**Motion to Amend Graduate Constitution and Bylaws**

**Committee:** Gary Munkvold (Chair), Annette O’Connor, Susan Carpenter

**Background**:

The committee was appointed with the charge to evaluate the current Graduate Council Constitution and make recommendations for amending it. The recommended revisions address issues related to council committees, leadership succession and clarify issues related to voting privileges. Further explanation is provided in the committee report issued 2/18/2016.

**Motion under review:**

The proposed amendments will be discussed and voted on by section:

Underlined text (blue) represents insertions. Struck-through text (red) represents deletions.

A. STATEMENT OF PURPOSE – *the recommended wording clarifies the purpose of the Graduate Council and reconciles it with the statement on the council website.*

The Graduate Council serves as the executive committee of the graduate faculty. To provide faculty and student input to policy decisions, the Graduate Council represents the Graduate Faculty, serves in an advisory capacity to the Dean of the Graduate College, approves new graduate programs and appointments to the graduate faculty, and establishes educational policies that govern graduate education throughout the College. The council is also responsible for developing and reviewing policies related to postdoctoral research and teaching associates. The Graduate Council provides a mechanism for interaction among graduate students, postdoctoral associates, graduate faculty members, and the administration of the Graduate College on questions of policy which concern the direction and process of graduate education at Iowa State University.

B. MEMBERSHIP – the recommended changes clarify the roles of members and representatives to the council.

The Graduate Council is a representative body which consists of fifteen elected members of the Graduate Faculty, four elected graduate ~~student~~ representatives, and two elected ~~postdoctoral~~ postdoctoral representatives. Procedures for the election and appointment of members are found in Section E. Voting rights are described in the Graduate Council Bylaws, Article I.

C. DUTIES OF THE COUNCIL – mostly *minor changes to wording of the section. However, item 12 that obliges the council to review and approve candidates for graduate degrees is deleted.*

1 To serve as the executive committee of the graduate faculty.

2 To initiate and implement new Graduate School policies, to revise existing policies, and to act upon any questions affecting those policies.

3 To establish and publish rules governing graduate programs, including the revision and updating of the Graduate College Handbook in accord with policy changes approved by the Graduate Council and changes in Graduate Office administrative procedures.

4 To submit recommendations to the Faculty Senate regarding proposals for adopting, altering or abolishing courses and curricula involving graduate credit.

5 To evaluate and review new graduate programs, and to evaluate revisions in existing programs, including interdepartmental programs.

6 To approve, modify, or reverse actions taken by its standing committees.

7 To foster the relationship between graduate education and scholarly research.

8 To assist and advise the ~~dean~~ Dean of the Graduate College.

9 To participate in grievance procedures and disciplinary matters at the request of the Dean of the Graduate College.

10 To review and approve nominations for graduate faculty membership.

11 To ~~recommend to~~ assist the Graduate Dean in evaluating applications and selecting recipients ~~the award~~ of fellowships and graduate awards~~12 To review and approve candidates for graduate degrees.~~

D. COMMITTEES – *clarification of committee roles and responsibilities.*

The work of the graduate council is carried out by standing and ad hoc committees. ~~:~~ The Graduate Curriculum and Catalog Committee is a standing committee that consists of representatives from each college; nominations of candidates for membership are made by each college dean. ~~and t~~The Graduate Faculty Membership Committee is a standing committee that reviews nominations for Term Graduate Faculty membership and recommends criteria for Term Membership, subject to approval by the Graduate Council. Members of these committees are appointed by the Graduate Council, and are not restricted to concurrent members of the Graduate Council. ~~The Graduate Curriculum and Catalog Committee consists of representatives from each college; nominations of candidates for membership are made by each college dean.~~

The Graduate Faculty Membership Committee consists of five members appointed by the Graduate Council to renewable 2-year terms. Nominations for membership may be made by Graduate Council members, or other members of the Graduate Faculty.

The Ad hoc committees may be formed and are assigned specific responsibilities, but other functions may be assigned to them as the need arises.

E. ELECTION PROCEDURES – *most of the section remains unchanged. There are recommended changes to article VI that create a vice-chair position and describes the process by which the vice-chair is to be elected and defines*

VI. Graduate Council Organization

Officers: The officers will be members of the Graduate Council when nominated and elected by the Council. The officers of the Graduate Council will consist of a chair and vice-chair.

The Graduate Council elects a vice-chairperson from among its members ~~at~~immediately following the first meeting of the academic year. Election is by electronic ballot, administered by the Graduate College office. Graduate Council members in the third year of their term are not eligible. The elected member serves as vice-chair for the current academic year and serves as chair for the subsequent academic year. The outgoing chair (past-chair) serves during the subsequent academic year to advise and assist the chair. If the past-chair’s term has expired, he or she serves in an advisory capacity only (non-voting).

A member of the Graduate Office staff serves as non-voting secretary. A majority of the active voting members of the Graduate Council constitutes a quorum.

F. AMENDMENTS – *one minor change is recommended in the way the document refers to itself.*

Amendments to the Graduate Council Constitution ~~Basic Document~~ may be initiated by the Graduate Council or by at least twenty percent of the Graduate Faculty. All amendments must be approved by a majority vote of the Graduate Council before being submitted in writing to all members of the Graduate Faculty at least twenty (20) class days prior to a vote during the regular academic year. The Dean of the Graduate College shall poll the General Faculty by written ballot. Amendments approved by a majority of those voting shall be adopted.

APPENDIX I – *clarifies how graduate student representatives are elected and appointed to the Graduate Council.*

Guidelines for Electing Graduate Council Student Representatives

1. The Graduate Student Senate elects four student ~~members~~ representatives of the Graduate Council, one representing each of the four divisions described in Section E of the Graduate Council constitution; the election process is determined and supervised by the Graduate Student Senate elections committee. A student member of the Graduate Council need not be a senator.

~~2. A letter explaining the position and requesting interested persons to contact the Graduate Student Senate elections committee is sent to all department heads and chairmen in the division represented by the vacant Council seats. Dissemination of this material to all graduate students in the respective departments is delegated to the departmental executive officer and the departmental graduate student senator(s). Persons interested in serving as Graduate Council members will attend the Graduate Student Senate meeting at which Graduate Council elections are held.~~

2~~3~~. Persons seeking election to the Graduate Council should expect to be able to fulfill the term. If a representative cannot fill his or her term, a replacement is appointed by the president of the Graduate Student Senate to fill the remainder of the unexpired term. The appointment is subject to Senate approval.

3~~4~~. If none of the four representatives to the Graduate Council is a member of the Graduate Student Senate Executive Council, one of the representatives will be appointed as ex officio member of the Executive Council by said council.

4~~5~~. The Graduate Student Senate reserves the right to alter election guidelines as necessary.

APPENDIX II - *clarifies how postdoctoral representatives are elected and appointed to the Graduate Council.*

Guidelines for Electing Graduate Council Postdoctoral Representatives

1. Current postdoctoral appointees elect two postdoctoral ~~members~~ representatives to the Graduate Council; the election process is determined and supervised by the ~~Graduate College~~ISU Postdoctoral Association. A postdoctoral member of the Graduate Council must hold a current appointment as a postdoctoral associate during his/her term. The two representatives should hold positions in different divisions, as defined in Section E of the Graduate Council constitution.

~~2. A nomination ballot is sent to all postdoctoral associates on which a postdoctoral associate may nominate (including self-nomination) one member of his or her division for a vacant postdoctoral position on the Graduate Council. The two candidates holding positions in different departments or hiring units and receiving the most votes on the final ballot are elected. Ties are decided by lot.~~

2~~3~~. Persons seeking election to the Graduate Council should expect to be able to fulfill the term. If a representative cannot fill his or her term, a replacement will be selected via midterm election to fill the remainder of the unexpired term.