1965

Procedures for the Graduate School.

University of Rhode Island Faculty Senate

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Transmittal Form for Bills Approved by the Faculty Senate

From: The Chairman, Faculty Senate
To: The President, Dr. Francis H. Horn

Enclosure

1. The attached resolution, entitled Procedures for the Graduate School, is hereby forwarded to you for your consideration.

2. The official original and 2 copies for your use are attached.

3. This resolution was approved by vote of the Faculty Senate on October 14, 1965.

4. After your consideration, will you kindly indicate your approval or disapproval, as appropriate, and return it, completing the appropriate endorsement below.

   November 9, 1965
   (Signature) Chairman, Faculty Senate.

Endorsement I.

From: The President, University of Rhode Island
To: The Chairman, Faculty Senate

1. Returned.
2. Approved X. Disapproved ___
3. (If approved) In my opinion, transmittal to the Board of Trustees would not be desired by the Board and is unnecessary.

   Nov. 11, 1965
   (Signature) President, Univ. of R.I.

Received Nov. 12, 1965
(Signature Chairman, Faculty Senate)

Original forwarded to Secretary of the Senate and Registrar, E. Farrell, for filing in the archives of the University.

Nov. 12, 1965
(Signature) Chairman, Faculty Senate
Proposed Changes in Procedures for the Graduate School.

The following material, if approved, will replace the entire Section 2 Graduate School, Chap. 4, University Manual, 7th ed., pp 38-39. The Executive Committee recommends its approval.

Section 2 The Graduate School

2.1 Dean of The Graduate School The Dean is responsible for the administration of The Graduate School and all graduate programs.

(a) He is ex officio a member of the Graduate Faculty and of the Graduate Council, as Chairman (ex-officio) he presides over their meetings, and he is the executive officer of both.

(b) He shall transmit to the Faculty Senate all actions of the Graduate Council and Graduate Faculty requiring its approval.

(c) He shall administer and enforce all regulations pertaining to the conduct of graduate work and the granting of graduate degrees and shall certify to the Graduate Council the names of students who have satisfied requirements for degrees.

(d) He shall administer the executive office of the Graduate School, maintain all appropriate records, prepare the annual budget, make regular reports to the President and to the Graduate Faculty on the condition of the Graduate School, and perform all other related duties necessary for the effective functioning of the Graduate School.

(e) Early in each academic year he shall prepare and distribute to all faculty a list of the faculty members who qualify for membership on the Graduate Faculty.

(f) He shall coordinate and administer University Graduate Fellowship and Scholarship Programs, including the various NDEA, NASA, AND NSF programs.

2.11 The Associate Dean of The Graduate School shall perform the functions of the Dean during the absence of the Dean, shall perform such duties as are delegated to him by the Dean, and shall be the Coordinator of Research for the University.

2.2 The Graduate Faculty

2.21 Membership. The membership of the Graduate Faculty consists of the following: President, Vice President for Academic Affairs, Dean of The Graduate School, Dean of the Division of University Extension, deans of graduate professional schools, deans of colleges in which departments offer programs leading to advanced degrees, chairmen of departments.

*as amended by Senate on Oct. 14, 1965*
authorized to offer graduate degree programs, the Librarian, and members of the instructional and research staff who (1) teach one or more courses on the 200 or 300 level on a continuing basis, or (2) serve as professors sponsoring graduate students, or (3) serve as members of the committees supervising the work of graduate students. When a person ceases to perform the function or functions qualifying him for membership on the graduate faculty, he ceases to be a member.

2.22 Meetings. Regular meetings of the Graduate Faculty shall be held upon the call of the Dean at least once each semester. Special meetings may be called by the Dean and shall be called by him upon majority vote of the Graduate Council, or in accordance with the provisions of 2.38, or upon receipt of a petition signed by twenty-five members of the Graduate Faculty as noted in Sections 2.23 and 2.36.

2.22.1 Notice of the business to be conducted at each meeting of the Graduate Faculty shall be given in the call for the meeting. Written notice thereof shall be mailed to all members of the Graduate Faculty at least one week in advance of the meeting.

2.22.2 Fifty members shall constitute a quorum for all meetings of the Graduate Faculty.

2.23 Powers. The Graduate Faculty, acting in accordance with the general objectives established by the Board of Trustees and University policy as legislated by the Faculty Senate with the concurrence of the President, is responsible for the establishment of the policies, rules, and regulations governing all graduate studies. The major portion of its work is done by the Graduate Council, acting in accordance with the provisions of Section 2.3. However, the Graduate Faculty specifically retains the power to recommend candidates to the General Faculty for advanced degrees, to review decisions of the Graduate Council upon petition of twenty-five Graduate Faculty members as set forth in Section 2.36, to determine matters in dispute between the Dean of the Graduate School and a majority of the Graduate Council as set forth in Section 2.38, and to consider and act upon any matters within its jurisdiction brought before it by the Dean of the Graduate School or by a petition to the Dean signed by twenty-five members of the Graduate Faculty.

2.24 Actions of the Graduate Faculty, other than those which must be approved by the Faculty Senate, the President, and/or the Board of Trustees, shall become effective with the distribution of the minutes.

2.3 Graduate Council of The Graduate School

2.31 Membership
The Graduate Council is composed of fourteen members: eleven are elected by the Graduate Faculty, two are appointed by the Dean of the Graduate School, and the fourteenth member is the Dean of the Graduate School. Representation of the eleven elected members is as follows:
College of Agriculture 1
College of Business Administration 1
College of Engineering 1
College of Home Economics 1
College of Pharmacy 1
Graduate School of Oceanography 1
Graduate School of Library Science 1
College of Arts and Sciences

Group A:
Bacteriology, Botany, Chemistry, Geology, Mathematics, Physics, and Zoology 1

Group B:
Geography, History, Political Science, Psychology, and Sociology 1

Group C:
Art, Education, English, Languages, Journalism, Music, Philosophy, Speech and Dramatic Arts, and all others 1

At Large (may be from any departments in the College of Arts and Sciences) 1

2.32 Nomination and Election of Graduate Council Members

2.32.1 Prior to the expiration of the term of a member of the Graduate Council, the Dean of the Graduate School shall request the Dean of the college or graduate school involved to appoint a nominating committee composed solely of members of the Graduate Faculty.

2.32.2 This nominating committee shall nominate at least two members of the Graduate Faculty for each position to be filled on the Graduate Council.

2.32.3 Nominees shall be presented to the Graduate Faculty of their respective college or graduate school convened in a special meeting immediately following adjournment of a meeting of the college or school faculty. Further nominations may be made from the floor at that time.

2.32.4 Members of the Graduate Faculty of each college or graduate school shall vote only for their own representative. In the special case of the College of Arts and Sciences, Graduate Faculty members of that college shall vote for all candidates in their college, regardless of the academic discipline of the nominee or voter. However, nominees must be so selected that at all times there are present on the Council elected representatives from each of Groups A, B, and C, and also a member-at-large who may be from any of the three divisions.

* as amended by Senate Oct. 4, 1965*
2.32.5 All elections shall be determined by majority vote of those present and shall be for one three-year term or for a specified portion of an unexpired term.

2.32.6 Appointments by the Dean are for one three-year term, except in cases in which unexpired terms have to be filled by appointments. However, a faculty member appointed to an unexpired term is eligible to succeed himself for one term.

2.32.7 Elections and/or appointments to fill positions at the expiration of regular terms will be in May. Terms of office end at the end of the academic year specified in the election or appointment.

2.32.8 An unexpired term in an elective post shall be filled by election by the appropriate faculty, or if an appointive post is vacated, by an appointment by the Dean.

2.32.9 An elected member of the Graduate Council shall not be re-elected to succeed himself, and one year must elapse before such a faculty member becomes eligible for re-election. However, a faculty member elected to an unexpired term is eligible to succeed himself for one term.

2.33 Officers
The Dean of The Graduate School shall preside at all meetings of the Graduate Council. When he is absent, the Associate Dean shall preside. The Administrative Assistant to the Dean shall act as the Secretary.

2.34 Meetings
2.34.1 Regular meetings of the Graduate Council shall be held at least once a month during the academic year.

2.34.2 Special meetings of the Graduate Council shall be held upon the call of the Dean of the Graduate School, or at the request of two or more members of the Graduate Council, or by vote of the Council at any regular or special meeting, or by request of 10 members of the Graduate Faculty.

2.34.3 Meetings of the Graduate Council shall be open to all members of the Graduate Faculty. Members of the Graduate Faculty may address the Graduate Council at the request of the Council or with permission of the Dean granted prior to his calling of the meeting to order.

2.34.4 At least five days prior to each meeting of the Graduate Council the basic agenda of the business to be conducted shall be mailed to all members of the Graduate Faculty.

2.34.5 Minutes of each meeting of the Graduate Council shall be mailed to all members of the Graduate Faculty within one week following the meeting.

2.34.6 A quorum of the Graduate Council shall be nine members, exclusive of the Dean of the Graduate School.
2.35 **Powers**
The Graduate Council, acting in behalf of the Graduate Faculty and subject to the referendum power of the Graduate Faculty and to the stated powers of the Senate, the President, and the Board of Trustees, shall exercise the following powers:

2.35.1 Determine requirements for admission of students to graduate work, their candidacy for degrees, and the awarding of degrees.

2.35.2 Approve, subject to the action of the Curricular Affairs Committee of the Faculty Senate and the Faculty Senate, all programs of graduate instruction and all courses carrying graduate credit.

2.35.3 Act upon all petitions from graduate students relating to their academic work and degree requirements.

2.35.4 Establish academic standards for all graduate work.

2.35.5 Recommend to the Graduate Faculty for its approval the names of students who have completed requirements for degrees.

2.35.6 Make recommendations to the Faculty Senate on all matters relating to teaching and research on the graduate level.

2.35.7 Establish such standing and special committees as it deems necessary to carry out its functions.

2.36 **Review**
The Graduate Faculty may review decisions made by the Graduate Council. Upon petition to the Dean of the Graduate School signed by twenty-five Graduate Faculty members and presented to him within 14 days exclusive of recognized academic vacations after the date of mailing of the minutes of the Graduate Council meeting, the Dean shall call a meeting of the Graduate Faculty, giving at least 10 days' notice thereof, exclusive of recognized academic vacations. At this meeting the decision or decisions objected to shall be the first items on the agenda. A majority vote of those present, provided that a quorum is in attendance, shall be sufficient to approve, modify, or reject the action of the Graduate Council. If a quorum is not present, the action of the Graduate Council shall stand approved.

2.37 **Actions of the Graduate Council**
Actions of the Graduate Council other than those which must be approved by the Faculty Senate, the President, and/or the Board of Trustees, shall become effective 14 days (exclusive of recognized academic vacations) after the date of the mailing of the minutes of the meeting at which action was taken, said date to be printed on the minutes, unless a petition for review as described above in Section 2.36 is presented to the Dean, or the Dean inserts in the minutes a formal statement of disapproval. In the latter case, the procedure stated in Section 2.36 shall be followed.