

CENTRAL WASHINGTON UNIVERSITY GRADUATE COUNCIL BY-LAWS

Approved by Graduate Council March 7, 2022

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PREAMBLE

These By-Laws are enacted by the voting Graduate Faculty of Central Washington University (CWU) to establish powers, organization, procedures, and membership guidelines for the performance of its responsibilities for the conduct of graduate education.

ARTICLE I: FUNCTIONS

Title A. School of Graduate Studies and Research (SGSR)

The School of Graduate Studies and Research (SGSR) of CWU encompasses all graduate instructional programs offered in the College of Arts and Humanities, College of Education and Professional Studies, College of Business, and the College of the Sciences. The mission of the SGSR is to prepare graduate students for enlightened, responsible, and productive lives. The SGSR facilitates the community of scholars among faculty and students; encourages the advancement of knowledge and service through innovation, research, and creative expression; oversees sponsored research and active research programs; and facilitates the missions of the Office of Graduate Studies and the Office of Research and Sponsored Programs.

The SGSR provides leadership and direction for the University's graduate programs. It assists in creating environments that will ensure the highest quality graduate programs in keeping with the CWU's overall mission of teaching, research, and public service. In working with graduate students, faculty, scholars, and departments, the primary roles of the SGSR are to (1) promote and support graduate education, creative expression, scholarship and research; (2) recruit, admit, support, and matriculate qualified students of all racial, cultural, and ethnic backgrounds; (3) assess and assure the excellence of CWU graduate programs; and (4) work in concert with the Graduate Council to strengthen and review programs, policies, faculty development, and academic standards.

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Title B. The Graduate Council

There shall be a Graduate Council (GC) empowered to act for and to represent the Graduate Faculty. Through the GC, the SGSR establishes and enforces policies and procedures for the conduct of graduate education offered by CWU.

The mission of the GC is to ensure that programs at CWU provide a high quality graduate school experience for students, to foster exceptional faculty scholarship and teaching, and to promote contributions to society through effective graduate programs.

The GC is comprised of the Graduate Coordinators of graduate programs at CWU that have been properly vetted and approved by the GC and the Dean of the SGSR. The Dean of the SGSR and the Associate Dean of the SGSR sit in an ex officio capacity on the GC. Other non-voting members may sit on the GC if the Council deems it appropriate (e.g., the Provost or a representative). Each college shall annually appoint a graduate student representative to the GC. These graduate student representatives shall sit in an ex officio capacity on the GC.

ARTICLE II: POWERS AND RESPONSIBILITIES OF THE GRADUATE COUNCIL

Title A. Powers of the Graduate Council

Although it is desirable that the membership of the GC be broadly distributed among the major constituent academic subdivisions of the SGSR, these By-Laws do not intend that members should act as unit representatives in the work of the GC. In keeping with the principle that the Graduate Faculty is a corporate association of individuals having equal rights and privileges within the SGSR, rather than a federation of schools or departments, members of the GC shall be expected to exercise their individual judgment on behalf of the entire body of Graduate Faculty.

Title B. Responsibilities of the Graduate Council

The principal responsibilities of the GC shall be as follows:

1. To establish and review general academic policy for the SGSR.
2. To establish general standards for the admission of graduate students and for the satisfactory completion of advanced degrees and graduate certificates.

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3. To establish the criteria for membership to the Graduate Faculty.
4. To maintain high quality standards, the GC and/or the standing committees of the GC will review changes to new academic graduate programs, degrees, specializations, certificates, and courses of study within the individual studies masters (ISM) program.

ARTICLE III: PRESIDING OFFICERS AND COMMITTEES OF THE GRADUATE COUNCIL

Title A. Presiding Officer

The Chair of the GC shall preside at the Council meetings and shall serve as the Chair of the Executive Committee. The Chair of the Academic Standards Committee serves as the Vice Chair of the GC. The Chairs of the Curriculum Committee and Procedures Committee serve on the Executive Committee of the GC.

Title B. Standing Committees of the Graduate Council

The standing committees shall have the responsibility to review all policy matters within their mandates and to recommend actions upon those matters to the Executive Committee. The standing committees may also advise the Dean of the SGSR on issues within their mandates, with the responsibility to report to the Executive Committee on the advice given.

1. **Executive Committee:** The Executive Committee represents the leadership of GC and serves as the representative advisory body to the Dean of the SGSR. The Executive Committee receives and reviews reports from the Procedures, Curriculum, and Academic Standards Committees of GC. The Executive Committee meets regularly with the Dean of the SGSR to receive updates about internal and external activities that impact graduate education at CWU. The Executive Committee works with the Dean of the SGSR to strategize and set priorities for graduate studies at CWU. The Executive Committee of the GC oversees the Council's policy and by-laws.
2. **Procedures Committee:** The Procedures Committee reviews applications for membership on the Graduate Faculty. The Procedures Committee also reviews and recommends adjustments to the standards for membership on Graduate Faculty (e.g., terminal degree status, research activity, etc.). The Procedures Committee also considers the applications of outside (i.e.,

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outside of CWU) thesis committee members for temporary 'courtesy' Graduate Faculty membership. The Chair of the Procedures Committee serves on the Executive Committee.

- 3. Curriculum Committee:** The Curriculum Committee reviews changes to existing graduate programs, degrees, and certificates in addition to reviewing new graduate programs, degrees, specializations, and certificates. The Chair of the Curriculum Committee serves on the Executive Committee and prepares a standing report of graduate program-level curriculum proposals approved by the GC Curriculum Committee.
- 4. Academic Standards Committee:** The Academic Standards Committee reviews existing and/or develops academic policies and procedures for graduate studies. Examples of policies include minimum admissions standards, requirements for international students, conditional admits (stated conditions, number of admits/year in program/graduate studies overall), probation, dismissal, and capstone requirements. The Academic Standards Committee reviews applications for the Individual Masters Studies program. The Chair of the Academic Standards Committee serves on the Executive Committee as Vice Chair.
- 5. Diversity, Equity & Inclusivity Committee:** This committee works within the Graduate Council and graduate programs across the university to address issues related to diversity, equity, and inclusivity (DEI) that impact graduate students, faculty, and staff. This committee engages with various stakeholders to create an inclusive learning environment that supports the needs of all students. This committee advocates for all graduate students, faculty, and staff who seek guidance, support, or education on DEI issues. This committee strives to identify and promote the scholastic DEI-focused achievements of CWU students, faculty, and staff. Finally, this committee identifies DEI aspects of graduate education in need of improvement. The chair of this committee serves on the executive committee of the Graduate Council. The committee meets at least twice per quarter during the academic year.

Title C. Ad-hoc Committees of the Graduate Council

The following Ad-hoc committees shall have the responsibility to review on behalf of the Executive all policy matters within their mandates and to recommend actions to the Executive Committee on those matters. Ad-hoc committees may also advise the Dean of the SGSR on issues within their mandates, with the responsibility to report to the Executive Committee on the advice given.

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1. **Advisory Committee for Scholarship and Research Awards:** The Advisory Committee for Scholarship and Research Awards advises the Dean of the SGSR on matters relating to faculty research appointments, graduate program development awards, faculty research and creative activities awards, and faculty travel awards.
2. **Graduate Council Policy Review Committee:** The Graduate Council Policy Review Committee periodically reviews and recommends new policies and procedures for the GC as outlined in the Council's By-laws.

Title D. Election of Presiding Officer and Committee Chairs

The Chair of the GC and the Chairs of the Standing Committees of the GC will serve two-year terms. Election to these positions shall be in accordance with the following procedures: The Chair of the GC shall call for nominations from Council members to replace outgoing Chair(s) during the May Council meeting. The Council will vote on nominations at the June meeting. The Dean of the SGSR will appoint a new Presiding Officer and/or Chairs of the Standing Committees based on a majority of the votes. The new Presiding Officer(s) and/or Chairs shall begin their term at the start of the next academic year. If a Presiding Officers or Chair of a Standing Committee vacates their position before the end of their two-year term, an election will take place at the next Council meeting after the vacancy occurs. If the Chair of the GC is vacating their position, the Vice Chair of the GC (i.e., the Chair of the Academic Standards Committee) will serve as interim Chair of the GC.

Title E. Committee Appointments

At its constitutive meeting, members of GC shall indicate their preference for assignment to the standing committees of the GC. Using these preferences, the Chair of the GC will fill committee membership and, when necessary, solicit additional committee members from the Graduate Faculty. If necessary, the Dean of the SGSR will consult with members when alterations to assignments are needed in order to achieve a more equitable balance among academic Colleges. The GC shall solicit committee members for the ad-hoc committees as necessary.

ARTICLE IV: MEETINGS OF THE GRADUATE COUNCIL

- **Regular Meetings:** Meetings of the GC shall be once a month during the academic year.
- **Special Meetings:** Meetings of the GC shall be called by the Dean of the SGSR if

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- petitioned to do so in writing by at least 25 percent of the membership in residence.
- **Agenda:** The agenda for any meeting of the GC must be announced and proposals for action must be distributed to the membership at least two working days before the meeting.
 - **Quorum:** A quorum for regular or special meetings shall consist of two-fifths of the membership in residence.
 - **Minutes:** Minutes of each regular or special meeting shall be prepared and distributed to the membership by Dean of the SGSR. In addition, permanent files will be kept by the Dean of the SGSR and posted on the SGSR's website after approval by the GC.
 - **Procedures:** Procedures of the meetings of the GC shall conform to the most recent edition of Robert's Rules of Order and may be amended by the membership.

ARTICLE V: GRADUATE FACULTY MEMBERSHIP

Title A. General

The Graduate Faculty at CWU is a vital component of the institution's intellectual fabric. Graduate Faculty serve as role models for graduate students, set the standards for quality graduate programming, and drive the research and creative achievements of the institution.

Membership on the Graduate Faculty is a privilege granted to faculty members whose qualifications, ongoing professional activity, and service to scholarly and creative affairs qualify them to serve as mentors and to educate graduate students.

Membership on the Graduate Faculty carries with it the responsibility to assist the institution in promoting high academic standards in graduate programming. Members of the Graduate Faculty are expected to participate on thesis committees, teach graduate level courses, serve as GC representatives at master's oral examinations, and engage in other service enterprises that require Graduate Faculty expertise. It is not necessary to be a member of a department offering a graduate degree program to serve on the Graduate Faculty.

Graduate Faculty are members of the university faculty, including retired faculty, who are selected based on their qualifications to teach graduate level courses, advise graduate students, and to improve and enhance graduate studies. There are four categories of membership in the Graduate Faculty: Regular, Associate, Affiliate, and Special.

Title B. Procedure for Applying for Graduate Faculty Membership

Nominations for appointment to any Graduate Faculty status (i.e., Regular, Associate, Affiliate, or Special) must originate with the departmental chair. A complete application for Graduate Faculty membership shall include:

1. A completed application form endorsed by the chair and the faculty's college dean. The application form can be obtained from the SGSR.
2. A current curriculum vita that reflects the extent of prior experience as a teacher and/or mentor of graduate students. In particular, thesis and project committee service, creative accomplishments, and publications should be highlighted.
3. If necessary, a letter from the chair or dean describing special considerations that may accompany the application and curriculum vita.

The GC reviews nominations on an on-going basis and appointments are made throughout the academic year. The Dean of the SGSR will inform each nominee reviewed in a timely fashion concerning the GC's decision.

Members of the Graduate Faculty shall have the right to attend all meetings of the GC as observers. Upon recognition by the Chair of the GC, any member of the Graduate Faculty may address the Council.

When circumstances preclude their attendance at meetings, council members may designate any member of the Graduate Faculty to attend Council meetings in non-voting observer status.

Title C. Appointment as a Regular Member of Graduate Faculty

Regular membership shall be available to faculty whose experience and credentials qualify them to direct theses, research projects, and independent studies and teach graduate level courses.

Regular membership is based upon evidence of a nominee's preparation, experience, and their scholarly or creative activity that qualifies them to perform the duties associated with this status. A Regular Member of the Graduate Faculty shall hold an earned terminal degree appropriate to their field. Furthermore, Regular Members are expected to have a continuing record of scholarly or creative accomplishment according to each college's/department's standards.

A new regular member without prior experience in chairing a thesis committee shall have at least one additional regular member serving on a thesis committee. To qualify, a non-

Tenure Track (NTT) faculty member must also give evidence of having served on a graduate committee to completion.

Title D. Appointment as an Associate Member of Graduate Faculty

Associate membership on the Graduate Faculty is a status reserved for those faculty members whose scholarly or creative accomplishments and teaching experience demonstrate a high degree of promise that they will make an important contribution to graduate education at CWU. Associate members are expected to hold an earned terminal degree in the discipline or related field. Associate members have the privileges and responsibilities associated with Regular Graduate Faculty status, but may not normally chair a thesis or project committee. In some cases, it may be appropriate for an Associate Member of the Graduate Faculty to co-chair a thesis or project committee. If a NTT faculty member who has joined the academic ranks for the first time, and who meets the minimum qualifications is approved for membership in the Graduate Faculty, they should expect to be an Associate member for at least one year, until they acquire the needed experience to chair thesis or project committees. Associate members can apply for Regular membership when the minimum requirements for that status are met Associate membership may also be considered for faculty without a terminal degree but who otherwise fulfill the criteria for Regular membership.

Title E. Other Consideration for Regular and Associate Members of Graduate Faculty

In lieu of the scholarly and prior experience requirements for membership listed above, the GC will consider administrative appointments, previous work with graduate students at other institutions, graduate level teaching, evidence of currency in the field, and programmatic need. When the committee approves such exceptional cases, the Dean of Graduate Studies must separately review and approve the Council's finding in order to effect the appointment.

Title F. Appointment as an Affiliate Member of Graduate Faculty

Graduate Faculty who do not meet the minimum requirements for Regular Graduate Faculty membership within five years of appointment as Associate Graduate Faculty may apply for Affiliate membership. Affiliate members have the privileges and responsibilities associated with Regular and Associate Graduate Faculty status, but may not chair or co-chair a thesis or project committee.

Title G. Special Appointments

From time to time, department chairs, with the concurrence of their college deans, may deem it appropriate to seek appointment to a thesis or project committee of an individual who does not have a regular academic appointment at CWU. Such a person may be nominated for a Special appointment when it is clear that her/his professional knowledge and experience would clearly benefit the graduate student, regardless of the nominee's formal education background. Special members may not serve as thesis or graduate student project committee chairs. A Special appointment normally concludes with the successful defense of the student's thesis.

Any committee must be comprised of at least two CWU faculty members.

Title H. Retired Graduate Faculty

Faculty who retire, but who wish to participate on graduate student committees, may do so. Once retired, interested faculty seek continuing Graduate Faculty status, either Regular or Affiliate based on their qualifications, in consultation with the department chair.