

By-laws for Graduate Faculty and Graduate Council at SUNY New Paltz

Article I: Mission

- A. **Graduate Faculty** facilitate 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.
- B. The **Graduate Council** of the Graduate Faculty is an advisory board on matters of graduate education with a purpose of promoting excellence in all graduate programs.

Article II: Graduate Faculty

A. Defining Graduate Faculty

- 1. Graduate Faculty should hold a terminal degree or recognized achievements for their field suitable for tenure/promotion in their respective academic discipline and a full-time faculty appointment at the University.
- 2. Graduate Faculty status is automatic when a faculty member has served, is currently serving, or has a reasonable expectation of being called upon by his/her/their department to serve in one or more of the following capacities:
 - a. Serving as thesis/dissertation committee member, and/or
 - b. Teaching graduate-level courses, and/or
 - c. Supervising thesis/dissertation work as major professor, and/or
 - d. Coordinating a graduate program, and/or
 - e. Advising graduate students.
- 3. At the beginning of each academic year, the Office of Graduate and Extended Learning will contact each of the deans of the academic schools for an up-to-date list of all the faculty in that school who meet the Graduate Faculty definition. The Office of Graduate and Extended Learning will then produce and publish the updated list of Graduate Faculty for that academic year.
- 4. At the recommendation of the Graduate Council and the Assistant Vice President for Graduate and Extended Learning, 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

- 1. The responsibilities of Graduate Faculty (in addition to the educational duties identified in Article II.A.2) shall be to:
 - a. attend meetings of the Graduate Faculty,

- b. establish, coordinate, maintain, and promote the graduate education programs of SUNY New Paltz, and
- c. review recommendations from the Graduate Council regarding by-laws and other issues appropriate for consideration by the Graduate Faculty.

C. Presiding Officer

1. Selection

- a. The Presiding Officer shall be elected by members of the Graduate Faculty during the fall semester for a three-year term.
- b. The person receiving the greatest number of votes shall serve as the Presiding Officer whose term will begin the following fall semester.
- c. Any person with at least two years on the Graduate Faculty and one year of service on the Graduate Council, and who has received continuing appointment, shall be eligible for election and reelection as the Presiding Officer.
- d. The Presiding Officer cannot serve for more than two consecutive terms.

2. Responsibilities: The Presiding Officer of the Graduate Faculty shall:

- a. Call Graduate Faculty meetings
- b. Set agenda for Graduate Faculty meetings, in collaboration with the Assistant Vice President for Graduate and Extended Learning
- c. Preside at Graduate Faculty meetings
- d. Ensure that minutes are taken and posted for Graduate Faculty meetings
- e. Serve as voting ex-officio member of the SUNY New Paltz Faculty Senate and on the Executive Committee
- f. Represent the Graduate Faculty at meetings and events
- g. Preside over the Graduate Council (see Article III: Graduate Council)

D. Graduate Faculty Meetings

- 1. The Graduate Faculty shall meet at least once each Fall and Spring semester.
- 2. Special meetings may be called as needed at any time by the Assistant Vice President for Graduate and Extended Learning, the Provost of SUNY New Paltz, the President of SUNY New Paltz, the Presiding Officer of the Graduate Faculty, or upon request of 10 percent of the Graduate Faculty members in residence.
- 3. A written announcement of the meeting, together with an agenda, shall be sent by the Office of Graduate and Extended Learning to members of the Graduate Faculty at least one week in advance of a meeting.
- 4. Robert's Rules of Order, except those inconsistent with the By-Laws, shall govern the meetings of the Graduate Faculty.
- 5. Order of Business for Graduate Faculty Meetings
 - a. Meeting Called to Order
 - b. Reading of the Minutes
 - c. Reports of Committees

- d. Report of the Assistant Vice President for Graduate and Extended Learning
 - e. Report of the Presiding Officer
 - f. Old Business
 - g. New Business
 - h. Adjournment
6. 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.
 7. Standing or ad hoc committees of the Graduate Faculty may be appointed by the Graduate Council. Such committees shall report to the Graduate Council.

Article III: Graduate Council

A. Responsibilities

1. The responsibilities of the Graduate Council are to review and make recommendations to the Assistant Vice President for Graduate and Extended Learning regarding the following:
 - a. admissions;
 - b. curriculum (new programs and courses, or major or minor revisions to existing programs);
 - c. academic standing, and appeals;
 - d. matters pertaining to Graduate Faculty membership; and
 - e. research, and service functions at the graduate level.
2. When requested by the Assistant VP for Graduate and Extended Learning, the Graduate Council also shall consider and make recommendations on administrative and general policy matters.
3. The Graduate Council will provide a report of its work to the SUNY New Paltz Faculty Senate.

B. Membership of Graduate Council

1. The Graduate Council shall consist of the following members:
 - a. The Assistant Vice President for Graduate and Extended Learning shall serve as a non-voting ex-officio member.
 - b. The Presiding Officer of the Graduate Faculty (See Article IIC), who shall preside at the Graduate Council meetings.
 - c. Fifteen (15) Graduate Faculty members, elected for 3-year terms, by faculty within their academic divisions (ie: School or Library) with the following membership representation:
 - i. Business (2)
 - a) Business Administration (1),
 - b) Public Accountancy (1)
 - ii. Education (4)
 - a) Teaching and Learning (3)

- b) Education Studies and Leadership (1)
 - iii. Fine and Performing Arts (2)
 - a) Art (1)
 - b) Music Therapy (1)
 - iv. Liberal Arts & Sciences (4)
 - a) Communication Disorders (1),
 - b) Counseling (1),
 - c) English (1) and
 - d) Psychology (1)
 - v. Science and Engineering (2)
 - a) At large (2).
 - vi. Library Faculty (1).
- d. Graduate Studies (2), serving ex officio (with full voting privileges)
- e. Three professional faculty will serve ex officio (with full voting privileges) representing the following areas:
 - i. Registrar,
 - ii. Psychological Counseling Center, and
 - iii. International Programs.
- f. One graduate student representative as a voting ex-officio member.
 - i. A graduate student representative will be selected by each school on an annual rotating basis such that each school will select the graduate student representative every 5th year. Rotation will be as follows: (School of Business, School of Education, School of Fine Arts, School of Liberal Arts and Sciences, School of Science and Engineering).
 - ii. Each school may determine its methods of selection, with preference for student representatives who have strong GPAs and likely prospects for engaging meaningfully in the work of the Graduate Council.
 - iii. The student representative would neither attend nor vote at meetings in the case of student appeals.
- g. An ex officio voting member from Student Affairs will be added to the Graduate Council membership when reviewing and approving micro-credentials includes non-credit bearing courses or programs

2. Meetings

- a. The Graduate Council shall meet twice each month during the Fall and Spring semesters.
- b. Special meetings may be called at any time by the Assistant Vice President for Graduate and Extended Learning or by the President of SUNY New Paltz as needed, by the Presiding Officer.
- c. The Presiding Officer of the Graduate Faculty, in collaboration with the Assistant Vice President for Graduate and Extended Learning, shall set the agenda for the Graduate Council Meetings.
- d. A written announcement of the meeting, together with an agenda, shall be sent to members of the Graduate Faculty by the Office of Graduate and Extended Learning at least one week in advance of the meeting.

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

f. **Order of Business** for Graduate Council Meetings

- i. Meeting Called to Order
- ii. Reading of the Minutes
- iii. Reports of Committees
- iv. Report of the Assistant Vice President for Graduate and Extended Learning
- v. Report of the Presiding Officer
- vi. Old Business
- vii. New Business
- viii. Adjournment

g. 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 floor.

h. **Attendance**

- i. 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.
- ii. A notification of termination shall be sent by the Presiding Officer to the non-attending member.
- iii. The Graduate Faculty will then elect a new member from the same unit/school to fill the unexpired term.
- iv. A member who cannot attend may designate a voting proxy from among the other members of the Graduate Council.

3. **Standing or ad hoc committees of the Graduate Council** may be appointed from the Graduate Council by the Assistant Vice President for Graduate and Extended Learning or the Presiding Officer. Such committees shall report to the Graduate Council.

Article IV: 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).