

SECTION I.

Illinois State University Graduate School Bylaws

ARTICLE I. NAME

This organization shall be called the Graduate School of Illinois State University.

ARTICLE II. PURPOSE

The Graduate School fosters high quality graduate education at Illinois State University through strategic leadership and administration, providing services for students and faculty, and serving as a valued resource to the greater University community.

ARTICLE III. THE DIRECTION OF THE GRADUATE SCHOOL

The formulation of the regulations of the Graduate School shall be the responsibility of the Graduate Faculty and its representatives, subject to the regulations of the Academic Senate and the policies of the Board of Trustees of Illinois State University. Officers of the Graduate School shall be responsible for leadership and implementation of Graduate School regulations.

ARTICLE IV. MEMBERSHIP OF THE GRADUATE FACULTY

Section 1. Administration Graduate Faculty Status

The Graduate Faculty shall include the President of the University, the Vice President and Provost, the Associate Vice President for Research and Graduate Studies, the Dean of University Libraries, the Deans of the colleges and all Department Chairpersons/School Directors as Senior ex officio members with voting privileges.

Section 2. Rights and Responsibilities

The Graduate Faculty of Illinois State University is the resource for faculty (a) teaching classes designated for graduate students, (b) serving as members or advisors of graduate student committees, (c) serving as thesis/project/dissertation advisors, and (d) serving as members of the Graduate Council and related committees (see article VI, sect. 1). Faculty may be appointed as Associate Members or Full Members of the Graduate Faculty under the criteria for membership (see Section 3).

- A. Associate Members of the Graduate Faculty shall be entitled to (a) teach graduate courses (b) serve on thesis and dissertation committees and (c) co-chair a thesis committee with a full member of the Graduate Faculty upon approval of the Department Chair/School Director.
- B. Full Members of the Graduate Faculty shall be entitled to (a) teach graduate courses, (b) serve on thesis and dissertation committees, (c) chair thesis and dissertation committees, (d) vote in the deliberations of the Graduate Faculty and (e) serve as a member of the Graduate Council or as a member of a Committee of the Council.
- C. Emeriti faculty may continue their Graduate Faculty status for purposes of teaching and may continue to serve on thesis or dissertation committees.

- D. Non-members of the Graduate Faculty are eligible to teach 400- or 500-level courses only in exceptional circumstances. Such exceptions must have prior approval of the Graduate School prior to the beginning of the teaching assignment.
- E. In academic units offering doctoral work, the academic unit will assign only those members of the Graduate Faculty who have doctoral degrees to direct and to serve on doctoral committees. Any exceptions must be approved by the Graduate School.

Section 3. Membership Criteria

All graduate faculty members must meet the university criteria for associate or full membership. With the approval of the Graduate School any academic unit may establish additional requirements. Those requirements remain in effect until/unless the school/department submits a change. Any additional requirements must be submitted and approved by March 1 to become effective in the following academic year. Department/school graduate faculty status requirements must be reviewed and submitted to the Graduate School by the appropriate faculty every 5 years. Graduate Faculty membership shall be based upon, but not limited to, the criteria below which are appropriate for the specific discipline.

For appointment as a Full Member of the Graduate Faculty, faculty must have:

- A. Full-time tenured or tenure track employment at Illinois State University;
- B. Adequate training or education including terminal qualifications in the field;
- C. Active participation in research including significant publications in the field; and/or significant contributions to the applied and creative arts in the candidate's field;
- D. Evidence of effective teaching at the graduate level;
- E. Ability to supervise master's theses and doctoral dissertations;

For appointment as an Associate Member of the Graduate Faculty, faculty must have:

- A. Full-time tenured or tenure track employment at Illinois State University;
- B. Possess adequate training or education including the terminal degree in the field.

Section 4. Membership Recommendations and Appointments

The importance of Graduate Faculty membership and participation shall be considered in the recruitment, promotion and tenure process of the faculty in those academic units where graduate programs currently exist or where faculty are involved in graduate programs in other academic units.

All recommendations for Graduate Faculty status shall be made at the academic unit level based upon the approved criteria and procedures. Recommendations for changes in Graduate Faculty status may be made annually. Not later than October 1 each year, all academic units will submit to the Graduate School recommendations for changes in Graduate Faculty status.

Faculty members recommended as Full and Associate Members of the Graduate Faculty by their academic units and the College Dean and approved by the Membership and Student Development Committee of the Graduate Council and the Associate Vice President for Research and Graduate Studies or designee shall subsequently be appointed by the Vice President and Provost

Requests for Exceptions:

- A. Any faculty member not designated as Graduate Faculty can, through the Department Chairperson/School Director, request annual approval from the Graduate School to teach 400- or 500 level courses or to serve on thesis committees. No exception form is required if the chair/director has nominated the faculty member for associate or full membership on the graduate faculty and the nomination has been signed by the Dean of the College. Associate Members of the Graduate Faculty, can through the Department Chairperson/School Director, request approval from the Graduate School to chair a specific thesis committee.
- B. Individuals who are asked to serve on committees but are not members of the Illinois State University faculty must request through the Department Chairperson/School Director approval from the Graduate School to serve on a specific thesis or dissertation committee.
- C. All requests for exceptions should include a memo containing a brief rationale for the request and an updated copy of the individual's vita.

ARTICLE V. OFFICERS

Officers of the Graduate School shall be the President of the University, the Vice President and Provost, and the Associate Vice President for Research and Graduate Studies. Their duties shall be as follows:

Section 1. President

The President as Chief Executive Officer shall receive the reports of subordinate officers, shall counsel and advise them, and shall have the powers and responsibilities indicated in the Board of Trustees of Illinois State University Bylaws.

Section 2. Vice President and Provost

The Vice President and Provost shall receive the reports of the Associate Vice President for Research and Graduate Studies and the various committees of the Graduate School.

Section 3. Associate Vice President for Research and Graduate Studies

The Associate Vice President for Research and Graduate Studies shall have the responsibility for the leadership and the direction of the Graduate School. The Associate Vice President for Research and Graduate Studies shall consult with the Graduate Council, the Executive Committee, and the standing committees concerning Graduate School regulations and the administration of the Graduate School. The Associate Vice President for Research and Graduate Studies shall see that the Graduate Council, the standing committees, and any ad hoc committee appointed by the Graduate Council carry out their responsibilities in accord with the Bylaws. The Associate Vice President for Research and Graduate Studies shall administer regulations and shall preside over the meetings of the Graduate Council and the Graduate Faculty. The Associate Vice President for Research and Graduate Studies may appoint the Director of the Graduate School to act as a designee for the listed responsibilities.

ARTICLE VI. COMMITTEES

Section 1. The Graduate Council

The members of the Graduate Council shall be the representatives of the Graduate Faculty and the graduate students in formulating regulations and in directing the affairs of the Graduate School.

- A. This Council shall consist of the Associate Vice President for Research and Graduate Studies or designee, the members of the three standing committees of the Graduate Council, and two graduate students named by the Graduate Student Association if it is active as a registered student organization (RSO). If that organization is not an RSO, the graduate student representatives will be named by two Colleges chosen on a rotating basis.

- B. The standing committees of the Graduate Council are the Membership and Student Development Committee, the Research & Creative Activity Committee, and the Graduate Curriculum Committee.
- C. All faculty representatives to the Graduate Council must have Full Graduate Faculty Status.
- D. Ordinarily, the Council will meet monthly during the fall and spring semesters.
- E. The Associate Vice President of Research and Graduate Studies shall act as chairperson of the Graduate Council and as an ex-officio, non-voting member unless there is a tie vote of the Graduate Council. In the absence of or designation by the Associate Vice President of Research and Graduate Studies, the Director of the Graduate School shall serve as chairperson.
- F. Duties of the Graduate Council shall be as follows:
 1. To receive the reports and to approve or reject the recommendations of the standing committees;
 2. To advise the committees in carrying out their duties;
 3. To appoint ad hoc committees when they are necessary;
 4. To make recommendations to the faculty on regulations and procedures;
 5. To receive communications on matters relating to the Graduate School;
 6. To advise and to make recommendations to the Associate Vice President of Research and Graduate Studies;
 7. To review matters which are to be taken to the Graduate Faculty;
 8. To cooperate with other offices under the jurisdiction of the Provost and Vice President of Academic Affairs.

Section 2. The Graduate Executive Committee

- A. The Graduate Executive Committee shall consist of the Associate Vice President of Research and Graduate Studies or designee and the chairpersons of the three standing committees of the Graduate Faculty.
- B. Duties of the Graduate Executive Committee shall be as follows:
 1. To consult with the Associate Vice President of Research and Graduate Studies whenever necessary;
 2. To take specific actions as directed by the Associate Vice President of Research and Graduate Studies, Graduate Council or the Graduate Faculty;
 3. To fill vacant seats on the Graduate Council.

Section 3. The Membership and Student Development Committee

- A. The Membership and Student Development Committee shall consist of eight members: one member from each of the 6 colleges with graduate programs (College of Applied Science & Technology, Arts & Sciences, Business, Education, Fine Arts, Nursing), one graduate student, and the Director of the Graduate School. The Director of the Graduate School will serve as a non-voting member unless there is a tie vote in which case the Director of the Graduate School (who must have full graduate faculty status) will cast the final vote.
- B. Duties of the Membership and Student Development Committee shall be as follows:
 1. To review the specific criteria and procedures established by each department/school for determining Graduate Faculty membership every five years or as needed, as prescribed in Article IV, Section 3, and recommend their findings to the Graduate Council for its approval.
 2. To solicit nominations for Graduate Council annual elections and establish the ballot for distribution by the Graduate School staff.

3. To review the Graduate School bylaws every 5 years or as needed and recommend their findings to the Graduate Council for its approval.
4. Review and award diversity tuition waivers, and other non-research related student awards. To make recommendations in regard to application, evaluation and award procedures for scholarships and fellowships under the Committee's purview, but remaining within the guidelines of the scholarship or fellowship founder, donor or grantor.
5. Recommend student developmental workshops and other services based on needs of graduate students.

Section 4. The Research & Creative Activity Committee

- A. The Research & Creative Activity Committee shall consist of five members: four at-large members and the Director of the Graduate School. The Director of the Graduate School will serve as a non-voting member unless there is a tie vote in which case the Director of the Graduate School (who must have full graduate faculty status) will cast the final vote. The four at-large members of the Research Committee will serve on the University Research Council.
- B. Duties of the Research & Creative Activity Committee shall be as follows:
 1. To review and make recommendation on research related awards within the Graduate School.
 2. Serve on the University Research Council.

Section 5. The Graduate Curriculum Committee

- A. The Graduate Curriculum Committee shall consist of eight members: one member from each of the 6 colleges with graduate programs (College of Applied Science & Technology, Arts & Sciences, Business, Education, Fine Arts, Nursing), one graduate student, and the Director of the Graduate School. The Director of the Graduate School will serve as a non-voting member unless there is a tie vote in which case the Director of the Graduate School (who must have full graduate faculty status) will cast the final vote.
- B. Duties of the Graduate Curriculum Committee shall be as follows:
 1. To review proposals dealing with new and/or existing courses or degree programs, review course proposals where unresolved objections exist or which are part of larger degree or sequence proposals, to hold hearings, and to propose their acceptance or rejection;
 2. To coordinate efforts with the various College Curriculum Committees as a means of addressing and resolving, in a timely manner, any modifications in course or program proposals which may occur as a result of Graduate Curriculum Committee actions;
 3. The chair of the Graduate Curriculum Committee or designee serves as an ad hoc voting member of the Council for Teacher Education Committee and its Curriculum Committee.

Section 6. Selection of Standing Committee Members

Selection of the Graduate Curriculum Committee, the Research and Creative Activity Committee and the Membership and Student Development Committee of the Graduate Faculty shall be conducted in the following manner:

- A. Members of the Graduate Faculty from each College whose Committee member's term is ending or for at-large positions shall be self-nominated for each elective position or nominated by any Graduate Faculty member from each college.
- B. Nominations will be received by the Graduate School from individuals or other Graduate Faculty members. These nominations will be forwarded to the Membership and Student Development Committee for review. Nominations will follow the criteria for open seats within each committee.

- C. No more than one member of any department/school may be elected or appointed to the Research & Creative Activity Committee.
- D. If no nominations are received from a College (excluding Research and Creative Activity Committee), the members of the Membership and Student Development Committee will solicit nominations to complete the ballot.
- E. Elections shall take place by electronic ballot annually in the spring.
- F. Elected members shall serve for three years, and terms of office shall begin on August 16.
- G. Each committee shall elect a faculty chairperson in the first meeting of the Graduate Council in the fall semester.
- H. No elected members of the Graduate Council may be re-nominated until one year has elapsed since the expiration of their term.
- I. To maintain the functions of the standing committees in case of repeated absences within a semester, the Associate Vice President of Graduate Studies or designee, with the advice of the Executive Committee, may appoint a temporary replacement.
- J. If an elected member of a standing committee shall resign before the expiration of the member's term or shall be absent before the expiration of the member's term or shall be absent from consecutive meetings of the Graduate Council and /or the standing committee for more than one semester, the Associate Vice President of Research and Graduate Studies, or designee, in consultation with the Executive Committee shall select another member of the Graduate Faculty to fill the vacancy.

ARTICLE VII. THE GRADUATE STUDENT ASSOCIATION

Section 1. Purpose of GSA

The purpose of the Graduate Student Association is to dedicate time and resources to the support, development, and implementation of activities beneficial to graduate student life. The GSA coordinates student activities and programs aimed to enhance the intellectual, educational, social, and cultural interests of graduate students and makes recommendations for improvements in regulations and procedures.

The Graduate Student Association and the Graduate Council work together to coordinate with the Academic Senate, the SGA, the Dean of Students Office, and the Director of the Graduate School to ensure adequate graduate student representation on the governing bodies of the university (Academic Senate, Student Government Association) and other committees impacting graduate student education and life (Graduate Council, departmental graduate committees).

Section 2. Governing Board

The members of the Governing Board of the Graduate Student Association shall be the representatives of the graduate students. These representatives shall convey to the Associate Vice President for Research and Graduate Studies, the Graduate Council, and/or the standing committees the suggestions and reactions of the graduate students about matters of concern to them. They shall meet regularly with the Associate Vice President for Research and Graduate Studies or the designee.

Section 3. Graduate Council Membership

The Graduate Student Association shall select each year under the supervision of the Associate Vice President for Research and Graduate Studies or designee two full-time graduate students to serve as voting members on the Graduate Council for one-year terms with one to serve as a member of the Graduate Curriculum Committee and the other as a member of the Membership and Student Development Committee. When possible one representative should be a master’s level student and the other a doctoral level student. Graduate students serving on the Council must remain in good standing.

ARTICLE VIII. MEETINGS

Section 1. Regular Meetings of the Graduate Council

- A. Regular Meetings: The Graduate Council shall hold regular meetings at least once a month during the academic year. Minutes of the Graduate Council meetings shall be available for viewing on the Graduate School website.
- B. Quorum: A simple majority of the Graduate Council shall constitute a quorum.
- C. Voting: The elected and appointed members of the Graduate Council are voting members, with exceptions listed above. Voting on issues will take place during Graduate Council meetings. Under special circumstances, an electronic vote of members will be taken.

Section 2. Special Meetings of the Graduate Council

- A. Special Meetings: Special meetings of the Graduate Faculty may be called by the Graduate School, and must be called on the request of a majority of the Graduate Council or upon the presentation of a petition by ten percent (10%) of the Graduate Faculty.
- B. The agenda shall be distributed at least one week before the special meeting and shall relate directly to the concern about which the special meeting was called. Minutes of special meetings of the Graduate Faculty shall be distributed in the manner listed below.
- C. Minutes will be available for viewing on the Graduate School website. Electronic minutes will be distributed to the Graduate Council.

ARTICLE IX. PARLIAMENTARY AUTHORITY

In case of disagreement as to procedure in a meeting of the Graduate Faculty, a Parliamentarian appointed by the Executive Committee shall rule and shall base rulings on Roberts Rules of Order, Revised.

ARTICLE X. AMENDMENTS

These Bylaws may be amended according to the following procedure: (1) discussion and approval by the Graduate Council, (2) the amendment shall be submitted electronically to the Graduate Faculty; and (3) the amendment must be approved by a two-thirds vote of those who respond within ten (10) school days to a special electronic ballot distributed to all voting members of the Graduate Faculty. Amendments to these Bylaws shall be subject to review by the Academic Senate.

- Approved by the Academic Senate July 16, 1986, to become effective immediately.
- Graduate Faculty Membership revision approved by the Academic Senate November 11, 1992, to become effective immediately.
- Revision of Curriculum Committee membership, Graduate Faculty meeting dates and distribution of Graduate Council and Graduate Faculty minutes approved by the Academic Senate on November 8, 1995, to become effective immediately.
- Revisions approved by Academic Senate on October 25, 2000 to become effective immediately:
 - Article VI. Committees,
 - Section 1, The Graduate Council
 - Section 5, The Curriculum Committee
 - Section 6, The Admissions Committee
 - Section 7, Selection of Standing Committee Members
 - Article VII. The Graduate Student Association
 - Article VIII. Meetings
- Article IV. Membership revisions approved by Academic Senate March 6, 2002
- Article VIII. Meetings revisions approved by Graduate Faculty vote on March 26, 2002.
 - Meetings revisions approved by Academic Senate 3/26/03.
 - 12/1/03 In accordance with approval by Academic Senate Article VIII Section 1 was deleted, Sections 2 and 3 were updated.
- Article VI. Sections 5 and 7. Selection of Standing Committee Members edited to reflect agreement with the Academic Senate 3/26/03 decision.
- Article X. Edited to reflect agreement with the Academic Senate 3/26/03 decision.
- Article IV. Section 3A. Membership Criteria. Approved by Graduate Faculty vote on March 30, 2009 and Academic Senate November 12, 2009. To become effective immediately.
- Article IV. Section 3B. Membership Recommendations and Appointments. Approved by Graduate Faculty vote on March 30, 2009 and Academic Senate November 12, 2009. To become effective immediately.
- Article IV. Section 3D. Requests for Exceptions. Approved by Graduate Faculty vote on March 30, 2009 and Academic Senate November 12, 2009. To become effective immediately.
- Article VI. Section 1. Members of Graduate Council. Approved by Graduate Faculty vote on March 30, 2009 and Academic Senate November 12, 2009. To become effective immediately.
- Article VI. Section 5A. Curriculum Committee Members. Approved by Graduate Faculty vote on March 30, 2009 and Academic Senate November 12, 2009. To become effective immediately.
- Committee and election restructuring. Approved by Graduate Faculty vote on February 2, 2017 and Academic Senate February 8, 2017. To become effective immediately.