

**BYLAWS OF THE GRADUATE FACULTY OF  
THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

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Approved by Graduate Administrative Board on November 4, 1986

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**ARTICLE I  
PURPOSE AND AUTHORITY**

In accordance with the delegation of authority by the Chancellor to the Faculty in the Constitution of the Faculty of the University of North Carolina at Charlotte, the Graduate Faculty shall seek to enhance graduate education and thereby preserve, generate, transmit, and apply knowledge and understanding and to foster and support a vital spirit of open inquiry and critical thinking.

**ARTICLE II  
MEMBERSHIP**

Section 1: Eligibility

All tenured/tenure-track faculty who meet the qualifications established by their departmental faculty, which has been approved by the UNC Charlotte Graduate Council (hereafter called Graduate Council), shall be eligible for regular membership in the Graduate Faculty. Professionals who are exemplary practitioners in their disciplines are eligible for appointment as Associate Graduate

Faculty in accordance with criteria established by their departmental faculty and approved by the Graduate Council. Appointments to Graduate Faculty and appropriate exceptions are approved by the Dean of the Graduate School.

### Section 2: Admission

Normally the initial regular appointment to Graduate Faculty will be for three years. Subsequently an eligible faculty member desiring a Graduate Faculty membership may be reappointed to a five-year membership by the Dean of the Graduate School upon nomination by the appropriate department chair and/or college dean.

### Section 3: Duties and Powers

Only regular members of the Graduate Faculty may serve on the Graduate Council, vote in their colleges for members of the Graduate Council, and vote on amendments to these Bylaws. Both regular and associate graduate faculty may participate in graduate instruction, graduate student committees, and other graduate matters. Associate graduate faculty may chair thesis or dissertation committees upon prior permission by the Dean of the Graduate School in consultation with the program.

## **ARTICLE III MEETING OF THE GRADUATE FACULTY**

### Section 1: Purpose and Call

A general meeting of the Graduate Faculty shall be called by the Chair of the Graduate Council only if requested to do so by the Graduate Council, the Chancellor, the Vice Chancellor for Academic Affairs, the Dean of the Graduate School, or petition of at least 10 percent of the Graduate Faculty. A general Graduate Faculty meeting shall be for the purpose of communication, discussion, and/or determining whether an issue warrants a Graduate Faculty referendum.

### Section 2: Quorum

A quorum shall consist of 25 percent of the Graduate Faculty.

**ARTICLE IV  
GRADUATE FACULTY REFERENDA**

Graduate Faculty Referenda may be conducted only with the consent of the Graduate Council or the Graduate Faculty, may be conducted by mail ballot or electronically such as by e-mail or web-based voting procedures, must be conducted only during the academic year, and shall be valid only if one-third or more of the eligible voters respond to the referendum. A majority of the votes cast shall represent the decision of the Graduate Faculty. The decision shall be binding on the UNC Charlotte Graduate Council.

**ARTICLE V  
UNC CHARLOTTE GRADUATE COUNCIL**

Section 1: Function

The function of the Graduate Council shall be primarily to review, develop, and make recommendations concerning Graduate School policy. In addition, the Council will serve in an advisory capacity to the Dean of the Graduate School.

Section 2: Composition

The Graduate Council shall consist of three members selected by the College of Arts and Sciences from departments offering graduate degree programs, one member from each of the other colleges of The University that has a graduate degree program, one enrolled graduate-degree student, the Dean of the Graduate School (ex-officio, non-voting), and one representative from the Library faculty (ex-officio, non-voting). All elected faculty on the Council must be members of the Graduate Faculty prior to their election.

Section 3: Selection of the Chair of the Graduate Council

The Chair must be a regular member of the Graduate Faculty and shall be elected by the Graduate Faculty for a two-year term. The Graduate Council, at the beginning of each academic year, shall elect a Vice Chair from among its

members to serve in the Chair's absence as needed.

#### Section 4: Selection of the Graduate Council

A. College Representatives. College representatives on the Graduate Council shall be elected in the spring, for a term of two years, by the regular Graduate Faculty of their respective colleges. The terms of the members shall be staggered so that approximately one-half of the members are elected each spring. The newly elected members shall take office beginning with the opening of the academic year following their election. Should a vacancy occur, the unexpired term shall be filled by the alternate (see Section 4.C. below). If a person serves more than one year of a term for which someone else was originally elected, that partial term shall be considered one of the two consecutive terms a person may serve. College representatives shall provide advice, council and assistance to graduate faculty of their respective colleges, especially Graduate Program Directors, in preparing and processing graduate curriculum proposals and addressing other matters pertaining to graduate education.

B. Student Representative. The Graduate and Professional Student Government at UNC Charlotte shall choose the student representative on the Graduate Council. This appointment shall be for one year.

C. Alternate Representatives. From regular Graduate Faculty of graduate degree programs, each of the colleges shall elect an alternate, or in the case of the College of Arts and Sciences three alternates, to take the place of its college representative on the Graduate Council to serve on the Council when that representative is unable to attend meetings of the Council or fulfill other responsibilities of the position. Each alternate shall be elected for a two-year term as the specific replacement for a specific college representative on the Council. Similarly, the Graduate and Professional Student Government shall elect an alternate who is an enrolled graduate-degree student.

## Section 5: Responsibilities

With ultimate accountability to the Graduate Faculty, the Graduate Council shall:

- A. advise the Dean of the Graduate School on matters of graduate education;
- B. initiate, review and make recommendations concerning graduate education;
- C. review and make recommendations on all curriculum requests at the graduate level, including all new degree programs or program tracks;
- D. review and make recommendations on the criteria developed by academic units for the appointment of individuals to the Graduate Faculty;
- E. establish such committees as may be deemed necessary and proper for the purpose of furthering graduate education at UNC Charlotte;
- F. participate in the recruitment of the Dean of the Graduate School, and have input into the selection of the Dean;
- G. serve as a committee of the whole to conduct the annual review of the Dean of the Graduate School in accordance with the University's Administrator Evaluation Policy.

## Section 6: Meetings

Meetings of the Graduate Council shall be held regularly. Special meetings may be called by the Chair or the Dean of the Graduate School by circulating a notice and agenda to members at least seven days prior to the meeting day. Also, a meeting must be called within 30 days, by the Chair or the Dean of the Graduate School, if either is requested to do so in writing by at least three members of the Council.

## Section 7: Graduate Council Action Between Academic Years

It shall be the custom of the Graduate Council to function only during the academic

year. However, it may be necessary on occasion for the Chair of the Graduate Council or the Dean of the Graduate School to call the Council into session during the summer. Summer work on the Council shall be on a voluntary basis.

#### Section 8: Quorum and Voting

A quorum of the Council shall consist of a majority of the voting members of the Council, and the affirmative majority vote of the quorum shall be necessary to take any action.

### **ARTICLE VI PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Newly Revised, the latest edition, shall govern meetings of the Graduate Faculty and the Council and its committees in all parliamentary situations not covered by these Bylaws or the laws of the State of North Carolina.

### **ARTICLE VII DUTIES OF OFFICERS**

#### Section 1: Chair of the UNC Charlotte Graduate Council

The Chair shall preside over meetings of the Graduate Faculty and the UNC Charlotte Graduate Council, call meetings of the council as necessary, or whenever requested to do so in writing by three of its members or the Dean of the Graduate School, call meetings of the Graduate Faculty, act as spokesperson for the Graduate Council as necessary, and perform any other duties assigned by the Council.

#### Section 2: Dean of the Graduate School

The Dean of the Graduate School is a Senior Academic and Administrative Officer and is appointed by the Chancellor after approval by the Board of Trustees of UNC Charlotte and the Board of Governors of the University of North Carolina. The primary role of the Dean of the Graduate School is to assure the quality of all graduate programs at UNC Charlotte. In addition, the Dean of the Graduate

School should play a role in the attraction and retention of high quality faculty and in the budgeting process so that graduate education is properly represented when academic funds are distributed. The Dean should also be the chief advocate for graduate education at all levels of The University. The Dean of the Graduate School should lead and assist the departments and colleges within the University to develop new programs in response to identified needs. In summary, the Dean represents The University's commitment to a Graduate Program of Excellence.

Although not limited to the following, the Dean of the Graduate School will be expected to:

- A. administer the policies of the Graduate School as determined by the UNC Charlotte Graduate Council, the UNC Charlotte Graduate Faculty, and the Faculty Council;
- B. administer the office of the Graduate School and the Charlotte Graduate Center;
- C. grant students admission to the degree programs of the Graduate School upon recommendation of the appropriate departments or colleges;
- D. appoint individuals to the Graduate Faculty after their nomination by their respective departments and/or colleges;
- E. appoint faculty members to graduate student committees after their nomination by their respective departments and/or colleges;
- F. represent UNC Charlotte graduate programs in the Academic Affairs Council, the Graduate Council, the Faculty Council, the University-wide Graduate Council, and appropriate graduate education associations;
- G. cooperate with and support the college deans, department chairs and graduate program coordinators and directors in the development and maintenance of quality graduate programs;
- H. meet with graduate program coordinators and directors on a regular schedule

for the purpose of communication and coordination;

I. assist in the exploration and development of new graduate programs by providing research assistance in the identification of needs and resources;

J. assist in the expansion of professional development opportunities for the Graduate Faculty;

K. advocate and support the enhancement of research activities essential to the conduct of the graduate programs.

## **ARTICLE VIII AMENDMENT OF BYLAWS**

### Section 1: Proposal

Amendments to these Bylaws may be proposed by the Graduate Council, by the Graduate Faculty of any college, or by written petition to the Council signed by 25 members of the Graduate Faculty. Any amendment proposed in any of these ways shall be presented in an open hearing and then distributed to the entire Graduate Faculty using a mail ballot or an on-line voting procedure such as email or web-based voting. Any voting procedure must take place during the normal academic year.

### Section 2: Adoption

The adoption of amendments to these Bylaws requires a majority supporting vote by the regular Graduate Faculty, with at least one third of eligible faculty casting votes.