Bylaws for Graduate Council

Preamble

These bylaws are enacted by the Graduate Council of the University of Alaska Anchorage (UAA) to establish powers, organization, and procedures for the performance of its responsibilities for the conduct of graduate education and research programs as determined by the University of Alaska Board of Regents. The bylaws of the Graduate Council are in compliance with the UAA Faculty Senate Bylaws.

Purpose

The Graduate Council shall serve as the executive body of the Graduate Faculty in an advisory role to the Dean of the Graduate School or their designee and the Graduate Academic Board (GAB). It shall concern itself with consideration of major policy items in graduate programs.

Composition of the Graduate Council

1) Membership on the Graduate Council is comprised of those with faculty appointments representing the graduate degree and certificate programs. Faculty members on Sabbatical are not eligible to serve as members of the Graduate Council and must relinquish the position.
2) Graduate Programs represented shall be those listed in the University of Alaska Anchorage catalog under GRADUATE PROGRAMS (Chapter 1). One member shall be appointed by their department from each program.
3) Faculty members of the Graduate Council shall serve ongoing terms until they step down from their leadership position and/or the program appoints an alternate faculty member who is with their program.
4) The students of the University of Alaska Anchorage shall appoint one graduate student to voting membership on the Graduate Council. The method of selection of the student representative shall be the responsibility of the Graduate Student Association.
5) Members of the Graduate Council shall elect a Chairperson and Chair-elect no later than May 15, with service to begin August 1. The Chair and Chair-elect shall be elected from those members who have served at least one previous year on the Graduate Council.
6) The Chair-elect will conduct business and chair meetings if the Chair is unable to do so. The immediate past Chair will conduct business and chair meetings if both the Chair and Chair-elect are unable to do so. The Chair or acting Chair will be responsible for the agenda and posting.
7) The Chair will be responsible for coordinating the activities of the Graduate Council.
8) A secretary will be appointed by the Chair from volunteers for that position. The secretary will take minutes for meetings and submit them to the Chair for review and posting.
9) One representative from the Office of Academic Affairs and one representative from the Office of the Registrar may attend and shall be ex-officio and non-voting members of the Graduate Council.
10) Deans representing their college or school may attend Graduate Council and be ex-officio and non-voting members.

**Functions of the Graduate Council**

1) Review, consult and inform both the Graduate Dean (or their designee), and the GAB in matters of policy, evaluation and function of graduate programs.
2) Undertake tasks relating to evaluation of program and institutional function as requested by its members, the GAB and/or the Graduate Dean.
3) Review and recommend any new graduate degree or graduate certificate programs, that have been initiated by faculty.
4) Evaluate doctoral programs produced by academic programs using criteria developed for this purpose located on the UAA governance website. Graduate Council will make recommendations to the Graduate Dean, GAB, and subsequently Faculty Senate concerning its evaluation of these proposals.
5) Review, consult and inform the Registrar’s office, Admissions Office, the Graduate School and any administrative or faculty governance group requesting review and approval of new or existing policies related to graduate studies.
6) Members shall report to the member’s programs and departments information from Graduate Council proceedings and recommendations. The Graduate School shall send copies of the minutes to college deans.

Passed February 25, 2011