

GRADUATE COUNCIL GUIDELINES
Western Kentucky University
(Approved 3/19/15; 4/23/15)

Article 1: Purpose

The Graduate Council, serving as a Standing Committee of the Senate, is the official representative voice of the graduate faculty and graduate students. Graduate Council membership is comprised of three graduate faculty and one graduate student representing each of the six academic colleges at Western Kentucky University. In addition, the Executive Committee shall appoint one senator to serve as a voting member of the Graduate Council, for a total of twenty-five (25) voting members. Faculty representatives must be members of the graduate faculty and employed by WKU. Ex-officio members include the Dean of the Graduate School and one graduate student representative from the Student Government Association (SGA).

The Graduate Council has general supervision and control over all matters of graduate instruction, including admission and degree requirements, curricula, Graduate Faculty membership, and general academic regulations. The Graduate Council reports its curricular and policy actions to the University Senate who reports to the Provost with recommendations for implementation or appropriate disposition.

Among the primary responsibilities of the Graduate Council are:

- 1) to advise the Dean of the Graduate School on matters relating to the administration of graduate faculty, programs, and students including:
 - a. research initiatives involving graduate faculty and graduate students
 - b. standards governing graduate student admission, financial support, and degree completion
 - c. qualifications required for membership on the graduate faculty and participation in the graduate program, including the supervision and direction of theses and dissertations
- 2) to receive, review, and act upon new or revised Graduate Program and curricula proposals
- 3) to monitor graduate issues and concerns and make policy, proposals, and resolutions concerning Graduate School research, curricula, and other issues and policies impacting the quality of graduate education at WKU
- 4) to respond to requests about graduate matters from the Provost, Dean of Graduate School, Senate, or Council of Academic Deans and serve as liaison between Graduate Council and the university administration
- 5) to follow the established policy and procedures as established by the Graduate Council Guidelines, the Graduate School, and published in the WKU Graduate Catalog.

The Chair of Graduate Council shall submit a report setting forth the consent and action items as approved by the Graduate Council to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the graduate faculty members of the Senate Executive Committee, the report shall be included on the Senate agenda for the next scheduled Senate

Chair and is the Chair-elect. In the event that neither the Chair nor the Vice Chair can preside over a meeting, the members present may select a member to preside. The Vice Chair will be elected at the last monthly meeting of the academic year for the upcoming academic year.

Article IV: Committees

Section 1: Standing Committees

1. Executive Committee shall initiate and guide the work of the Graduate Council. Membership of the Executive Committee shall include the Chair, Vice Chair, Chair of the Program and Curriculum Committee, Chair of the Policy Committee, Chair of the Research Committee, and the Dean of the Graduate School as an ex-officio member.
2. Program and Curriculum Committee shall review graduate program and curriculum proposals and make recommendations to the full council. Membership of the Program and Curriculum Committee shall include a minimum of three council members elected by the full membership with no more than one member from each college.
3. Policy Committee shall review policy and make recommendations to the full council. Membership of the Policy Committee shall include a minimum of three council members elected by the full membership with no more than one member from each college.
4. Research Committee shall review research initiatives and make recommendations to the full council. Membership of the Research Committee shall include a minimum of three council members elected by the full membership with no more than one member from each college.

Committee Chairs are elected at the first committee meeting.

Section 2: Ad Hoc Committees

As determined by Graduate Council in consultation with the Dean of the Graduate School, the Chair of Graduate Council may form additional committees or task forces. Ad hoc committees may not exceed one year in operation.

Article V: Amendments

These Bylaws may be amended at any regular or special Graduate Council meeting, provided members receive at least five (5) working days written notice prior to such a meeting that describes the amendment and its purpose. To approve an amendment to the Bylaws, a vote of 50% +1 of the entire Graduate Council is required.