstrated qualifications of nominees for Graduate Faculty Membership.

## C. GRADUATE COUNCIL

### 1. Membership

The Graduate Council shall be composed of Graduate Faculty from each department/school offering a graduate degree program. Additional representation from departments/schools is based on the number of students graduating during the previous calendar year. Departments/schools with 25 or more students are entitled to a second representative and a third representative with 50 or more students graduating. Departments/schools are entitled to one additional representative for each degree program with 40 or more students graduating. No department/school will have more than six representatives on the Council.

The Registrar and Dean of Graduate School shall be ex officio members. The departments/schools shall elect a representative to the Graduate Council prior to March 1 of the academic year. The term for the representatives to the Graduate Council shall be from August 1 to July 31 of the subsequent year. Each department/school chair, director, or associate dean shall notify the Dean of the Graduate School by March 15 of their elected members. The newly elected representatives shall meet in April for the sole purpose of electing the officers as indicated in II. B. and the Executive Committee as outlined in I. C. 6. the forthcoming year.

## 2. Meetings

The Graduate Council will meet at least three times each semester and once per summer with additional meetings as the need arises. Meetings may be called by the Dean of the Graduate School or by a majority of the Executive Committee of the Council. A majority of the elected membership must be present to conduct official business of the Council.

The Graduate Council meets the second Wednesday of each month at 3:00 PM. However, to allow for a review of Spring and Fall graduates, the May and December meetings will occur on the first Wednesday. Additionally, Graduate Council meetings in June and July may be held via email if there are no curricular matters to discuss.

## 3. Duties

The Graduate Council shall be the legislative committee of the Graduate Faculty. The duties of the Graduate Council shall be to formulate and review academic policies, practices and curricula concerning graduate studies (to include course legislation at the 700 level and above) and to recommend the awarding of graduate degrees to students who have successfully completed an appropriate program of study each May, July and December.

## 4. Distribution of Minutes

Graduate Council Minutes shall be posted on the Graduate School web page and all members of the Graduate Faculty, the Dean of the Graduate School, Vice President for Academic Affairs and all members of the Faculty Senate shall be notified when the minutes are posted.

## 5. Action of the Graduate Council and Petition for Reconsideration

Action by the Graduate Council shall be considered final unless challenged by petition from members of the Graduate Faculty. A petition from the Graduate Faculty must contain at least twenty names of its regular membership.

Petitions for reconsideration must be sent to the Dean of the Graduate School within 14 days of the notification date of the minutes of the meeting.

When a legislative action of the Graduate Council has been challenged, final action will be taken by the Graduate Faculty.

## 6. Executive Committee of the Graduate Council

To facilitate the work of the Graduate Council, an Executive Committee of the Graduate Council, composed of the chairperson of the council, the Dean of Graduate School, and one representative from each college, should be established. Each college representative should be elected by the departmental representatives within

that college, and each elected member shall be an elected representative on the Executive Committee.

The duties of the Executive Committee shall be to meet on call of the Chairperson of the Council to advise the Dean of Graduate School on matters of policy and procedure pertaining to graduate programs and assist the Dean of Graduate School in drafting of appropriate agenda items for the next Graduate Council meeting.

## ARTICLE II: Officers and Administration

### A. Office of the Graduate School

The Dean of Graduate School is responsible for the implementation of academic policies and practices legislated by Graduate Council as printed in the University Catalog. In particular the Dean is charged with:

1. Admitting student to Graduate School.
2. Supervising the admission of students to graduate programs.
3. Maintaining an official file on each graduate student.
4. Approving the formatting and organization of theses, Ed.S. and Scholarly Projects according to the Thesis or Scholarly Project Manual.
5. Providing additional information related to Graduate Studies.
6. Establishing procedures for receiving Graduate Council approval of:
  - a. Curricular changes in graduate programs
  - b. Changes of degree requirements in approved graduate programs within Graduate School policies.
  - c. New degree programs
  - d. Admission application to Graduate School
  - e. Minor exemptions or relief from Graduate School policies.
7. Approving of Graduate Assistantships appointed by the departments and colleges.
8. Forwarding to the Graduate Council for approval:
  - a. Curricular changes and/or degree requirements in graduate programs or new degree programs as requested by academic departments.

- b. Changes in Graduate School policies.
  - c. Recommendation to Graduate Faculty the awarding of graduate degrees to those students successfully completing their program.
9. Forwarding changes approved by Graduate Council to Office of the Registrar for inclusion in the Catalog.

B. Elected Officers of Graduate Council

1. Chairperson

- a. Chairs Graduate Council meetings.
- b. Approves agenda for meetings of Graduate Council in conjunction with the Dean of Graduate School.
- c. Represents Graduate Council as needed.

2. Vice Chairperson

- a. Serves as chair in the absence of the Chairperson.
- b. Approves and signs minutes of meetings.
- c. Works with the Dean of the Graduate School as needed.

C. Appointed Officers of Graduate Council

Secretary of Graduate Council

- a. Is appointed by Graduate Council
- b. Responsible for recording the activities of the council, prepares the minutes of meetings, posting agendas and minutes of meetings on the web site.

ARTICLE III: Changes in Constitution and By-Laws

Motions to change these by-laws may be initiated by either a majority vote of the Graduate Council or a majority vote of the Graduate Faculty. Such motions shall be presented to either group at a regular meeting by being included on the scheduled agenda.

Approved by the Pittsburg State University Graduate Council on November 12, 2003