# 12.04.99.R0.03 The Graduate Council

Revised October 28, 2026
Next Scheduled Review: October 28, 2031

## Procedure Summary

The Graduate Council formulates and recommends policies and procedures related to graduate education to the President of the University.

This procedure establishes the bylaws and guidelines for the Graduate Council.

## Procedures and Responsibilities

1 MEMBERSHIP QUALIFICATIONS

1.1 Faculty membership on the Graduate Council shall be limited to members of the graduate faculty. Student membership shall be limited to those graduate students who are classified as full-time resident students as defined by university procedures.

1.2 All official Council members shall have full voting rights. Student representatives will not participate in the review and voting on Graduate Faculty designation.

2 MEMBERSHIP COMPOSITION

The Graduate Council shall comprise the following:

2.1 Three elected members from each of the following colleges: Business; Education and Human Services; Science and Engineering; and Humanities, Social Sciencesand Arts;

2.2 One elected member from each of the following colleges: Agricultural Sciences and Natural Resources, and Innovation and Design.

2.3 Two graduate students, one at the master's/specialist level and one at the doctoral level;

2.4 The Dean of the Graduate School shall serve as Chair of the Graduate Council and will vote only in the event of a tie vote;

2.5 The Associate Dean of the Graduate School shall be a non-voting, ex officio member and shall serve as Vice Chair of the Graduate Council; and

## 3 ELECTIONS

3.1 Faculty. Only Graduate Faculty members are eligible to vote in Graduate Council elections. Each college shall nominate and elect by ballot in a manner prescribed by the Dean of the Graduate School, the number of faculty members to fill vacant seats or expired terms allotted to that college. No department in any college shall contribute more than one member to the Council.

3.2 Students. Student members shall be elected in September of each year in a manner prescribed and supervised by the Dean of the Graduate School, provided that master's/specialist students shall elect one master's/specialist representative to the Council and doctoral students shall elect one doctoral representative to the Council.

## 4 TERM OF OFFICE

All elected members of the Graduate Council shall serve staggered three-year terms and elected student members will serve a one-year term from September 1 following their election, with the following exceptions:

4.1 Membership shall be terminated on the date that any member relinquishes his/her faculty appointment, or is appointed to an administrative position in which teaching or research is not the major function.

4.2 Membership shall be terminated when a member begins a leave of absence for a period of one regular semester or longer.

4.3 Membership shall be terminated from the date a member resigns from the Council.

4.4 If faculty membership is terminated before the end of their term, a special election shall be held to fill the vacancy. If a student membership is terminated before the end of their term, the Chair of the Graduate Council may appoint someone from the list of nominees from the previous election to serve the unexpired term.

## 5 NUMBER OF TERMS

The terms of the Chair and Vice Chair of the Graduate Council are unlimited. Faculty members of the Graduate Council may succeed themselves in office for as many times as elected. The doctoral student representative may serve no more than three terms total; the master's/specialist student representative may serve no more than two terms total.

## 6 MEETINGS

6.1 The Graduate Council will conduct business through face-to-face meetings or virtually. There shall be one meeting of the Graduate Council in the fall and spring semesters and additional meetings as necessary. Special meetings of the Graduate Council shall be called by the Chair of the Council:

6.1.1 Upon the initiative of the Chair of the Council,

6.1.2 Upon the petition of three or more members of the Council, or

6.1.3 Upon the request of the Provost and Vice President for Academic Affairs or the President of the University.

6.2 Members of the Graduate Council shall be expected to attend meetings of the Council. In case of an unavoidable absence by a council member, the council member will send a graduate faculty member as a replacement to attend the meeting. The replacement member will have the same voting rights as the elected member. Three absences by the council member in a year shall constitute grounds for removal from the Graduate Council. If a council member is removed from the Graduate Council, an election will be held to fill the position.

## 7 QUORUM

The presence of a majority of the voting membership of the Graduate Council shall constitute a quorum for the transaction of all business

## 8 OFFICERS

8.1 Officers of the Graduate Council shall be the Chair, the Vice-Chair, the Secretary and other such officers as the Council deems necessary.

8.2 Chair: The Dean of the Graduate School shall serve as permanent Chair of the Graduate Council.

8.3 Vice-Chair: The Associate Dean of the Graduate School shall serve as permanent Vice Chair of the Graduate Council.

8.4 Secretary: The assistant to the Dean of the Graduate School shall serve as Secretary of the Graduate Council and shall be a non-voting member.

## 9 DUTIES

9.1 The Chair of the Graduate Council shall call meetings of the Council; shall preside at all meetings of the Council; shall, as needed, appoint members to ad hoc committees; shall report to the Council all pertinent communications from the administration; and shall transmit to the provost, the president, and all graduate faculty members the published minutes of each meeting of the Council or any other communications as the Council shall direct.

9.2 The Vice-Chair of the Graduate Council shall call and preside at all meetings of the Council in the absence of the Chair, shall preside over meetings when the Chair shall vacate the chair, and shall serve as Chair of the Committee on Committees.

9.3 The Secretary shall record the minutes of each meeting of the Council and handle any other communications as directed by the Chair or the Council.

9.4 Duties of other officers designated by the Council shall be determined by the Council.

## 10 COMMITTEES

The Chair shall appoint standing committees and ad hoc committees as are deemed necessary for the operation of The Graduate School. The ad hoc committees shall be composed of members selected from the total graduate faculty. Chairs of all committees, however, shall be members of the Graduate Council. Standing committees shall be appointed at the first meeting of the Graduate Council and shall serve one calendar year. Ad hoc committees shall serve until their final reports are presented or until they are dismissed by the Graduate Council.

## 11 AMENDMENTS

This procedure for the Graduate Council shall be amended by a two-thirds vote of the voting membership of the Graduate Council or at a general meeting of the graduate faculty of the university assembled for that purpose. At least one week's public notice of the proposed change shall be given, and a majority of the entire graduate faculty must attend, and of those present and voting, a simple majority may approve the change. An email sent to all graduate faculty with information on the proposed change to the procedure will suffice for public notice.

## 12 ADDITIONAL PROVISIONS

The Council shall adopt such guidelines for the conduct of its business as it shall please, provided there is no conflict with the provisions of this document.

## Related Statutes, Policies, or Requirements

System Policy *12.04 Academic Council/Faculty Senate*

## Revision History

Effective September 1, 1996
Reviewed by Graduate Council FY03
Revised September 14, 2006
Revised July 5, 2011
Revised January 12, 2015
Revised January 24, 2017
Revised October 3, 2018
Revised August 14, 2023
Revised November 7, 2024 (University Name Update)

## Contact Office

The Graduate School
903.886.5163
Graduate.School@tamuc.edu