

## **Bylaws of the Graduate Faculty Assembly Medical College of Georgia**

### **Preamble: School of Graduate Studies Mission**

The mission of the School of Graduate Studies of the Medical College of Georgia is to provide a rich intellectual, academic and research environment for educating students to become leaders in the discovery and dissemination of knowledge, and in its application to human health and disease.

### **Article I: Name**

The name of the organization will be the Medical College of Georgia Graduate Faculty Assembly.

### **Article II: Purpose**

The purpose of the Graduate Faculty Assembly is to assist in the promotion of the intellectual life of its members, to encourage research, and to promote training of graduate students at the Medical College of Georgia (it is not intended to overlap the function of other faculty organizations in their concern with appointment, promotion, tenure, benefits, etc.).

### **Article III: Graduate Faculty Membership in the School of Graduate Studies**

Section 1. Primary responsibility for appointment to Graduate Faculty shall rest with the Dean of the School of Graduate Studies.

Section 2. Eligibility criteria and procedure for appointment to the Graduate Faculty are based on the current policy developed by the Graduate Council.

The graduate faculty has the major responsibility for graduate education. The graduate faculty in the individual graduate programs and schools is responsible for curriculum, teaching in graduate courses, methods of instruction, assessment of student achievement, research and progress towards the degree.

The graduate faculty also has a responsibility to serve as a student's major advisor, to serve on thesis and dissertation committees, to participate in all Graduate Faculty activities, to participate in the election of members to the Graduate Council and to serve when elected to the Graduate Council.

### **Article IV: Graduate Faculty Governance**

Section 1. Graduate Faculty Assembly: The Dean of the Graduate School will call a general meeting of the Graduate Faculty at least annually and report on the state of the Graduate School and present the annual Graduate Faculty Awards. The Graduate Council, by a majority vote, the Dean, or the Graduate Faculty, by ten (10) or more of its members, may call a meeting of the Graduate Faculty at any time.

## Section 2. The Graduate Council

- A. Purpose: The Graduate Council is a representative body of the graduate faculty which serves to conduct the business of faculty affairs, student affairs, program development and review, and to advise the Dean of the School of Graduate Studies on all issues related to the School of Graduate Studies.
- B. Membership: Voting membership will consist of three (3) graduate faculty members from each School (Allied Health Sciences, Dentistry, Nursing and Medicine), one (1) member from the faculty holding primary appointments in the School of Graduate Studies. and two (2) student members (if possible, one masters and one doctoral level). The faculty Council members will be elected by all graduate faculty members. The student Council members will be elected by the School of Graduate Studies student body. The Dean and the Associate Dean will be non-voting Council members.
- C. Chair: The position of Chair is a two year elected position with the individual serving the first year as Chair-elect and the second year as Chair. The Chair/Chair elect is not eligible to serve a second consecutive (2 year) term.

The Chair-elect will be nominated and elected by the Council's voting members at the first Graduate Council meeting of the academic year. Voting Council members who have 2 or 3 years remaining in their terms are eligible for nomination.

In the Chair's absence, the Chair-elect will preside at meetings of the Graduate Council. The Chair will also serve as the Graduate Council's representative on the MCG University Faculty Senate's Executive Committee.

The Council members also will nominate and elect, as needed, a Council member to serve a three-year term as one of the School of Graduate Studies representatives to the MCG University Faculty Senate. The chair may solicit volunteers for these positions. In the event that there are more volunteers than vacant positions, the Graduate Council voting members will determine these appointments by election.

- D. Elections: The Graduate Council shall be composed of members elected by electronic ballot from members of the Graduate Faculty. Students enrolled in the School of Graduate Studies shall elect two representatives (if possible, one masters and one doctoral level). to the Graduate Council. The Dean's Office of the School of Graduate Studies will call for nominations from each of the Schools. All nominees will be placed on the ballot to be voted on by all members of the graduate faculty. Terms of service will be staggered such that approximately one third of the members will be newly elected each year and members will serve for three-year terms, except students who will serve one year terms. The Graduate Council will supply information about the nominees to the Graduate Faculty at the time of the election. The Hare system of voting will be used if there are more than two (2) nominees for any Graduate Council seat. Elected members may not serve more than six (6) consecutive years without a one-year hiatus. Terms shall be for fiscal years, July 1 - June 30.

In the event that a Graduate Council member vacates the position prior to completing his/her elected term, the Chair of that school's faculty organization (Allied Health, Dentistry, Graduate Studies, Medicine, Nursing), from which the member was elected, shall appoint an interim council member to serve in the vacated position until the next regularly scheduled annual election. At that time, an election will be held to fill the position for any remainder of the unexpired term. The appointed interim Council member will be eligible for nomination to the ballot, if he/she so desires.

E. Responsibilities and Duties:

- Establish general university academic policies and procedures relating to graduate programs.
- Review and approve new and revised graduate courses and degree programs.
- Formulate strategic plans related to graduate education.
- Advise the Dean of the School of Graduate Studies on the affairs of the School of Graduate Studies.
- Develop strategies for increasing support of graduate students and graduate programs.
- Conduct periodic review of graduate programs and oversee implementation of recommendations.
- Develop mechanisms and evaluate the quality of instruction.
- Set standards and recommend Graduate Faculty appointments.
- Review and recommend allocation of funds for and by the School of Graduate Studies.
- Appoint a chair of the Graduate Research Day Committee. The chair will develop a membership roster to be approved by the Graduate Council.
- Elect members of the Graduate Council to serve as University Faculty Senate Representatives.
- Elect the Graduate Council Chair, who also will serve as the SGS's representative on the Executive Committee of the MCG Faculty Organization, the University Faculty Senate.
- Encourage research, teaching and service efforts at the graduate level by making yearly awards.
- Create goals and objectives for the year and a plan and timetable by which these objectives will be met.
- Disseminate information to the faculty of their schools by a formal process to be determined by each school.
- Periodically review and recommend changes to the bylaws of the Graduate Faculty Assembly.

F. Agenda: The agenda of the Graduate Council meeting will be set by the Chair in consultation with the Dean of the Graduate School and the Members of the Graduate Council.

G. Meetings: Once every month at a standing date and time. Additional meetings will be added as needed, and standing meetings may be canceled if the Chair determines there is no business to conduct.

H. Executive Session: An executive session for purposes of discussion and voting may be called during a council meeting by any council member present. During an executive session, only official Graduate Council members will remain and all non-members will be excused.

I. Council Member Absence: In the event that a Council member cannot attend a meeting, s/he may send 1) a representative (non-voting) to attend in his/her place, and/or 2) comments to the chair to be shared at the meeting. There will be no proxy voting, and if an executive session is called, the non-voting representative will be excused.

J. Meetings and Minutes: The business of the Graduate Council (upcoming agenda and minutes of past meetings) will be made available to the graduate faculty and students electronically.

#### **Article V. Parliamentary Authority**

Unless otherwise defined in these Bylaws, all procedures and meetings shall be conducted according to the latest edition of Roberts Rules of Order.

#### **Article VI. Amendments**

Proposals to amend these Bylaws may originate from the Graduate Council or by petition to the Graduate Council by six or more members of the Graduate Faculty. The chair of the Graduate Council shall distribute to the Graduate Faculty copies of the proposed amendment(s) one month prior to a meeting of the Graduate Faculty Assembly. The proposal will be included on the agenda for discussion at that meeting. If a motion is passed, an electronic ballot to approve the proposed amendment(s) will be sent to all Graduate Faculty members. Completed ballots will be returned within ten (10) working days of the date they were sent to the faculty. Passage of the amendment(s) will require a two-thirds (2/3) majority of the balloted return.

#### **Article VII. Authority**

These Bylaws shall serve as the sole authorizing instrument (consistent with the Statutes of the Medical College of Georgia) for the Graduate Faculty Assembly.

Revised and Approved by the Graduate Faculty Assembly  
December 22, 2008