

## To Be Rescinded

### ~~3359-24-01 Bylaws of the graduate faculty.~~

#### ~~(A) Name~~

~~This organization shall be known as the "Graduate Faculty of The University of Akron."~~

#### ~~(B) Purpose~~

~~The purpose of the graduate faculty shall be to encourage and contribute to the advancement of knowledge through instruction and research of highest quality, and to foster a spirit of inquiry and a high value scholarship throughout the university.~~

#### ~~(C) Duties~~

~~The duties of the graduate faculty shall be:~~

- ~~(1) To develop curricula leading to appropriate graduate degrees.~~
- ~~(2) To participate in research, publication, and professional societies.~~
- ~~(3) To recruit, encourage, and supervise superior students in their graduate education.~~
- ~~(4) To conduct graduate classes and seminars that stimulate creativity, independent thought, and scholarly attitudes and performance.~~
- ~~(5) To serve on supporting committees, as needed; to supervise student research; and to direct theses and dissertations.~~
- ~~(6) To help develop a graduate library appropriate to a sound graduate program.~~
- ~~(7) To elect the members of the graduate council, and if elected to the council, to serve in the best interests of the graduate faculty and the graduate school.~~

~~(8) — To participate in the selection of the dean of graduate studies and research following the procedure specified in the faculty manual.~~

~~(9) — To approve the list of degree candidates prior to each commencement.~~

~~(D) — Membership~~

~~(1) — Section 1.~~

~~The following shall be members of the graduate faculty: president of the university, vice president and provost, dean and associate/assistant dean of graduate studies and research, deans of colleges offering graduate programs, distinguished professors, heads of departments offering graduate programs, appointees as indicated in paragraph (D)(2).~~

~~(2) — Section 2.~~

~~(a) — Nominations for graduate faculty membership are made upon the recommendation of the graduate faculty of the department or a duly constituted committee of that faculty. Nominations are reviewed in turn by the department head, the college dean and the graduate council. Appointments to the graduate faculty are made by the dean of graduate studies and research on the basis of the recommendation of the graduate council. Any member of the university faculty who holds a full-time appointment at the rank of assistant professor, associate professor, or professor, including those ex officio members designated in paragraph (D)(1)(a) to (D)(1)(f), may be nominated.~~

~~(b) — Nominations and recommendations for appointments of members shall be made in the following categories: (i) teaching of master's degree courses; (ii) category one responsibilities and directing of master's degree theses; (iii) category two responsibilities, teaching of doctoral courses and directing of dissertations. Ex officio appointments shall be in category one.~~

- ~~(c) — A majority of members serving on master's thesis committees must be in category two or three and a majority of members serving on doctoral dissertation committees must be in category three.~~
- ~~(d) — The following shall be the minimum criteria for being nominated and recommended for category one: candidates must possess terminal degrees appropriate to their fields. They must also be actively engaged in consultation in their fields, or demonstrate scholarly competence and activity in the field either through research activities, publications, concerts, exhibits or other comparable work appropriate to the field.~~
- ~~(e) — The following shall be the minimum criteria for being nominated and recommended for category two: candidates must possess terminal degrees appropriate to their fields and must demonstrate scholarly competence and activity in the field either through research, activities, publications, concerts, exhibits or other comparable creative work appropriate to the field.~~
- ~~(f) — The following shall be the minimum criteria for being nominated and recommended for category three. — The candidate must possess a doctoral degree, and must demonstrate scholarly competence and activity in the field through (a) research and/or creative activities and (b) publications.~~
- ~~(g) — It shall be the responsibility of each department to develop its guidelines specifying criteria for members of that department to be nominated for graduate faculty status. The guidelines will be developed by the full time graduate faculty of the department and the academic dean. Guidelines must be approved by graduate council and the dean of graduate studies and research. These guidelines shall agree with the general criteria described above and shall be on file in the office of the dean of graduate studies and research prior to the submission of any appointment applications.~~

~~(h) — Persons who do not meet all the preceding criteria but who are recognized by their departmental colleagues as being highly qualified in their special field of study may be nominated in a specific category by the graduate faculty of a college for membership in the graduate faculty.~~

~~(i) — All nominations shall be accompanied by a complete and current vita. The applicant, nominating group, department head, and the college dean are to provide or attest to both qualitative and quantitative information substantiating the nominee's qualifications. The candidate must specify which category of membership is desired.~~

~~(3) — Section 3.~~

~~A faculty member holding joint appointments must seek graduate faculty status in each department in which graduate faculty membership is desired.~~

~~(4) — Section 4.~~

~~Any person desiring to appeal actions taken under the provisions of paragraph (D)(2) may request a review by a committee composed of: two members of the graduate council who are not on the graduate faculty membership committee, and three members of the graduate faculty who are not in the candidate's department, to be appointed by the vice president and provost who shall serve as a nonvoting chairman. The decision of this committee shall be in effect for one year from the date of decision.~~

~~(5) — Section 5.~~

~~(a) — Appointments of members of the graduate faculty shall be for an initial term of three years and subsequent terms of five years. After any period of non-appointment to graduate faculty the next appointment shall be for a term of three years.~~

~~(b) — Terms shall begin on the first day of the fall semester and end on the day preceding the first day of the fall semester three or five years later. Appointments made during the~~

~~fall semester shall be considered as having been made on the first day of that semester in determining the three or five year period. For appointments made during the spring semester the three or five year terms shall begin on the first day of the following fall semester. Applications for reappointments shall be made not later than March first for a fall semester appointment.~~

~~(6) — Section 6.~~

~~An adjunct faculty member shall be defined as an individual with distinguished scholarly and/or performance credentials, who is performing a specified instructional, consulting, and/or research task for the university, but who retains a full time position at this or another institution, in industry, or in private practice. The adjunct faculty member usually performs the specified task in a temporary capacity but the nature of the assignment is not necessarily restricted to a single term. Adjunct faculty members may be appointed to graduate faculty membership. Such appointments shall follow the guidelines and procedures of paragraphs (D)(2) and (D)(5), excluding the requirement of full-time faculty status.~~

~~(7) — Section 7.~~

~~The dean of graduate studies and research may appoint visiting faculty members to teach specific graduate courses for one semester. Each appointment will require the written request of the department head and the approval of the college dean. Reappointments will be made only upon written request of the department head, subject to the approval of the departmental graduate faculty, and with the approval of the college dean, the dean of graduate studies and research and the graduate council.~~

~~(8) — Section 8.~~

~~Only members of the graduate faculty shall be permitted to teach courses at the graduate level. In order to alleviate an emergency condition, the dean of graduate studies and research, at the written request of the department head and with the approval of the college~~

~~dean, may appoint a faculty member to temporary graduate faculty status for a given semester. Normally, faculty members may be appointed to temporary graduate faculty status only once during their tenure at The University of Akron. Temporary and visiting graduate faculty shall not have the right to vote at graduate faculty meetings or elections.~~

~~(E) — Officers~~

~~Officers of the graduate faculty shall be the president of the university, the vice president and provost, the academic deans of colleges offering graduate programs, the dean of graduate studies and research, and a vice chairman elected by graduate council. Their duties shall be as follows:~~

~~(1) — Section 1.~~

~~The president, as executive head of the university in all its departments, shall receive the reports of subordinate officers, shall advise and counsel them, and shall have the powers and responsibilities stated in the bylaws of the board of trustees of the university.~~

~~(2) — Section 2.~~

~~The vice president and provost shall receive the reports of the graduate council, and shall advise and counsel the dean of graduate studies and research and the graduate faculty as the administrative officer of the university responsible to the president for the supervision of the academic and student service functions of the university.~~

~~(3) — Section 3.~~

~~The academic deans of those colleges offering graduate programs shall be responsible for direct supervision of graduate faculty and programs within their respective colleges.~~

~~(4) — Section 4.~~

~~The dean of graduate studies and research shall be responsible for the administration of the graduate school, and shall supervise its~~

~~program and its student body. He shall serve as chairman and preside at meetings of the graduate faculty and shall have the responsibility of recording and maintaining of minutes of all meetings of the graduate faculty, sending out notices of all meetings, and for seeing that all graduate faculty members receive copies of agendas prior to, and minutes after, all meetings. Two copies of all documents shall be sent to the university archivist.~~

~~(5) — Section 5.~~

~~The vice chairman shall be elected by the graduate council and shall preside over graduate faculty and graduate council meetings in the absence of the dean.~~

~~(F) — Committees~~

~~(1) — The graduate council shall be the executive committee of the graduate faculty and shall represent the graduate faculty in proposing matters of academic policy and procedure of the graduate school, and in counseling and advising with the dean of graduate studies and research in matters of administering the graduate school.~~

~~(2) Section 1.~~

~~(a) — The graduate council shall consist of thirteen elected faculty members, one elected graduate student, and the dean of graduate studies and research. The faculty members shall be elected from the colleges and divisions as follows:~~

Buechel college of arts and sciences	4
_____ Humanities division	1
_____ Natural sciences division	1
_____ Social sciences division	1
_____ At large	1
College of education	2
College of business administration	2
College of engineering	2
College of fine and applied arts	2
College of nursing	1

~~The student members shall be elected yearly by the graduate student council. The dean shall not have voting rights, except in the case of tie votes.~~

~~(b) The number and apportionment of graduate council members shall be reviewed within three years of the adoption of these bylaws and at least every three years thereafter by the graduate faculty. A similar review shall be conducted whenever a college not now offering a graduate degree program shall institute one.~~

~~(3) Section 2.~~

~~The term of office of faculty members on the graduate council shall be three years and the terms arranged so that no fewer than four members shall be replaced each year. No members serving full three-year terms can succeed themselves. No more than one member of the faculty of any department may serve on council during any given year. Faculty membership on the graduate council is limited to those members of the graduate faculty who qualify under paragraph (D)(2), or department heads who qualify under paragraph (D)(2).~~

~~(4) Section 3.~~

~~(a) The faculty members retiring from the graduate council each year shall constitute a nominating committee which will meet in March and propose the names of two graduate faculty members from each college or division represented by the retiring members. The nominations shall be transmitted to the dean of graduate studies and research by April first, and the dean shall circulate the slate to the graduate faculty. Prior to April fifteenth, any five qualified members of a college or division may nominate an additional member of their group by petition addressed to the dean of graduate studies and research through the college dean.~~

~~(b) On or about April fifteenth, the dean of graduate studies and research shall send a ballot to each member of the~~

~~graduate faculty concerned, which ballot shall list all nominees for the graduate council classified according to college or division. Faculty members shall vote only for the representative of their own particular group; and shall vote for one nominee only, except when a member at large is elected from the Buchtel college of arts and sciences. The ballot shall be inserted in an unmarked envelope which shall be placed inside another envelope. The outer envelope shall be signed and returned to the dean of graduate studies and research no later than May first. The graduate council shall then tally the vote and preserve the ballots for one month after the May meeting. In the event that no candidate for a given position receives a majority of the votes cast, there shall be a rebalot between the two candidates with the largest pluralities. Results of the election shall be announced at the May meeting of the graduate faculty, and the newly elected members shall take up their duties on September first.~~

- ~~(c) — If a vacancy should occur on the graduate council with one year or more left in the term, a special election shall be held. The newly elected member shall serve for that portion of the term for which the originally elected member shall be absent. For the special election the last nominating committee shall be asked to submit a slate of two names from the appropriate faculty group. Other nominations may be made in accordance with the procedure described in paragraph (G)(4). Only the members of the faculty group concerned shall vote in the special election. If a vacancy occurs with less than one full year remaining in the term, the dean of the college may recommend for appointment by the graduate council a person from the appropriate college or division to fill the vacancy for the remainder of the term.~~

~~(5) — Section 4.~~

~~The duties of the graduate council shall include:~~

- ~~(a) — To evaluate the qualifications of nominees and recommend membership of the graduate faculty.~~

- ~~(b) — To vote upon all matters of policy of the graduate school, not otherwise established by the graduate faculty.~~
- ~~(c) — To counsel and advise the dean of graduate studies and research in administering the policies of the graduate school in admissions, dismissals, transfers, awards, curricula, degree programs, etc.~~

~~(6) — Section 5.~~

~~The dean of graduate studies and research shall serve as chairman of the graduate council. At its first meeting each fall, council shall elect from among its members a vice chairman and a secretary. The vice chairman shall work with the chairman on the agenda for each meeting, and preside in the absence of the dean.~~

~~(7) — Section 6.~~

~~Standing committees of the graduate council shall be as follows:~~

- ~~(a) — A graduate faculty membership committee, comprised of a chairman and one other faculty member of the graduate council, plus four persons from the membership of the graduate faculty, shall be elected by the council. Six different colleges shall be represented in the membership of this committee. This committee shall review all nominations for membership on the graduate faculty, using the guidelines in paragraph (D)(2) and make recommendations to the graduate council. Those persons approved by the graduate council shall be recommended to the dean of graduate studies and research for appointment to the graduate faculty. Any nominated person who is rejected by the council or the dean may seek further consideration through the procedure described in paragraph (D)(2).~~
- ~~(b) — A graduate faculty curriculum committee, comprised of a chairman and one other faculty member of the graduate council, plus four persons from the membership of the graduate faculty, shall be elected by the council. Six different colleges shall be represented in the membership of~~

~~this committee. This committee shall review all curriculum proposals referred to either the graduate council or the dean of graduate studies and research under the operative university curriculum review policies and procedures.~~

~~(c) — A graduate faculty student policy committee, comprised of a chairman and two other faculty members of the graduate council, and four persons from the membership of the graduate faculty shall be elected by the council, plus three graduate students to be elected by the graduate student council. Six different colleges shall be represented in the faculty membership of this committee. This committee shall assist the graduate council and the dean of graduate studies and research in determining questions about admission and denials of admission, transfer credit, dismissal, special standing, and matters relating to the general welfare of graduate students.~~

~~(d) — Ad hoc committees of graduate council may be appointed by the dean of graduate studies and research as needed. The chairman shall be a member of graduate council and shall report to the council.~~

~~(e) — The dean of graduate studies and research shall be an ex officio, nonvoting member of all standing committees of the graduate council. No other members of the graduate faculty may serve on more than one standing committee at a time.~~

~~(8) — Section 7.~~

~~(a) — Minutes of the graduate council meetings shall be circulated to all members of the graduate faculty and graduate student council within two weeks of each meeting. Unless formal objections to the actions of council are submitted in writing to the dean of graduate studies and research within two weeks after the date of distribution, council actions shall be considered as approved by the graduate faculty. All such actions should be forwarded to the university council whenever action by that body is required.~~

~~(b) — If written objections to any actions of the graduate council are received by the dean of graduate studies and research, the dean shall report them to the council for its consideration. One member of council shall be designated by the dean to arbitrate the matter between council and the objector. If agreement has not been reached after two weeks, a special meeting of the graduate faculty shall be called. The action of the graduate faculty on the issue shall be binding and reported in the next minutes of the graduate council.~~

~~(9) — Section 8.~~

~~(a) — The graduate council shall meet at least once a month during the academic year and two thirds of the membership shall constitute a quorum.~~

~~(b) — The agenda for meetings of the graduate council shall be prepared by the dean of graduate studies and research in consultation with the vice chairman prior to each meeting and shall include a report from each standing committee. Any member of the graduate faculty may submit items for the agenda to any member of the graduate council.~~

~~(G) — Meetings~~

~~(1) — Section 1.~~

~~The graduate faculty shall hold a regular meeting preceding each commencement. A quorum at any meeting shall be ten per cent of the graduate faculty membership.~~

~~(2) — Section 2.~~

~~The agenda for each regular meeting shall include:~~

~~(a) — A report by the dean of graduate studies and research on the state of the graduate school.~~

~~(b) — A report by an elected member of the graduate council on the activities of the graduate council.~~

~~(c) — A report by the university librarian on the state of the library as it pertains to graduate study.~~

~~(d) — A report by the director of the computer center on the state of the computer center as it pertains to graduate study.~~

~~(e) — A report by a designated representative of graduate student council.~~

~~(f) — Approval of the list of graduate degree candidates.~~

~~(g) — Other business.~~

~~(3) — Section 3.~~

~~Special meetings shall be called by the dean of graduate studies and research:~~

~~(a) — When ten members so petition, or~~

~~(b) — When counsel and guidance of the graduate faculty is sought by the dean and/or the graduate council.~~

~~(4) — Section 4.~~

~~The chairman of the graduate faculty shall appoint a parliamentarian who shall base his rulings on “Robert’s Rules of Order, Revised.”~~

~~(5) — Section 5.~~

~~Minutes of each meeting shall be sent to all members of the graduate faculty and to graduate student council and a permanent file shall be kept in the office of the dean of graduate studies and research. Two copies shall be sent to the university archivist.~~

~~(H) — Amendments~~

~~These bylaws may be amended at any graduate faculty meeting by a two-thirds vote of those present, provided the amendment has been submitted to the entire membership in writing at least one month prior to the meeting. It may not be voted on at special meetings of the graduate faculty, unless called for the specific purpose of considering such amendments. Amendments are subject to ratification by the board of trustees.~~

~~Effective: December 20, 1979~~

~~Certification: \_\_\_\_\_  
Assistant Secretary  
Board of Trustees~~

~~Prom. Under: 111.15~~

~~Rule Amp.: Ch. 3359~~

~~Prior Effective Date: Prior to 11/4/77~~