

# CONSTITUTION OF THE GRADUATE AND RESEARCH COUNCIL

OF

## AUSTIN PEAY STATE UNIVERSITY

### **Article I. The Graduate and Research Council**

**Section 1.** The Graduate and Research Council shall be the principal body for the establishment of policies and procedures relative to research and to administration of graduate programs.

**Section 2.** The purposes of the Graduate and Research Council are to provide for effective participation and deliberation by those concerned with graduate programs and to encourage research.

### **Article II. Membership**

**Section 1.** The Graduate and Research Council shall consist of members selected from the University administration, regular graduate faculty, and graduate students. In addition, there shall be two undergraduate faculty members appointed by the Vice President for Academic Affairs. (See Article II, Section 5 and Article IV, Section 4). The Registrar and Manager of Grants and Sponsored Programs shall serve as ex officio members of the Council.

**Section 2.** Administration members shall be the Dean of the College of Graduate Studies, the Vice President for Academic Affairs, and the Deans of each of the Colleges offering graduate courses. The Dean of Library and Media Services shall serve as an ex officio member of the Council.

**Section 3.** Faculty members shall be one each from the departments of Biology, Health and Physical Education, Languages and Literature, Mathematics and Computer Science, Music, and Speech, Communication, and Theatre. There shall be two members from the Department of Psychology and four from the Department of Education. The members shall be recommended to the Dean of the College of Graduate Studies by the faculty of the department, through the chairpersons of that department, and approved by the regular graduate faculty during the initial week of the fall term. Two-year terms will be alternated to provide for the election of approximately one-half of the membership each year. No faculty member may serve more than two terms consecutively, and one year must elapse to qualify for re-election.

**Section 4.** Graduate Student members shall be one from each College offering graduate courses. The Dean of the College shall recommend the student member of that College to the dean of the College of Graduate Studies for approval by the council. Such action shall be completed by October 15<sup>th</sup> of each year. The term of membership by students shall be for one year, and they may not serve more than two terms.

**Section 5.** Three members of the undergraduate faculty, appointed by the Vice President for Academic Affairs to the Research Committee, shall be members of the Graduate and Research Council, and shall have voice and vote only in those matters pertaining exclusively to research. The term of appointment by members of the Research Committee shall be for two years. Terms will be staggered to promote continuity.

### **Article III. Graduate Faculty**

**Section 1.** Only members of the graduate faculty shall be authorized to teach courses for graduate credit. The graduate faculty is defined according to the following Subsections.

**Subsection A. Regular Graduate Faculty:**

- i. Shall hold the terminal degree appropriate to the field of appointment.
- ii. Shall have engaged in graduate instruction or supervised graduate student research within the past three years. Periodic review shall occur by the Graduate and Research Council, with appropriate action concerning continuance on the regular graduate faculty.
- iii. Shall have at least one year's full-time college or university level teaching experience prior to appointment.
- iv. Shall be recommended by the department, through the chairperson, to the Dean of the College of Graduate Studies and approved by the Graduate Council.
- v. Shall have voice and vote privileges in matters of graduate faculty business when the graduate faculty is convened.
- vi. May serve in any position on graduate students' advisory committees.
- vii. Shall be identified as graduate faculty in the University Graduate Bulletin listing all faculty.

**Subsection B. Associate Graduate Faculty:**

- i. Shall hold, as a minimum, the master's degree appropriate to the field of appointment.
- ii. Shall be appointed in instances where specific needs exist that cannot be met by regular graduate faculty.
- iii. Shall include any graduate faculty member who has not had at least one year of full-time college or university level teaching experience, even though such an individual may hold an appropriate terminal degree.
- iv. Shall be recommended annually by the department, through the chairperson, to the Dean of the College of Graduate Studies and approved by the Graduate and Research Council.
- iv. Shall not have voice and vote privileges in matters of graduate faculty business.
- vi. May serve only in the positions of second or third members on graduate student's advisory committees.
- vii. Shall not be identified as graduate faculty in the University Graduate Bulletin listing of all faculty.
- viii. Shall include anyone who teaches graduate courses and is not a full-time faculty member at APSU. This will include emeritus, adjunct, and part-time faculty.

**Section 2.** Exceptions under Article III may be authorized upon receiving a two-thirds affirmative vote of the Council membership.

**Section 3.** For initial appointment to the Regular Graduate Faculty or reappointment after removal from the Regular Graduate Faculty, all conditions from Section 1 will apply with the exception that under Subsection A, ii., the faculty member may qualify by having conducted individual research during the three years prior to his/her appointment.

#### **Article IV. Organization**

**Section 1.** The Dean of the College of Graduate Studies shall serve as the permanent Chairperson of the Graduate and Research Council, and shall appoint a secretary annually.

**Section 2.** The Chairperson shall determine the agenda for meetings of the Council. The agenda shall be published and distributed to Council members as far in advance of each meeting as feasible.

**Section 3.** The Secretary shall take minutes of each meeting and submit an unapproved copy of the minutes to the Chairperson, who shall distribute copies of the unapproved minutes to the members of the Graduate and Research Council for their review and approval at the next regularly scheduled meeting. The Secretary shall maintain a permanent file of all approved minutes of the Council.

**Section 4.** There shall be a standing Committee on Research, appointed annually from the membership of the Graduate and Research Council, by the Vice President for Academic Affairs, including one from each College represented on the Council. Three additional members of that Committee shall be appointed from departments not represented on the Council, so that each College is represented on the Committee. The standing Committee on Research shall be responsible for making recommendations to the Council concerning the distribution of any University funds which may be allocated for research. Proposals for research support from undergraduate and graduate full-time faculty shall be accepted and considered. The oversight of sponsored research by any University faculty member shall be a responsibility of the Research Committee.

**Section 5.** All members of the Council shall have the right of voice and vote except as limited in Article II, Section 5.

**Section 6.** One-half of the membership shall constitute a quorum for the conduct of Council business.

**Section 7.** When special studies are needed, the Chairperson shall be empowered to appoint *ad hoc* committees of the Council.

**Section 8.** The Graduate and Research Council may establish its own rules of procedure consistent with this Constitution. A standing rule may be established, amended, or rescinded by a majority vote at any meeting.

#### **Article V. Powers and Responsibilities**

**Section 1.** The Graduate and Research Council shall be empowered to establish policies and procedures and to authorize the Dean of the College of Graduate Studies to implement and administer all such policies and procedures concerned with administration of graduate programs and with research except those that, in the judgement of the Council or Chairperson, should be considered by the Academic Council, Faculty Senate, or other higher authority.

**Section 2.** The Graduate and Research Council may refer to and receive from other councils and committees of the University such matters as are deemed necessary for the purposes of graduate programs or of research.

#### **Article VI. Meetings**

**Section 1.** Meetings shall be called by the Chairperson, by written request to the Chairperson of at least six members, or by action of the Council at a prior meeting. At least one meeting shall be held each term.

**Article VII. Amendments**

**Section 1.** Amendments to the Constitution may be proposed and ratified by a majority of the membership of the Graduate and Research Council. A ratification vote shall be taken at a meeting subsequent to the one at which a formal proposal to amend is accepted.

Adopted by the Graduate and Research Council, March 2, 1978.

Approved by the University Assembly, October 19, 1978.

Amended (Article II, Section 3) by the Graduate and Research Council, May 26, 1982.

Approved by University Assembly, November 18, 1986.

Revised by Graduate and Research Council, May 12, 1986.

Approved by the Executive Committee of University Assembly, October 15, 1986.

Revised by the Graduate and Research Council, August 26, 1993.

Amended (Article III, Section 3) by the Graduate and Research Council, November 18, 1998.

Revised by the Graduate and Research Council, October 13, 1999.