

# **BYLAWS OF THE UNIVERSITY OF LOUISVILLE GRADUATE SCHOOL**

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# BYLAWS OF THE UNIVERSITY OF LOUISVILLE

## GRADUATE SCHOOL

### ARTICLE ONE: PREAMBLE

This document lists the bylaws for the organization and governance of the Graduate School of the University of Louisville. The responsibility for guiding the development of graduate education at the University of Louisville lies with this unit as herein set forth.

#### 1.1 Function

The Graduate School of the University of Louisville promotes teaching and training of post baccalaureate students and serves as the central office for administrative oversight of students enrolled in academic disciplines, as well as those in interdisciplinary graduate programs. The Graduate School contributes to the totality of learning and the generation and application of knowledge expected of a preeminent metropolitan research University. The Graduate School encourages investigation, promotes research, scholarship and creativity, and contributes to the store and application of human knowledge. By fostering the spirit of inquiry and scholarship, graduate education strengthens the lifelong educational experience and the advancement of knowledge.

Through graduate programs in disciplines represented throughout the University, graduate education provides preparation for those planning to become investigators, scholars, artists, educators, and professional practitioners. The Graduate School provides administrative support to all graduate educational programs, and serves as the enrollment unit for students in inter-unit and *ad hoc* interdisciplinary programs. For interdisciplinary degree programs, academic authority is shared among the faculties of the participating units. Academic authority (see Redbook Article 3.3.2) and responsibility for academic rigor for graduate programs in other academic units is vested in the faculty of those units and is exercised in accord with a set of Minimum Guidelines for Graduate Education established by the Graduate School and approved by the Board of Trustees.

### ARTICLE TWO: GOVERNANCE

#### 2.1 Officers of Administration

The chief academic and administrative officer of the Graduate School shall hold the title of Dean of the Graduate School. Appointment of Associate and Assistant Deans will be made by the Dean, subject to the provisions of *The Redbook*.

##### 2.1.1 The Dean of the Graduate School

The Dean of the Graduate School shall be responsible for working with academic units offering graduate degree programs and with other organized scholarly groups on a University-wide basis. The Dean of the Graduate School shall promote synergism between graduate education and research, with the charge by university administration to comply with the position description, as defined in Section 2.1.1.3. This position description includes both general responsibilities and specific charges relating to the

Dean's involvement with graduate education and graduate programs. The term "graduate programs" refers to post-baccalaureate certificate programs, masters' and doctoral programs offered at the University of Louisville, but excludes certain professional degree programs as designated by the University Provost. These professional degree programs will not be subject to the bylaws as written here, but they will have other administrative, oversight and accreditation mechanisms. Students in these professional degree programs shall not participate in the programs and activities of the Graduate School.

#### **2.1.1.1 Responsibility for Reporting**

The Dean of the Graduate School shall report to the Executive Vice President and University Provost. The Dean shall prepare an annual summary of Graduate School plans and achievements, which shall be submitted to the Executive Vice President and University Provost and the University of Louisville faculty involved in graduate education. The summary shall encompass the prior academic year and shall be circulated at the beginning of each new academic year.

#### **2.1.1.2 Relationships with Other Deans**

The Dean of the Graduate School will consult with the other deans concerning policy matters and operational procedures relating to graduate students.

#### **2.1.1.3 Specific Charges to the Dean of the Graduate School**

The Dean of the Graduate School is charged by the University Administration to fulfill a variety of responsibilities. Specific charges include:

- A.** Serve as an advocate for graduate education.
- B.** Participate in maintenance of a university catalog for matters of graduate education.
- C.** Assist with the development of existing and new graduate programs, including graduate programs that span disciplinary boundaries.
- D.** Serve as Chair of the Graduate Council, consulting with the Council on matters of educational administrative policy and interdisciplinary academic matters.
- E.** Coordinate efforts with units to provide recruiting, admissions, orientation, advising, mentoring and support services for graduate students.
- F.** Provide student academic and advising services.
- G.** Assign and direct the work of the Associate and Assistant Deans of the Graduate School.
- H.** Assist graduate programs in maintaining program, student and alumni data.
- I.** Assist graduate programs in competing for external funds from foundations and agencies that support graduate training.

- J.** Develop and administer the University-wide graduate fellowship programs.
- K.** Participate in development efforts in cooperation with the Office of the President and the Vice President for University Advancement for support of graduate programs.
- L.** Develop, stimulate, and maintain academic and scholarly programs that encourage cooperation and interaction among the graduate programs of the University of Louisville and various external constituencies including other academic institutions, government and community agencies, business, and the arts.
- M.** Oversee graduate student issues related to Human Resources, Internal Revenue Service, and the Student and Exchange Visitors Program.
- N.** Implement the policies of the University and the Graduate Education Strategic Plan.
- O.** Perform other duties as assigned by the Executive Vice President and University Provost.

## **2.1.2 Associate and Assistant Deans of the Graduate School**

Associate and Assistant Deans must be experienced in graduate education and hold tenured faculty appointments in academic units that offer graduate programs.

### **2.1.2.1 Duties and Responsibilities**

The specific duties and responsibilities of the Associate and Assistant Deans are left to the discretion of the Dean of the Graduate School.

The general duties will include:

- A.** Service in an advisory capacity to the Dean.
- B.** Participation in the development of policies and procedures of the Graduate School.
- C.** Service on the Graduate Council and other committees of the Graduate School in an ex-officio, nonvoting, capacity.
- D.** Performance of other duties as assigned by the Dean of the Graduate School.

### **2.1.2.2 Review of Decanal Service**

The Dean of the Graduate School will be subject to review in accord with the provisions of Redbook Article 3.2.3. Associate and Assistant Deans shall be reviewed annually by the Dean of the Graduate School and a written summary of the review shall be maintained.

## **2.2 The Graduate Council**

The Graduate Council shall serve in an advisory capacity to the Dean of the Graduate School.

### **2.2.1 Roles and Responsibilities**

As a body of advisors to the Dean of the Graduate School, the Graduate Council is charged with making recommendations for the development and implementation of operational guidelines and procedures of the Graduate School that will ensure a high quality of graduate programs and students, and enhanced functions that meet the needs of the University of Louisville and its constituents. Specifically, the Graduate Council will:

- A.** Recommend Minimum Guidelines for graduate education.
- B.** Participate in planning faculty and student professional development planning and in strengthening the overall quality and opportunities provided by graduate education at the University of Louisville.
- C.** Participate in interdisciplinary graduate academic program review.
- D.** Provide members to the University Academic Program Review Committee.
- E.** Promote creative approaches to graduate education.
- F.** Make recommendations concerning approval of interdisciplinary degree tracks that involve more than one university unit, and make recommendations concerning approval of honorary degrees and other university level awards.
- G.** Make recommendations concerning approval of *ad hoc* interdisciplinary programs and degrees at the masters and doctoral levels.
- H.** Act as an advocacy group for graduate education and graduate students at the University of Louisville.
- I.** Provide advice related to graduate education to the Dean of the Graduate School.
- J.** Review strategic planning implementation and assessment of outcomes and advise the Dean of the Graduate School accordingly.

### **2.2.2 Meetings of the Graduate Council**

The Graduate Council shall usually meet monthly during the academic year. Usually, the meetings in odd-numbered months shall be committee meetings and meetings in even-numbered months shall be of the full Council. Additional meetings may be called at any time by the Dean of the Graduate School as needed or upon request of one-third of the elected members of the Council. The agenda of each meeting will be available to

all members of the university faculty who participate in graduate education at least two days prior to the date of the meeting. Minutes of the Council's meetings shall be maintained and published electronically within two weeks of their approval.

A quorum for dispositive action shall be one-third of the elected members. Except when dealing with personnel matters, Council meetings shall be open to all members of the university faculty who participate in graduate education, as well as to interested visitors. Non-members of the Council who, at least one day prior to the meeting, state in writing (including electronic mail) their intention to do so may speak to an issue, but may not vote. The Council may establish a time limit on each speaker.

### **2.2.3 Membership**

The Graduate Council shall be composed of the Dean of the Graduate School plus 25 voting members as follows:

- 1) Twenty Faculty Councilors holding full-time appointments at the University of Louisville and certified by their units as qualified participants in graduate education.
- 2) Three graduate program directors appointed by the Dean of the Graduate School.
- 3) Two graduate student representatives selected by the Graduate Student Association and its Council.
- 4) The Vice Provost for Graduate Affairs and Associate and Assistant Deans of the Graduate School as *ex officio*, non-voting members.
- 5) One non-voting representative of each REDBOOK 3.1.1 unit without graduate programs.

Faculty Councilors shall be elected by faculties of graduate programs from the various schools and colleges having active graduate programs in proportion to the number of such programs housed in those units. No unit having active graduate programs shall have more than 4 or less than 1 member on the Graduate Council. If an academic unit is created by the Board of Trustees of the University and the unit has graduate programs, the Graduate Council will immediately grant the new unit representation, and will reapportion at the next election cycle. If an academic unit is dissolved, Graduate Council membership will not immediately change, but will be re-apportioned at the next election cycle.

The normal term of membership on the Graduate Council shall be for three years for faculty and one year for students. Members may be elected to two consecutive terms. No member's term shall be shortened by reapportionment. New and returning Graduate Council members assume their responsibilities at the August meeting of each academic year.

### **2.2.4 Election Process**

The process of election to the Graduate Council shall be as follows:

In March of each year, the Dean of the Graduate School shall announce to the academic units the vacancies that will occur in July. Each Dean shall solicit nominations from the unit's graduate faculty to fill positions in that unit. Nominees for voting membership on the Graduate Council must be graduate faculty in Schools or Colleges with graduate programs and these shall be actively engaged in graduate education. Deans shall report the names of individuals elected to serve on the Graduate Council by July 1 of each

academic year.

The student members shall be selected according to procedures established by the Graduate Student Association and its Council. One member should be a student from a program housed on the Belknap campus and the other should be a student from a program housed on the Health Sciences campus.

In the event a vacancy on the Graduate Council occurs, the Dean of the Graduate School shall ask the appropriate unit Dean to work with the unit Faculty to select a suitable person to serve as a replacement. A replacement so named shall not be precluded from subsequent election to two full consecutive terms.

## **2.3 Standing Committees of the Graduate Council**

The Graduate Council shall receive all reports from its Standing Committees and shall advise the Dean accordingly. Nominations and election to committee membership shall be made by the committee of the whole of the Graduate Council. Election shall be by written secret ballot unless a contravening motion for a voice vote is passed unanimously.

### **2.3.1 Scholarship and Awards Committee**

#### **A. Functions**

- (1) Serve as representatives of Graduate Council for the process of review of intramural scholarship and other student aid opportunities (e.g., summer research programs, University Fellowships) within the Graduate School and in determination of graduation honors.
- (2) Advise the Dean of the Graduate School on matters of financial aid programs for graduate students.
- (3) Report to the Graduate Council concerning extramural scholarship and fellowship opportunities.
- (4) Make recommendations concerning honors and awards for students and faculty to the Dean of the Graduate School.

#### **B. Structure**

- (1) The Scholarship and Awards Committee shall be composed of 5 faculty members of the Graduate Council representing at least 3 different units with graduate programs and 1 member of the Graduate School staff.
- (2) Committee members shall be elected by the Graduate Council and shall serve three-year staggered terms and may be re-elected to subsequent terms.
- (3) The Staff member shall be selected to serve by the Dean of the Graduate School for a one-year term.
- (4) The committee chair will be elected by and from its membership no later than the second meeting of each academic year.

### **2.3.2 Graduate Student Professional Development and Welfare Committee**

#### **A. Functions**

- (1) Serve as representatives of Graduate Council for considerations of policies and programming designed to promote and enhance graduate

- student professional development and welfare.
- (3) Advise the Dean of the Graduate School on matters of graduate student professional development and welfare.

**B. Structure**

- (1) The Graduate Student Professional Development and Welfare Committee shall be composed of 5 faculty members of the Graduate Council representing at least 3 different units with graduate programs, plus the two student members and 1 member of the Graduate School staff.
- (2) Committee faculty members shall be elected by the Graduate Council and shall serve three-year staggered terms and may be re-elected to subsequent terms.
- (3) The Staff member shall be selected to serve by the Dean of the Graduate School for a one-year term.
- (4) The committee chair will be elected by and from its membership no later than the second meeting of each academic year.

**2.3.3 Honorary Degrees Committee**

**A. Functions**

- (1) Serve as representatives of Graduate Council for considerations of nominees for university honorary degrees, in accord with Article Four of these Bylaws.
- (2) Advise the Dean of the Graduate School on nominations for university honorary degrees.

**B. Structure**

- (1) The Honorary Degrees Committee shall be composed of 5 members of the Graduate Council representing at least 3 different units with graduate programs and 1 member of the Graduate School staff.
- (2) Council members shall be elected by the Graduate Council and shall serve three- year staggered terms and may be re-elected to subsequent terms.
- (3) The Staff member shall be selected to serve by the Dean of the Graduate School for a one-year term.
- (4) The committee chair will be elected by and from its membership no later than the second meeting of each academic year.

**2.3.4 Academic Affairs Committee**

**A. Functions**

- (1) Serve as representatives of Graduate Council for considerations of all matters concerning academic standards and programs of the Graduate School, the Minimum Guidelines for Graduate Education, and other academic issues as required.
- (2) Advise the Dean of the Graduate School on these academic issues.

**B. Structure**

- (1) The Academic Affairs Committee shall be composed of 5 members of the Graduate School Council representing 3 different units plus 1 member of the

Graduate School staff.

- (2) Committee members shall be elected by the Graduate Council and shall serve three- year staggered terms and may be re-elected to subsequent terms.
- (3) The Staff member shall be selected to serve by the Dean of the Graduate School for a one-year term.
- (4) The committee chair will be elected by and from its membership no later than the second meeting of each academic year.

## **2.3.5 Graduate Student Academic Grievance Committee**

### **A. Functions**

- (1) To hold original jurisdiction for students enrolled in the Graduate School. To receive, hear and rule on formal written grievances pertaining to academic matters submitted by full- or part-time students enrolled in the Graduate School in accordance Redbook Section 6.8.
- (2) To serve as an appellate body for formal written grievances pertaining to academic matters submitted by full- or part-time graduate students and previously heard in unit level grievance processes in accordance Redbook Section 6.8.
- (3) To recommend to the Graduate Dean a resolution of the academic grievance for students from the Graduate School, or to the Provost if the Dean is named as a party in the grievance.
- (4) To recommend to the Vice Provost for Graduate Affairs a resolution of the academic grievance for students entering appeals from other units, or to the Provost if the Vice Provost for Graduate Affairs is named as a party in the grievance.

### **B. Structure**

- (1) The Committee shall be composed of a total of ten members. These shall include eight faculty members selected by vote of the Graduate Council. These shall represent at least five different units with active graduate programs. In addition, there shall be two student members elected or appointed as committee members by the Graduate Student Council. A grievance hearing shall require the participation of at least five members of the committee.
- (2) The Graduate Council shall elect faculty members after solicitation and receipt of nominations of two each from the graduate faculty members of the units. Nominees shall be certified by their units as qualified to chair doctoral dissertation committees.
- (3) The Graduate Council shall also elect eight alternate members of the Committee from the list of nominees. If a grievance, taken in original jurisdiction from a student enrolled in Graduate School results in an appeal, Graduate Council will appoint a committee of at least five faculty members from the alternate members and two student members selected by the Graduate Student Council to serve as the appellate body. This body shall decide whether an appeal warrants an appeals hearing, shall conduct any warranted hearing, and shall make recommendations to the Dean of the Graduate School or to the Provost if the Dean is named as a party in the grievance.
- (4) An Associate or Assistant Dean of the Graduate School shall serve as a liaison

- to these Committees and shall attend its meetings and hearings.
- (5) Faculty members shall serve three-year, staggered terms.
  - (6) Student members shall serve one-year terms.

## **ARTICLE THREE: INTERDISCIPLINARY, PROFESSIONAL/ACADEMIC AND COOPERATIVE PROGRAMS MANAGEMENT**

### **3.1 Interdisciplinary Programs**

The Graduate School is charged with fostering development of tracks within the Interdisciplinary Ph.D. and Masters' programs. In developing such graduate programs, the Graduate School shall ensure that:

- A. The proposed programs shall be rigorous and academically sound.
- B. Policies and procedures are established for the formation and review of interdisciplinary tracks and ad hoc interdisciplinary programs.
- C. The two (or more) units engaged in an interdisciplinary program are committed to its success, that the units complement the other(s), and that the combination results in a substantially new program providing greater opportunity than any of the separate programs.
- D. The proposed programs conform to the academic regulations of the university.
- E. Joint degree programs (e.g. JD/MBA, JD/MSSW, JD/MA, JD/MUP, MBA/MA, MBA/MEng, MBA/JD, MPA/MA, MBA/MUP, MD/MS, MD/PhD) are collaborative programs that require simultaneous or sequential satisfying of the requirements of two or more academic programs, with the subsequent award of two different degrees. Such programs are subject to the academic oversight of the collaborating faculties, are administered by the collaborating departments and units and are not considered Interdisciplinary Degree programs.

### **3.2 Professional/Academic Programs**

The Graduate School is charged with fostering development of professional practice doctoral and masters' programs. In developing such graduate programs that involve multiple academic units, the Graduate School shall ensure that:

- A. The proposed programs shall be rigorous and academically sound, and shall interface with professional practice opportunities.
- B. The units that are to engage in such programs shall be committed to its success, and new programs shall provide demonstrated opportunities for its students and for the university.
- C. The proposed programs shall conform to the academic regulations of the university.

### **3.3 Cooperative Programs with other Institutions of Higher Education**

In developing cooperative graduate programs between or among institutions, the following guidelines shall be applied:

- A. The two (or more) institutions that are to engage in a cooperative program must work in a collaborative fashion. Each academic program must be of high quality; each must complement the others, and the combination must result in a new

program which is academically rigorous and which provides greater opportunity than either of the separate programs.

- B. The proposed programs must be in conformity with the academic regulations of all cooperating institutions.
- C. For international programs, the Graduate School shall collaborate with the Provost's director for international program to assure academic rigor and maximum student opportunity in these programs.

## **ARTICLE FOUR: HONORARY DEGREES**

### **4.1 Purpose**

The award of an honorary degree by the University of Louisville should serve any or all of several purposes: first and foremost, it serves to honor individuals on whom the degree is conferred; secondly, it invites individuals into communion with the community of scholars that constitutes the University, i.e., it makes the honorees alumni of the University; and thirdly, it demonstrates to the world the kind of persons, activities, and accomplishments that are valued by the University. In other words, an honorary degree provides the world with a basis on which to judge the University.

The reputation of the individuals to whom an honorary degree is awarded may range from local to international. The honorees may be friends of the University who are otherwise unknown, but whose friendships are so valued that the University community feels pride in inviting them to join their members. On the other hand, honorees may be people of international renown whose works are so highly regarded and relevant as to support this invitation to membership. The types of degrees conferred *honoris causa* permit the recognition of different individuals for many different reasons.

The Honorary Degrees Committee shall present the names of qualified individuals to the Graduate Council for its action, i.e., either for recommendation to the Board of Trustees or for return to the Committee. Those recommended by the Graduate Council will be forwarded to the President for presentation to the Board of Trustees for final authorization of the degrees.

### **4.2 Nominations and Selection**

Nominations should be received on a continuing basis. A preliminary nomination by an individual or a set of individuals must include a brief listing of the accomplishments of the nominee, an abstract of the nominee's curriculum vitae or résumé, a listing of the reasons supporting the consideration for an honorary degree, letters of support of the nomination and a statement of rationale indicating why the University of Louisville should make the proposed award.

- A. The nominee might have made some important contribution, either tangible or intangible, to the University and/or the community.
- B. The nominee's work might influence or somehow touch on similar work being performed at the University.
- C. The award might in one or more ways attract attention to the University in a beneficial manner.

- D. The Graduate School will acknowledge receipt of the nominations; a complete dossier will be requested if the nominee appears to be a likely candidate based on the preliminary information.

## **ARTICLE FIVE: ADVANCED DEGREES FOR FACULTY**

Professors, Associate Professors, Assistant Professors, and Instructors who hold probationary or tenured faculty appointments (not temporary, nonvoting instructorships) are not permitted to earn advanced degrees in their own departments or non-departmentalized schools, or in interdisciplinary program tracks in which they participate as a faculty member. Nor shall any faculty members with departmental or unit voting rights concerning any aspect of graduate education be permitted to earn advanced degrees in their own departments or non-departmentalized schools, or in interdisciplinary program tracks in which they participate as a faculty member.\

## **ARTICLE SIX: AMENDMENTS AND IMPLEMENTATION**

### **6.1 Amendment Process**

These Bylaws may be amended or revised by action of the Graduate Council acting as the representative body of the university faculty involved in graduate education. Proposed changes to the Bylaws shall not be in conflict with The Redbook. Proposed Bylaws changes shall be published for review at least one week before a meeting by Graduate Council. Changes shall require approval by 2/3 of the Graduate Council present and voting at such a meeting and shall require subsequent approval in accord with Redbook Article 3.1, Sec. 3.1.3.

### **6.2 Implementation**

The implementation of these Bylaws shall occur immediately upon their approval by the Board of Trustees of the University of Louisville.