**BYLAWS OF THE GRADUATE FACULTY (Approved April 2021)**

**ARTICLE I: NAME OF ORGANIZATION**

The name of this body shall be the GRADUATE FACULTY OF IDAHO STATE UNIVERSITY.

**ARTICLE II: PURPOSE AND AUTHORITY**

SECTION 1. The Graduate Faculty, within the scope of its authority to act for the Graduate School of the University, shall provide recommendations concerning:

     a) the admissions policy for graduate students,

     b) approval of graduate courses of instruction,

     c) the establishment and maintenance of requirements for graduation,

     d) the allocation of privileges such as scholarships, honors, awards and grants-in-aid for graduate students,

     e) the establishment of grade standards to be maintained by graduate students.

As a general rule, such recommendations will come to the Graduate School through the duly elected Graduate Council Member representing the faculty member’s college. However, this does not supersede the right of Graduate Faculty to follow the petition process outlined in Article V Section 2 to bring a recommendation before the full Graduate Faculty of the institution, nor does it supersede the right of Graduate Faculty members to appear at meetings of the Graduate Council to voice recommendations in accordance with the procedure outlined in Article VI Section 1.

SECTION 2. It is the general responsibility of members of the Graduate Faculty to be productive scholars in the areas of instruction and research and to be effective leaders in the graduate programs of their various fields. The specific duties of members of the Graduate Faculty are as follows:

     a) to conduct courses which are offered exclusively for graduate credit,

     b) to guide graduate seminars,

     c) to supervise the research problems of graduate students and to serve as thesis advisors and members of thesis committees, inclusive of service as a Graduate Faculty Representative – GFR

d) to conduct graduate examinations (both written and oral), inclusive of service as a Graduate Faculty Representative – GFR

     e) to serve occasionally as members of the Graduate Council,

     f) to be responsible for other policies relevant to the academic welfare of the Graduate School.

SECTION 3 . The Graduate Faculty may review and amend the policies adopted by the Graduate Council (See Article V for appropriate processes).

SECTION 4 . The Graduate Faculty can overrule an action of the Graduate Council; any such overruling can be done by and only by majority vote of the Graduate Faculty carried out in accordance with the process described in Article V.

**ARTICLE III: MEMBERSHIP**

SECTION 1. Nominations presented to the Graduate Council for membership on the Graduate Faculty shall be made by the chairperson or head of the candidate’s department with the approval of the majority of the Graduate Faculty members of the department. Any candidate whose chairperson or head of the department is not a member of Graduate Faculty may be nominated by the appropriate academic dean with the concurrence of the Dean of the Graduate School. The following principles for nomination to the Graduate Faculty shall be adhered to:

     a) Ordinarily an individual shall possess the highest degree usually earned by scholars in his/her particular field.

     b) An individual shall have demonstrated professional productivity and scholarly maturity.

     c) An individual shall have had successful experience in upper division college or university teaching or equivalent teaching experience.

     d) Any individual who no longer has Graduate Faculty responsibility may be dropped from Graduate Faculty status.

SECTION 2. The Dean of the Graduate School is charged with appointing nominees to the Graduate Faculty following a majority vote in the affirmative of the Graduate Council.

 **ARTICLE IV: OFFICERS**

The Dean of the Graduate School of Idaho State University, or a member appointed by the Dean, shall be chairperson of all general meetings of the Graduate Faculty. The dean of the Graduate School shall appoint a parliamentarian to act in general meetings of the Graduate Faculty.

**ARTICLE V: GRADUATE FACULTY MEETINGS**

SECTION 1. Call of Regular Meetings. The Graduate Faculty may hold meetings during the academic year, the day and time to be determined by the Dean of the Graduate School.

SECTION 2. Call of Special Sessions. The Dean of the Graduate School shall call a special session of the Graduate Faculty at any time during the academic year (as defined by the Idaho State Board of Education as Trustees for Idaho State University). Items will be considered only if presented to him/her/them by signed petition from ten (10) or more of the Graduate Faculty members. In addition, the Dean of the Graduate School may bring forward items for consideration of the Graduate Faculty convening in special session. Special sessions must be called and convened within ten (10) class days following receipt of the petition(s).

SECTION 3. Action Items. Motions from the Graduate Faculty regarding academic policy within the Graduate School must be submitted in writing to the Dean of the Graduate School prior to discussion upon them.

**ARTICLE VI: QUORUM**

A quorum shall be reached if thirty-five percent (35%) of the members of the Graduate Faculty at Idaho State University are in attendance at a Graduate Faculty meeting. A quorum may also be considered to have been constituted if a recording of the Graduate Faculty meeting is made, distributed to all Graduate Faculty, and at least 35% of the members of the eligible Graduate Faculty vote within a week’s time of the distribution of that recording on all proposals on the meeting’s agenda. Voting should occur via secret ballot.

**ARTICLE VII: GRADUATE COUNCIL**

SECTION 1. Duties. The Graduate Council is charged with carrying out the duties and responsibilities of the Graduate Faculty as stipulated in Article 2 Section 1. In addition to these, the Graduate Council shall distribute communications to the Graduate Faculty to inform them of the results of its deliberations. Representatives to the Graduate Council are expected to consult with their constituent Graduate Faculty members. Any Graduate Faculty member may upon notice to his representative on the Graduate Council and the Dean of the Graduate School appear before the Graduate Council on any matter pertaining to the Graduate School and its policies or programs.

**SECTION 2. Membership.**

1. Eight teaching members of the Graduate Faculty elected by majority vote and secret ballot on a representational basis by the following units:

a) Two representatives of the College of Arts and Letters, (one representative from the areas of Fine Arts and Humanities, and one representative from the areas of Social and Behavioral Sciences)

b) One representative of the College of Education,

c) One representative of the College of Business,

d) Two representatives of the Division of Health Sciences, (one representative from the College of Pharmacy, and one representative from the other areas of the Division),

e) Two representatives of the College of Science and Engineering,

2) The Dean of the Graduate School who shall serve as chairperson.

3) One representative-at-large appointed from the Graduate Faculty by the Dean of the Graduate School.

4) One graduate student representative.

5) The Associate Dean of the Graduate School, to serve as an ex-officio (non-voting member).

SECTION 3. Editorial Change Committee. The Editorial Change Committee will consist of three individuals elected yearly by the Graduate Council from among its officio and ex-officio members. The responsibility of the Editorial Change Committee is to expedite minor editorial changes in the catalog copy that do not constitute program or curricular changes (such as semester listings changes in course descriptions, course numbers, dropping or adding cross-listings within course descriptions in departments other than the originating department, and correcting minor errors in catalog text). A report on all actions taken by the Editorial Change Committee will be presented to the Graduate Council. Should any Graduate Council member wish to bring an action taken by the Editorial Change Committee to the floor for deliberation by the full Graduate Council they may do so by notifying the Chair of the Graduate Council who shall bring it forward. Following deliberation, the Chair shall call for a vote on whether to sustain or reverse the action in question.

SECTION 4. Terms. The terms of college representatives shall be two years, arranged so that approximately half of the Council members are elected each year. The election of representatives from and by the various colleges shall be completed prior to May 1st and the appointment of the representative-at-large (one-year term only) shall be made prior to September 1 of each year. All elected terms shall begin June 1st.

SECTION 5. Election of Members.

1. Graduate Council Faculty Representatives. The Graduate Faculty within each of the above-named units shall nominate candidates from within its membership to represent that unit on the Council by submitting a nominating ballot to the Dean of their respective college. The Dean of the College shall then conduct an election by secret ballot of each appropriate unit from the nominees. The candidate receiving the highest tally of the vote cast by the Graduate Faculty of the particular unit shall serve as the representative to the Graduate Council. If the unit is allowed more than one representative, the candidate who receives the second highest tally of the vote will be the second representative. The candidate receiving the third highest tally of the vote will serve as an alternate in the absence of a representative. In the event of a tie between the top two candidates, a run-off ballot vote shall be cast between the three nominees receiving the greatest number of votes cast in the first ballot.
2. Graduate Council Student Representative. The Graduate Student Representative shall be elected by the graduate student body. The election of the Graduate Student Representatives shall be conducted by May 1st of each year. The candidate receiving the highest number of votes shall then serve a one-year term on the Graduate Council. The candidate receiving the next highest number of votes shall serve as an alternative in the absence of the representative. In the event of a tie between the top two candidates, a run-off election will be conducted between the top two candidates on the initial ballot.
3. Vacancies. If vacancy of both representative(s) and alternate on the Council occurs between annual election periods, the vacancy shall be filled through May 31st with a temporary appointment by the Dean of the appropriate college and unit. If the vacancy occurs in the first year of the two-year term, a representative and an alternate elected for one year will succeed the appointed and complete the original term of office.

**ARTICLE VIII : PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order, Newly Revised, 12th Edition, 2020, shall be the authority on all matters not covered by the bylaws until such time as a new authorized edition of said text is issued, at which time the new edition will become the prevailing authority.

**ARTICLE IX : AMENDMENTS OF THE BYLAWS**

These bylaws may be amended at any Graduate Faculty meeting by a two-thirds affirmative vote of the quorum , provided that such an amendment shall 1) have been submitted in writing to the membership not less than seven days prior to the vote, and 2) moved at a meeting of the Graduate Faculty for discussion prior to acting upon them.