

**CONSTITUTION  
OF THE GRADUATE FACULTY  
OF THE UNIVERSITY OF TOLEDO**

**ARTICLE I. PURPOSE**

- Section 1. The purpose of the Graduate Faculty of The University of Toledo shall be the advancement of knowledge through research and instruction of the highest quality. The faculty shall seek to foster in students a spirit of inquiry, a recognition of the value of scholarship, and an understanding of the integrity required for the pursuit of scholarship.
- Section 2. The constitution shall govern the organization of the Graduate Faculty in the accomplishment of these goals.

**ARTICLE II. MEMBERSHIP**

- Section 1. The Graduate Faculty shall include ex-officio the President of the University, the Provosts, the Dean of the College of Graduate Studies, the Senior Associate Dean of the College of Graduate Studies, the Vice Presidents for Research, and the Dean of University Libraries.
- Section 2. All faculty members of The University of Toledo who are actively engaged in research and in the instruction of graduate students shall be eligible for nomination for membership in the Graduate Faculty. The standards and the procedures for obtaining and retaining such membership shall be determined by the Graduate Council.
- Section 3. Membership in the Graduate Faculty shall entail the following general responsibilities:
- a. The recruitment of students of outstanding academic ability for graduate study.
  - b. The teaching of graduate courses that will contribute to advanced education and the development of independent scholarly performance.
  - c. The conduct of research of intrinsic scholarly merit, as evidenced by scholarly publications, presentations, and/or performances.
  - d. The direction of independent student research and the supervision of theses and dissertations. This includes projects and internships required for the completion of Graduate degrees and Graduate Certificates granted by this Institution.
  - e. The mentoring of graduate students including academic advising and career development.
  - f. Impart upon graduate students the standards of integrity and scholarly responsibility expected of educated professionals.

- Section 4. Membership in the Graduate Faculty also shall carry the following functions and privileges, as further defined in the bylaws of the Graduate Council, and limited to members of the Graduate Faculty.
- a. The election of representatives to the Graduate Council.
  - b. The right to speak and vote at meetings of the Graduate Faculty.
  - c. The authority to chair faculty examination committees for the admission of students to graduate degree candidacy where required, for the approval of dissertations and theses, and for the certification of Graduate degrees and Graduate Certificates for students in non-thesis programs (limited to those holding full membership on the Graduate Faculty).

### ARTICLE III. THE COLLEGE OF GRADUATE STUDIES

Section 1. The College of Graduate Studies shall be the executive office of the Graduate Faculty. It shall administer the policies of the University that pertain to graduate education and shall administer the decisions of the Graduate Council as representatives of the Graduate Faculty.

Section 2. The Dean of the College of Graduate Studies shall serve as the University Administrator responsible for all matters pertaining to graduate education. The primary responsibilities shall be:

- a. To serve as chief executive officer of the College of Graduate Studies. The Dean shall represent issues of the College of Graduate Studies to the central administration of the University on all matters pertaining to graduate education;
- b. To serve as administrative head of the College of Graduate Studies. The Dean of the College of Graduate Studies shall have responsibility for the leadership and direction of the College of Graduate Studies, shall administer and enforce its policies and regulations, and shall maintain its records; and
- c. To serve as a representative of the University and the Graduate Faculty before the Ohio Board of Regents and its committees on subjects relating to graduate education.

Section 3. The Dean of the College of Graduate Studies shall annually convene a meeting of the Graduate Faculty. At this annual meeting the Graduate Faculty shall receive the reports and plans for the coming year from the Dean of the College of Graduate Studies concerning the operation of the College of Graduate Studies.

Section 4. The Dean and Senior Associate Dean shall be appointed from different campuses (Health Sciences/Main). The Senior Associate Dean shall direct the operations of the College of Graduate Studies on his/her campus, shall consult with and advise the Dean, and represent the Dean in

his/her absence.

#### ARTICLE IV. THE GRADUATE COUNCIL

- Section 1. The Graduate Council shall be the representative body of the Graduate Faculty and shall legislate for it. The duties and functions of the Council shall be:
- a. To adopt bylaws for the internal governance of the Council.
  - b. To create standing and special committees, assign their duties and receive their reports and recommendations.
  - c. To ensure the academic quality and integrity of graduate programs through curricular oversight and periodic program review.
  - d. To establish and review the membership standards and procedures of the Graduate Faculty.
  - e. To adopt policies and procedures concerning graduate education for implementation by the College of Graduate Studies, subject to review by the Graduate Faculty, as provided by Section 10 below.
  - f. To give general direction to the College of Graduate Studies, receive the reports and recommendations of the Dean of the College of Graduate Studies and provide advice on any matter related to graduate education.
  - g. To accept issues for consideration presented by members of the Graduate Faculty and determine questions that should be placed before the faculty for its advice or decision.
- Section 2. The Dean of the College of Graduate Studies, the Senior Associate Dean of the College of Graduate Studies, the Vice-President for Research Development, and the Dean of University Libraries shall be members ex-officio of the Graduate Council.
- Section 3. Each college offering graduate study through the College of Graduate Studies shall be entitled to one representative on the Graduate Council for every twenty-five members, or fraction thereof, of the Graduate Faculty in that college. However, any college offering doctoral degrees shall be entitled to at least two representatives. The Dean of the College of Graduate Studies shall notify each college during the Spring term each year of the number of vacancies and their terms in that college's representation on the Graduate Council in the following year.
- Section 4. The Associate Dean with primary responsibility for graduate education in each college offering graduate study through the College of Graduate Studies shall be a member ex-officio of the Graduate Council.
- Section 5. The Graduate Student Association shall be entitled to elect four representatives to the Graduate Council. Student representatives shall be chosen from different colleges, with at least one student from each campus. They shall have full voting privileges and may be chosen to serve on committees, but not as chair.

- Section 6. The faculty members of the Graduate Council, who must be members of the Graduate Faculty, shall have three-year terms of the office, one-third of which shall be filled on a staggered basis each year. Student members shall have one-year terms of office.
- Section 7. In Spring Semester of each year the Graduate Faculty members of each college and the Graduate Student Association shall elect their representatives to the Graduate Council in accordance with their own rules of procedure. The names of those elected shall be certified at once to the Secretary of the Council. Temporary or permanent vacancies in the Council shall be filled for the duration of the vacancy in accordance with the rules of the affected college or student body.
- Section 8. At the last Council meeting of each academic year, the members of the Graduate Council for the following year shall elect Council officers as described in the Bylaws of the Graduate Council. The offices to be filled shall be: Chairperson, Vice Chairperson, two Executive Committee members, and one student Executive Committee member. The Dean of the College of Graduate Studies shall serve as Secretary of the Council.
- Section 9. The Dean of the College of Graduate Studies, the Senior Associate Dean of the College of Graduate Studies, and elected officers shall constitute the Executive Committee of the Graduate Council. It shall have the duties of appointing committee members, preparing the agenda for Council meetings, and facilitating the work of the Council. The Chair of the Graduate Council shall serve as the Chair of the Executive Committee. The Dean of the College of Graduate Studies shall serve as Secretary of the Executive Committee.
- Section 10. The Graduate Council shall meet twice monthly from August through May and may meet at other times by decision of the Executive Committee. The Graduate Council shall adopt bylaws for the governance of its internal procedures.
- Section 11. The Graduate Council or the Dean of the College of Graduate Studies may convene a special meeting of the Graduate Faculty at any time to solicit the advice or decision of the faculty about any matter within its jurisdiction concerning graduate education. In addition, upon petition of thirty-five members of the Graduate Faculty to the Dean of the College of Graduate Studies the latter shall convene a special meeting of the faculty within two weeks for the purpose of reconsidering any action taken by the Council. The Dean of the College of Graduate Studies shall preside at all special meetings of the Graduate Faculty.

#### ARTICLE V. IMPLEMENTATION AND AMENDMENT

- Section 1. The adoption of this constitution shall be by approval of the Graduate Council and ratification by two-thirds of the Graduate Faculty who vote on the issue in a ballot. The constitution of the Graduate Faculty and the bylaws of the Graduate Council shall replace the bylaws of the Graduate School of 1968, as amended in 1984, and subsequently thereafter. The effective date of implementation shall be August 20, 2007.
- Section 2. The constitution may be amended by approval of the Graduate Council and ratification by two-thirds of the Graduate Faculty who vote by mail ballot.

Section 3. Every five years, a committee composed of representatives of the College of Graduate Studies, Graduate Council, Graduate Faculty, Graduate Student Association, and external consultants, as defined in the bylaws of the Graduate Council, shall review the procedures set forth in the constitution of the Graduate Faculty and the bylaws of the Graduate Council. Subsequently, the Graduate Council shall provide a written report on the Committee's findings to the Graduate Faculty.

Adopted XXXX XX, 2007.