By-Laws of the Graduate Council of SUNY New Paltz with Graduate Faculty By-Laws

Article I - The Graduate Council Responsibilities and Membership

A. Responsibilities of the Graduate Council

The Graduate Council of the Graduate Faculty shall assist the Dean of the Graduate School with Graduate Faculty responsibilities and shall review and make recommendations regarding the following: admissions; curriculum (new programs or major or minor revisions to existing programs); academic standards, and appeals; and matters pertaining to Graduate Faculty membership and research, and service functions at the graduate level. When requested by the Dean of the Graduate School, the Graduate Council also shall consider and make recommendations on administrative and general policy matters.

B. Membership of Graduate Council

The Graduate Council shall consist of the following members:

1. The Dean of the Graduate School, who shall preside
2. The Presiding Officer of the Graduate Faculty (See Article VI – D for definition)
3. Eight Graduate Faculty members shall be elected to Graduate Council by ballot vote identified by departments. Members shall be elected from academic units/schools with the following membership representation: Business 1, Education 3, Fine and Performing Arts 2 with one member representative from the music department, Liberal Arts & Sciences 2, and Science and Engineering 1.
4. In addition, up to five professional faculty members may serve ex officio - with full voting privileges - at the recommendation of the Dean of the Graduate School, and with the knowledge of the Provost and President.

Graduate Faculty facilitates the learning associated with graduate-level instruction at the University. Graduate Faculty are symbolic of the University’s commitment to entrusting individuals with the broadest possible rights and responsibilities for advancing graduate education.

Graduate Faculty should hold a terminal degree in the respective academic discipline and a full-time faculty appointment at the University.

C. Membership Terms

Membership terms for members shall be a minimum of three years, renewable for a second term. Elected members shall be arranged by the Graduate Council to secure and maintain a pattern of rotating membership with the purpose of electing approximately one-fourth of the elected members each year. Professional faculty from distinct departments, where deemed necessary, will remain on Graduate Council.

D. Membership Attendance

Any faculty member who is absent from three consecutive Graduate Council meetings, without cause - as determined by the membership of the Council - shall be considered as having resigned from the Council. The Graduate Faculty shall elect a new member from the same unit/school to fill the unexpired term. A notification of termination shall be sent by the Presiding Officer to the non-attending member. A non-voting proxy may attend Graduate Council meetings to represent an absent member of the Council.
Article II - Rules of Order for the Graduate Council

Robert’s Rules of Order, except those inconsistent with the By-Laws, shall govern the meetings of the Graduate Council.

Article III - Order of Business for the Graduate Council

Meeting Called to Order
Reading of the Minutes
Reports of Committees
Reports of President, Provost, and Deans
Old Business
New Business
Adjournment

Article IV – Quorum for the Graduate Council

A quorum shall consist of fifty percent of the members of the Graduate Council. The Presiding Officer shall assume the presence of a quorum unless a quorum count is called from the Council.

Article V - Standing or Ad Hoc Committees of the Graduate Council

Standing or ad hoc committees may be appointed from the Graduate Faculty by the Dean of the Graduate School. Such committees shall report to the Graduate Council.

Article VI - Graduate Council Nominations and Elections from the Graduate Faculty

A. Graduate Faculty status entails a minimum of one the following educational duties:

1. Serving as thesis/dissertation committee member, and/or
2. Teaching graduate-level courses, and/or
3. Supervising thesis/dissertation work as major professor

B. Nominations for Graduate Council

1. Nominations, including self-nominations, shall be called for in the spring semester.
2. The nominations shall be supported by the written consent of the nominee.

C. Elections for Graduate Council

(Please see Article I – B – 3 on page 1) Elections to fill expiring terms of the Presiding Officer and members of the Graduate Council shall be held early in the spring semester.

D. The Presiding Officer

The Presiding Officer shall be elected by members of the Graduate Faculty during the spring semester for a two-year term. The person receiving the greatest number of votes shall be the Presiding Officer whose term shall begin the following fall semester. Any member of the Graduate Council with at least one year of service in the Council, who is also a member of Graduate Faculty with two years of service as a Graduate Faculty member – and has received continuing appointment - shall be eligible for election and reelection as the Presiding Officer. However, the Presiding Officer cannot serve for more than two consecutive terms.
Article VII - Membership, Responsibilities, Officers and Organization of the Graduate Faculty

A. Membership

(See Article VI-A for the identification of Graduate Faculty) At the recommendation of the Graduate Council and the Dean of the Graduate School, other teaching faculty or professional faculty who have demonstrated - in other widely recognized ways - their special competency in the field in which they direct graduate students, also may be granted membership.

B. Responsibilities of the Graduate Faculty

The Graduate Faculty shall establish, coordinate, maintain, and promote the graduate education programs of SUNY New Paltz. These include admissions criteria, graduate curriculum, academic standards, and research programs.

C. Officers of the Graduate Faculty

The Graduate Faculty shall have two officers: the Dean of the Graduate School and the Presiding Officer of the Graduate Faculty. The Presiding Officer shall preside at meetings of the Graduate Faculty ex officio, and shall prepare the agenda for these meetings in collaboration with the Dean of the Graduate School and in consultation with the Graduate Council. The Presiding Officer shall vote only in the event of a tie. In the event of the absence of the Presiding Officer, the Dean of the Graduate School shall designate a temporary Presiding Officer for Graduate Council and to preside over Graduate Faculty meetings.

Article VIII - Graduate Faculty Meetings

The Graduate Faculty shall meet at least once each academic year. Special meetings may be called at any time by the Dean of the Graduate School or by the President of SUNY New Paltz as needed, or upon request of 10 percent of the Graduate Faculty members in residence. A written announcement of the meeting, together with an agenda, shall be sent to members of the Graduate Faculty at least one week in advance of the meeting.

Article IX - Rules of Order for Graduate Faculty Meetings

Robert’s Rules of Order, except those inconsistent with the By-Laws, shall govern the meetings of the Graduate Faculty.

Article X - Order of Business for Graduate Faculty Meetings

Meeting Called to Order
Reading of the Minutes
Reports of Committees
Reports of President, Provost, and Deans
Old Business
New Business
Adjournment

Article XI - Quorum for Graduate Faculty Meetings

A quorum shall consist of twenty percent of the members of the Graduate Faculty. The presiding officer shall assume the presence of a quorum unless a quorum count is called from the floor.
Article XII Standing or Ad Hoc Committees for Graduate Faculty

Standing or ad hoc committees may be appointed from the Graduate Faculty by the Dean of the Graduate School. Such committees shall report to the Graduate Council.

Article XIII – By-Law Amendments

Amendments to these By-Laws may be made at any meeting of the Graduate Faculty by a two-thirds vote of the members present, provided the proposed amendment(s) has been presented at a prior meeting (at least two weeks previously), or the Graduate Council has distributed the proposed amendment(s) at least two weeks before the meeting at which the Graduate Faculty would vote on the proposed amendment(s).