

**BYLAWS**  
**OF THE GRADUATE COUNCIL**  
**THE UNIVERSITY OF TOLEDO**

ARTICLE I. OFFICERS

- Section 1. The officers of the Graduate Council shall be a Chairperson, Vice Chairperson, and three Executive Committee members. The Executive Committee members will be elected by secret ballot for a one-year term of office by the members of the Graduate Council for the following year at the May meeting of the Council. A Vice Chairperson will also be elected by the same process, but for a two-year term. The Chairperson will be the Vice Chairperson elected in the previous year. In the event that the previous year's Vice Chairperson leaves the university, or is unable to serve as Chairperson, a new Chairperson will be elected for a one-year term by the same process as above. Of these five officers at least two must be from colleges reporting to the provost on the Main Campus and at least two from colleges reporting to the provost on the Health Science Campus. The Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies shall serve as Secretary of the Council.
- Section 2. The Executive Committee of the Graduate Council shall be composed of the Vice President for Research Development, the Vice President for Research Administration, the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies, and the Senior Associate Dean of the College of Graduate Studies, the elected officers, the current President of the Graduate Student Association, and ex officio, the Chair of the Graduate Council from the previous year. The Chair of the Graduate Council shall serve as the Chair of the Executive Committee. The Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies shall serve as Secretary of the Executive Committee.
- Section 3. The Executive Committee shall appoint the members of standing and special committees and shall prepare the agenda for each meeting of the Graduate Council. The agenda, the text of any proposal on which the Council is expected to act, and the Minutes of the previous Council meeting shall be submitted to the members of the Council before each meeting date.

## ARTICLE II. MEETINGS

- Section 1. The Graduate Council shall hold regular meetings approximately every other week from September through May at a site that is centrally located or that will rotate between the Main Campus and the Health Science Campus. The Executive Committee may alter a regular meeting date and also may call special meetings of the Council. During the summer months (May to August), the Executive Committee may hold meetings to review and provide preliminary approval for curricular changes with the Graduate Council Curriculum Committee.
- Section 2. Meetings of the Graduate Council shall be presided over by the Chairperson of the Council, or in the latter's absence by the Vice Chairperson. A quorum for the conduct of business shall be a majority of the full membership of the Council.
- Section 3. The order of business at regular meetings of the Graduate Council, unless amended by a majority vote of those present, shall be as follows:
- A. Approval of the Minutes of the previous meeting;
  - B. Reports from the Chair of the Executive Committee of the Graduate Council, and the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies;
  - C. Information and Discussion Items;
  - D. Standing committee reports;
  - E. Organizational Reports, e.g., Graduate Student Association (GSA);
  - F. Old Business;
  - G. New business and
  - H. Adjournment
- Section 4. The Minutes of the Graduate Council, when approved, shall be made available promptly by the Secretary to all members of the Graduate Faculty.
- Section 5. Two unexcused absences may be sufficient grounds for removal from the Graduate Council. Members who cannot attend a meeting and wish to designate someone else from their college to attend the meeting in their place must inform the Office of the Secretary of the Council at least one day ahead.

### ARTICLE III. COMMITTEES

- Section 1. The chairperson of each committee of the Graduate Council, with the exception of the Fellowships and Scholarships Committee, shall be members of the Graduate Faculty who have been elected to the Graduate Council.
- Section 2. All committee reports shall be submitted in writing to the Chairperson of the Executive Committee.
- Section 3. The standing committees of the Graduate Council shall be the following:
- A. Academic Standing Committee
    - i. The Academic Standing Committee shall consist of one person from each college with Graduate Faculty and graduate programs, holding Full or Associate I Membership, and one graduate student appointed by the Graduate Student Association (GSA).
    - ii. The duties of the Committee on Academic Standing shall be:
      - a) to recommend to the Graduate Council policy on standards for admission to the College of Graduate Studies, academic progress of students, entrance, performance and exit criteria for degree programs, and other academic regulations relating to graduate students and programs;
      - b) to recommend to the Graduate Council policies, procedures and actions to promote academic standards;
      - c) to serve as a final body to hear (1) academic dishonesty appeals, (2) academic grade appeals, and (3) academic grievances of all graduate students. The procedures for each of these processes are detailed in the Graduate Student Handbook. A decision of the Committee shall be forwarded to the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies for administrative implementation;
      - d) to serve as an advisory committee to the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies on matters of academic policy and the interpretation of existing policy.

B. Graduate Student Affairs Committee

- i. The Graduate Student Affairs Committee shall consist of eight persons, four holding membership on the Graduate Faculty and four officers of the Graduate Student Association (GSA) or their appointed representatives. Among the GSA representatives at least one must be from colleges reporting to the provost on the Main Campus and at least one from colleges reporting to the provost on the Health Science Campus. Also, at least one of the faculty members of this committee must be a member of the Graduate Council and will serve as the Graduate Council faculty representative in the GSA Executive Committee.
- ii. The Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies will solicit the deans of the colleges with graduate programs for the college representatives of the GSA. The Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies will also provide support for the GSA in organizing annual elections for its officers.
- iii. The duties of the Committee shall be:
  - a) to act as a liason between Graduate Faculty, the University administration and the GSA;
  - b) to present the GSA budget to the Graduate Council for support in presenting it for University approval;
  - c) to counsel the GSA in resolving issues related to academic, professional and social programs;
  - d) to assist the GSA in planning university-wide events;
  - e) and, to meet at least once each semester.

C. Curriculum Committee

- i. The Curriculum Committee shall consist of one person from each college with Graduate Faculty and graduate programs, holding Full or Associate I Membership, and one graduate student appointed by the GSA.
- ii. The duties of the Curriculum Committee shall be:

- a) to make recommendations to the Graduate Council on all new courses offered for graduate credit, both on and off campus, regardless of format, and on all new graduate degree programs;
  - b) to review all changes to existing graduate degree programs and in graduate course title, credit hours, and catalogue description, and to recommend action to the Graduate Council when changes are considered significant by the committee.
- iii. At any time, the Curriculum Committee may approve routine changes to existing courses, minor changes to existing programs, and course renumbering. These approvals will be reported as a consent agenda item to the Graduate Council at their next scheduled meeting.
- iv. The Curriculum Committee will take action on all curricular proposals within 30 days of initial receipt of the proposal by the Graduate Council.
- v. During the Summer months (May to August), the Executive Committee may request a meeting of the Curriculum Committee to review curriculum and program proposals.

D. Fellowships and Scholarships Committee

- i. The Fellowships and Scholarships Committee shall consist of one person from each college with Graduate Faculty and graduate programs, holding Full or Associate I Membership on the Graduate Faculty, including the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies who shall be the Chairperson of the Committee.
- ii. The duties of the Fellowships and Scholarships Committee shall be:
  - a) to advise the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies on the award of graduate fellowships and scholarships;
  - b) to advise the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies on matters relating to the financial support of graduate students;
  - c) to make reports and recommendations to the Graduate Council concerning financial support of graduate students.

E. Membership Committee

- i. The Membership Committee shall consist of one person from each college with Graduate Faculty and graduate programs, who holds Full Membership on the Graduate Faculty.
- ii. The duties of the Membership Committee shall be to review nominations and renewal applications for membership on the Graduate Faculty and to make recommendations to the Graduate Council. At the direction of the Graduate Council Executive Committee the Membership Committee may be convened to review the membership status of an individual member of the Graduate Faculty.
- iii. There shall be five categories of membership on the Graduate Faculty, as enumerated below. Baseline qualifications for each category of graduate faculty membership follow below. Individual programs, departments or colleges may, in addition to these criteria, establish more stringent qualifications for the respective categories. If more stringent criteria are established within a program or department, these must be clearly documented.

a) Full Membership:

1. Qualifications:

- I) Hold a terminal or earned doctoral degree.
- II) Hold a regular continuing faculty appointment at the University of Toledo.
- III) Be actively engaged in both graduate education and research and continuing scholarly activity.
- IV) Consideration will be given to evidence of successful involvement with graduate students and programs, evidence of significant professional accomplishment, and where appropriate, administrative responsibility in graduate education.

2. Duties and privileges of Full Membership:

- I) Propose, design and teach graduate level courses (including thesis research, scholarly project research and dissertation research).
- II) May serve on, or chair, Masters and Doctoral advisory committees, comprehensive examination committees, and graduate projects or internships.
- III) May vote in elections pertaining to Graduate Council and graduate education matters and may serve on the Graduate Council.

3. Review and Renewal:

Full membership is to be reviewed for renewal every seven years. The result of this review may be:

- I) continued Full membership;
- II) Associate I or II membership; or
- III) revocation of Graduate Faculty membership.

b) Associate I Membership:

1. Qualifications:

- I) Hold an earned Masters or Doctoral degree or terminal degree.
- II) Hold a regular continuing faculty appointment at the University of Toledo.
- III) Demonstrated responsibility in both graduate education and research including continuing scholarly activity.

2. Duties and privileges of Associate I Membership:

- I) May serve on, but may not chair, Masters or Doctoral advisory committees and comprehensive examination committees. However, only Graduate Faculty members with doctoral degrees may serve on Doctoral advisory committees. Exceptions to this provision may be addressed with Special Membership status.
- II) May serve on, or chair, Scholarly Project committees; may direct internships.
- III) May teach graduate level courses (excluding thesis/dissertation research).
- IV) May vote in elections pertaining to Graduate Council and graduate education matters and may serve on appropriate committees of the Graduate Council, but may not serve on the Graduate Council.

3. Review and Renewal:

Associate I membership shall be reviewed within seven years, or sooner if requested. The result of this review may be:

- I) promotion to Full membership;
- II) continued Associate I membership;
- III) Associate II membership; or
- IV) revocation of Graduate Faculty membership.

c) Associate II Membership:

1. Qualifications:

- I) Hold an earned Masters or Doctoral degree or possess an advanced degree or earned distinction.
- II) Hold a regular continuing faculty appointment at the University of Toledo.
- III) Be qualified to engage in teaching and service at the graduate level.

2. Duties and privileges of Associate II Membership:

- I) May serve on, but may not chair, Scholarly Project, Masters or Doctoral advisory committees and comprehensive examination committees. However, only Graduate Faculty members with doctoral degrees may serve on Doctoral advisory committees. Exceptions to this provision may be addressed with Special Membership status.
- II) May teach graduate level courses (excluding thesis/dissertation research).
- III) May vote in elections pertaining to Graduate Council and graduate education matters but may not serve on the Graduate Council or its committees.

3. Review and Renewal:

Associate II membership shall be reviewed within seven years or sooner if requested. The result of this review may be:

- I) promotion to Full membership or Associate I membership;
- II) continued Associate II membership; or
- III) revocation of Graduate Faculty membership.

d) Adjunct Membership:

1. Qualifications:

- I) Possess an advanced degree or earned distinction for Adjunct membership on the Main Campus; possess an earned Masters or doctoral degree for Adjunct membership on the Health Science Campus.
- II) Does not hold a regular continuing faculty appointment at the University of Toledo. Adjunct membership may be held by visiting and part-time faculty, lecturers, part-time clinical or visiting appointees, and fellows.

III) Adjunct membership must be for a specified period of time and for those professionals who would make a significant contribution to graduate education, research, and service.

2. Duties and privileges of Adjunct Membership:

- I) May teach graduate level courses.
- II) May serve on, but may not chair Scholarly Project, Masters or Doctoral advisory committees and comprehensive examination committees. However, only Graduate Faculty members with doctoral degrees may serve on Doctoral advisory committees. Exceptions to this provision may be addressed with Special Membership status.
- III) May not vote in elections pertaining to Graduate Council or graduate education matters nor serve on the Graduate Council or its committees.

3. Review and Renewal:

- I) Adjunct members are appointed for a specific period of time but in no case greater than three years.
- II) Adjunct Membership may be renewed upon recommendations of the Membership Committee.

e) Special Membership:

1. Qualifications:

On the recommendation of the Vice Provost for Graduate Affairs and Dean of the Graduate College, the Membership Committee will consider granting Special Membership to professionals who would make a significant contribution to graduate education or research.

2. Duties and privileges of Special Membership:

Special members of the Graduate Faculty will be given responsibilities as enumerated by the Membership Committee from the Duties and Privileges of Full Membership. Individuals holding Special Membership will not vote in elections pertaining to Graduate Council or graduate education matters and will not serve on the Graduate Council or its committees.

3. Review and Renewal:

Appointment will be for a specific period of time but in no case greater than three years. This membership appointment may be renewed upon

recommendation of the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies and the Membership Committee.

F. Graduate Program Review Committee

The definition of the duties of the Graduate Program Review Committee is deferred in order to allow the Provosts to establish the program review process for The University of Toledo. The Graduate Faculty reserves the right to establish and perform Graduate Program Review in the case that an adequate review process is not established and implemented.

ARTICLE IV. IMPLEMENTATION AND AMENDMENT

- Section 1. The adoption of the Bylaws of the Graduate Council shall be by a two-thirds vote of the Council, following the approval of the Constitution of the Graduate Faculty by that body. The effective date of implementation shall be XXXX YY, 2009. Current Graduate Faculty status at the time these Bylaws are adopted will be retained.
- Section 2. The Bylaws may be amended by a two-thirds vote of the Graduate Council.
- Section 3. Every ten years or sooner if necessary, the Executive Committee of the Graduate Council shall appoint a committee to review the procedures set forth in the Constitution of the Graduate Faculty and the Bylaws of the Graduate Council. The committee shall be composed of the Vice President of Research Development, the Vice President of Research, the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies, two members of the Graduate Council, two individuals not on the Graduate Council who hold full membership on the Graduate Faculty, and the President of the Graduate Student Association. The Committee shall submit a written report to the Graduate Council. Subsequently, the Graduate Council shall report on the Committee's findings to the Graduate Faculty.

Adopted September 3, 1984  
Amended April 5, 1988  
Amended October 12, 1993  
Amended October 10, 1995  
Amended June 3, 1997  
Amended May 7, 2002  
Amended XXXX YY, 2009