

BYLAWS
of the
GRADUATE EXECUTIVE COMMITTEE
OF THE GRADUATE SCHOOL

1. NAME:

The official name of this committee is “Graduate Executive Committee” (Valdosta State University Statutes, Article IV: Academic Deans, Section 3a).

2. PURPOSE:

The Graduate Executive Committee serves in an advisory capacity to the Associate Provost for Graduate Studies & Research.

3. DUTIES

The Graduate Executive Committee will advise on issues of graduate curriculum; policies and procedures affecting graduate recruitment, admissions, progression, retention, and graduation; the graduate student research symposium; thesis and dissertation guidelines; graduate assistantships; graduate faculty status, as well as any other graduate-related issues.

4. MEMBERSHIP:

The Graduate Executive Committee membership is composed of one graduate faculty representative from each department that offers a graduate degree program; one graduate faculty representative from an affiliated department - a department that teaches graduate courses but does not offer graduate programs, and two at-large members who have graduate faculty status.

5. CHAIRPERSON:

The Associate Provost for Graduate Studies & Research will serve as chairperson of the Graduate Executive Committee. The Chairperson will ensure that all proposals presented for the Committee’s consideration are in accordance with existing policies and procedures and will convene and preside over the meetings of the Committee, which will consider all matters related to graduate studies. The Chairperson will submit the Committee’s report on graduate programs and course proposals to the Provost and Vice President of Academic Affairs, who will distribute it to the Academic Committee.

6. SECRETARY:

The Graduate School’s Administrative Coordinator will serve as the Secretary of the Graduate Executive Committee. The Secretary will be responsible for recording the minutes of the meetings of the Graduate Executive Committee and other duties as determined by the Chairperson. The Secretary may be re-appointed.

7. MEETINGS:

The Graduate Executive Committee will meet the third Thursday of the month each semester or as called by the Chairperson. A meeting will be cancelled if proposals have not been received by the due date for packet submission to the Graduate School's Administrative Coordinator unless there is other business to be brought before the Committee.

8. CURRICULAR PROPOSALS:

Graduate curricular proposals will be routed as follows: Department, Dean of the College, Associate Provost for Graduate Studies & Research, Graduate Executive Committee, Registrar, Academic Committee, Faculty Senate. Proposals must be submitted on the appropriate Academic Committee proposal forms.

9. QUORUM:

To vote on curriculum and policy changes, and conduct other business, a quorum is required. A quorum exists when more than 50 percent of the voting membership is present.

10. ORDER OF BUSINESS:

- a. Agenda: An agenda will be distributed prior to the beginning of each meeting of the Graduate Executive Committee. Curricular items must be submitted at least 1 week prior to the meeting. Proposed agenda items, other than those included in the Academic Committee packet, must be submitted to the Chairperson at least three (3) days prior to a scheduled meeting.
- b. The order of business will be roll call, identification of proxies, consideration of minutes of previous meeting, curricular proposals, committee reports, unfinished business, new business, report of the Chairperson, announcements, and adjournment.
- c. Robert's Rules of Order guides the conduct the Committee meetings.

11. PROXIES:

Proxies will identify themselves to the Chairperson and the Membership at the meeting.

12. SUB-COMMITTEES:

The Graduate Executive Committee shall constitute the following sub-committees to assist in developing recommendations to the full Committee and the Chairperson.

- a. Doctoral Programs (*formerly Dissertation Task Force*)
Duties: The sub-committee will review and submit recommendations to the full committee pertaining to doctoral dissertations and other issues specific to doctoral programs.
- b. Graduate Appeals

Duties: The sub-committee will make recommendations to the Associate Provost of Graduate Studies and Research involving graduate student program dismissal appeals and report to the full committee.

c. Graduate Faculty Membership

Duties: The sub-committee will review and make recommendations to the full committee concerning proposals for categories of graduate faculty status, appointment criteria, and procedures for review of graduate faculty applications.

d. Graduate Faculty Scholarship

Duties: The sub-committee will review applications requesting scholarship funding for research or graduate program recruitment efforts and make recommendations to the Associate Provost for Graduate Studies and Research.

e. Graduate Student Success

Duties: The sub-committee will review ways in which to positively impact graduate student retention, progression and graduation and report initiatives and efforts to the full committee.

f. Graduate Student Research Symposium

Duties: The sub-committee will assist in planning and coordination of the Research Symposium, as well as judging posters and 3MT presentations.

Membership of Sub-committees: The Chair of each sub-committee shall be a member of the full GEC committee and members must have full or temporary graduate faculty status. The Graduate Student Success committee may have members who are members of the staff providing additional support for graduate student success efforts.

13. AD-HOC COMMITTEES:

The Chairperson may appoint ad-hoc committees as needed.

14. AMENDMENTS TO BYLAWS:

The Graduate Executive Committee Bylaws may be changed by two-thirds majority vote of the voting membership. Changes must be published and distributed to the voting membership one month before any action can be taken.