F6.1 Bylaws of the School of Graduate Studies

Name: The name of this organization shall be the School of Graduate Studies, East Central University.

Purpose: The purpose of these bylaws is to define the policies and procedures of the Graduate School, and to define the roles and responsibilities of graduate students, the Graduate Faculty, the Graduate Committee and the Graduate Dean.

F6.1.1 Membership in the Graduate Faculty

F6.1.1.1 Section 1
The President of the university, the Provost/VPAA, and the Dean of the Graduate School are ex-officio members of the graduate faculty.

F6.1.1.2 Section 2: Eligibility for Graduate Faculty Status

1. Regular Graduate Faculty (RGF)
    - Regular faculty who are members of departments that offer a master's degree program and who meet the standards for appointment to RGF status are eligible for appointment to the Regular Graduate Faculty.
2. Associate Graduate Faculty (AGF)
    - Regular faculty who are members of departments that offer required support courses for a master's degree program and who meet the standards for appointment to AGF status are eligible for appointment to the Associate Graduate Faculty; or
    - Regular faculty who serve as graduate student advisors for graduate students pursuing the secondary education option in the Master of Education degree program or faculty who teach graduate level courses (5000-level) on a regular basis (at least once every two years), and who meet the standards for appointment to AGF status are eligible for appointment to the Associate Graduate Faculty.
3. Provisional Graduate Faculty (PGF)
   Part-time faculty and regular faculty not yet qualified for Graduate Faculty status under F6.1.2.2 who meet the standards for appointment to Provisional Graduate Faculty may be appointed to the Provisional Graduate Faculty.
4. Emeritus Graduate Faculty (EGF)
   Faculty holding emeritus faculty appointment at the Assistant Professor level and above are eligible for appointment to the Emeritus Graduate Faculty

F6.1.1.3 Section 3: Standards for Appointment to the Graduate Faculty

1. Regular Graduate Faculty
    - Earned doctorate or terminal degree in the field of specialization;
    - An outstanding teaching record, including at least three years of full-time university teaching which includes graduate courses (5000-level);
    - Evidence of continuing scholarly activity, i.e., active professional involvement in the field of specialization, presentation of papers and other research, publications or other creative products; and
    - Hold regular faculty appointment at the Assistant Professor level or above.
    - RGF appointments shall be for a period of six (6) years, and will be renewed only upon completion of a six-year review by the Graduate Dean
2. Associate Graduate Faculty
    - Earned doctorate or terminal degree in the field of specialization, or master's degree in a field of specialization which qualifies the holder to teach required support courses for master's degree programs, or hold a master's degree in the field of specialization, have passed the general examinations for the doctoral degree, and be working actively toward the completion of the doctoral degree;
    - An outstanding teaching record, including at least one year of full-time university teaching which includes graduate courses (5000-level);
    - Evidence of promising scholarly productivity, i.e., professional involvement in the field of specialization, presentation of papers and other research, publications or other creative products; and
    - Hold regular faculty appointment at the assistant professor level or above.
    - AGF appointments shall be for a period of six (6) years. If the faculty member has not qualified for a RGF appointment before the six-year period expires, or if the faculty member is ineligible for RGF status, the faculty member shall reapply for AGF status.
3. Provisional Graduate Faculty
    - Earned doctorate or terminal degree in the field of specialization, or master's degree in a field of specialization which qualifies the holder to teach required support courses for master's degree programs, or hold a master's degree in the field of specialization, have passed the general examinations for the doctoral degree, and be working actively toward the completion of the doctoral degree, or possession of validated unique or special qualifications to teach in the area of the specified course(s);
    - Dean and Department Chair approval;
    - Have at least one year of experience in university teaching or possess expertise or have made major contributions to the field of specialization which may warrant an exemption from this requirement;
    - Evidence of promising scholarly productivity, i.e., professional involvement in the field of specialization, presentation of papers and other research, publications or other creative products, or exemption based upon major contributions to the field of specialization; and
    - Hold regular faculty appointment at the rank of instructor or above, or adjunct faculty or part-time faculty status.
    - All PGF appointments expire at the end of summer term, and must be renewed.
    - PGF appointments are valid for specified course(s) only.
4. Emeritus Graduate Faculty
    - Earned doctorate or terminal degree in the field of specialization;
    - An outstanding teaching record, including at least three years of full-time university teaching which includes graduate courses (5000-level);
    - Evidence of continuing scholarly activity, i.e., active professional involvement in the field of specialization, presentation of papers and other research, publications or other creative products; and
    - Hold emeritus faculty and have held RGF or AGF status while employed full-time.
    - EGF appointments shall be for a period of three years.

F6.1.1.4 Section 4: Procedures for Appointment to the Graduate Faculty

1. Regular Graduate Faculty and Associate Graduate Faculty appointment procedures
    - By January 15 each year, the School of Graduate Studies will notify the program Department Chairs and Deans of faculty who are eligible to apply for RGF or AGF status or are up for renewal.
    - After the Department Chair has notified the faculty member of their eligibility, it is the individual faculty member's responsibility to complete the application form and return it and a current vita to the department Chair by March 1.
    - If the Department Chair and the Dean recommend the appointment, the application and vita will be forwarded to the Graduate Committee by April 1.
    - If a majority of the Graduate Committee approves the appointment, the application will be forwarded to the Dean of the School of Graduate Studies.
    - Administrative review and approval will proceed from the Dean of the School of Graduate Studies to the Provost/VPAA.
    - The application may be disallowed at any point in the appointment procedure and returned to the School of Graduate Studies. The Dean of the School of Graduate Studies will notify the faculty member and discuss the decision with the faculty member.
    - The faculty member may appeal a disapproved application by submitting a written request containing justifications for a review to the graduate Dean. The graduate Dean will appoint a three-member review committee (1 from the Graduate Committee, 1 RGF member, and 1 AGF member). The Graduate Committee member will Chair the review committee, which will investigate the request in whatever manner the committee deems necessary and submit a written recommendation to the graduate Dean within thirty days of receipt of the review request. The graduate Dean will submit the review committee's findings to the Graduate Committee and the faculty member.
2. Provisional Graduate Faculty Appointment Procedures
    - If concurring with the Department Chair's recommendation for PGF appointment, the program Dean will forward the PGF appointment application and vita to the Dean of the School of Graduate Studies for final action; the graduate Dean will approve or disapprove the recommendation; the appointment does not require Graduate Committee or other administrative action.
    - All PGF appointments must be completed before the semester in which the class is taught.
    - The graduate Dean will notify the department and applicant of the decision.
    - In extenuating circumstances, the Dean of the college or school will confer with the Dean of Graduate Studies to determine if the candidate qualifies for provisional status with formal application and approval to follow.

F6.1.2 Responsibilities of the Graduate Faculty

F6.1.2.1 Section 1: Purpose

The purpose of the Graduate Faculty is to teach, advise, and engage in scholarly activity in graduate programs approved by the Oklahoma State Regents for Higher Education.

F6.1.2.2 Section 2: Professional Responsibilities

Members of the graduate faculty teach graduate classes, workshops and seminars, advise students in the program of graduate study and approve said plans.

F6.1.2.3 Section 3: Academic Responsibilities

The graduate faculty in the individual colleges/schools have responsibility for the content and quality of graduate programs offered, for determining when the requirements for a graduate degree have been met and, through the Dean of the Graduate School, to recommend to the President and the Oklahoma State Regents for Higher Education that the degree be conferred.

F6.1.2.4 Section 4: Relationship to Graduate Committee
Members of the graduate faculty may initiate action on any matter of concern pertaining to graduate education by bringing it before the Graduate Committee, and may appear before the committee to debate the item, but may not vote on any motion that may result. Agenda items should be presented to the Chair of the Graduate Committee 10 days before the meeting at which it is to be considered

F6.1.3 Governance

F6.1.3.1 Section 1: Graduate Committee Purpose
The Graduate Committee shall be the Standing Committee for the graduate faculty and the graduate students. Its purpose shall be to enhance the quality of graduate education by providing a forum for broad participation in the formulation of academic policies that govern graduate programs. The Graduate Committee shall recognize the need for shared responsibility in the governance of graduate education. The following are the objectives of the Graduate Committee:

1. Develop and maintain high standards of quality in all graduate programs
2. Formulate general academic policies and procedures relating to graduate programs in the university;
3. Represent the interests of the graduate faculty and graduate students in the university; and
4. Advise the Dean of the School of Graduate Studies concerning the administration of the school.

F6.1.3.2 Section 2: Graduate Committee Duties
The duties of the Graduate Committee shall be to make recommendations in the following areas:

1. Admission and retention standards in graduate programs;
2. Requirements for the graduate degrees, including, but not limited to, areas such as transfer of credit, full-time work required, time limit on applicable work, study load, grade requirements and credit requirements;
3. Certificate programs at the graduate level;
4. Curricular standards and changes in all graduate programs;
5. New graduate degrees and programs; and
6. Qualifications of graduate faculty.

In addition, the Graduate Committee serves as an appellate body for all matters pertaining to graduate programs.

F6.1.3.3 Section 3: Graduate Committee Membership
The Graduate Committee shall be composed of the following:

1. A graduate faculty member from each graduate degree program, to be appointed by the President from a list of recommendations submitted by the Faculty Senate to the President;
2. The Dean of the School of Graduate Studies;
3. One (1) academic administrator representing a school sponsoring a graduate degree appointed by the President upon recommendation of the graduate Dean; and
4. One (1) graduate student (rotating annually among the graduate degrees) recommended by the appropriate department Chair and appointed by the graduate Dean.

F6.1.3.4 Section 4: Graduate Committee Organization
The organization of the Graduate Committee shall be as follows:

1. The Chair shall be elected annually by the Graduate Committee from its faculty members;
2. The Vice-Chair shall be elected annually by the Graduate Committee from its membership.

F6.1.4 Administration of the School of Graduate Studies

F6.1.4.1 Section 1: Chief Administrative Officer
The chief administrative officer of the School of Graduate studies shall be the Dean.

F6.1.4.2 Section 2: Dean of the School of Graduate Studies
The Dean of the School of Graduate Studies shall be responsible for the following:

1. Administration and supervision of the School of Graduate Studies;
2. Serving as secretary for the Graduate Committee;
3. Collaborating with the academic Deans to implement graduate academic policy as developed through the Graduate Committee; and
4. Other assignments and duties as specified by the President or Provost/VPAA.

F6.1.4.3 Section 3: Specific Responsibilities
Other specific responsibilities of the Dean of the School of Graduate Studies shall consist of the following:

1. Matters Affecting Graduate Studies
    - Coordinating the admissions and curricular requirements;
    - Cooperating with the registrar in maintaining a system of academic records for graduate students in Registry and in the School of Graduate Studies;
    - Coordinating programs for the recruitment of graduate students;
    - Seeking additional financial support for graduate students; and
    - Assisting graduate students in matters relating to their general welfare as requested.
2. Graduate Committee
    - Implementing and communicating actions of the Graduate Committee; and
    - Providing staff support for the Graduate Committee.
3. Graduate Publications
    - Producing and distributing the School of Graduate Studies Catalog and other documents.
4. Records and Reporting
    - Developing and maintaining a system of records necessary for reporting to the university administration and state and federal agencies.
5. Long-Range/Strategic Planning
    - Supports, assists and advises the schools and departments in the development of new and existing graduate programs; and
    - Participating in the planning and development of graduate education at the university level, with assistance from the Graduate Committee.
6. Advocate and Spokesperson for Graduate Education
    - Serving as a member of the Academic Affairs Council; and
    - Assisting in the coordination of research and graduate education.

F6.1.5 Article VII: Amendments

F6.1.5.1 Section 1: Amendments
Amendments to these bylaws shall be approved by the Graduate Committee and submitted to the regular and associate graduate faculty for approval. Approval will require a favorable vote of two-thirds of those voting of the entire regular and associate graduate faculty at the time of the vote. Upon recommendation from the Dean of the School of Graduate Studies and the Provost/VPAA, final approval of proposed amendments rests with the President.