

## Bylaws for the University Graduate Committee

(Approved by UGC on April 29, 2009)

### Article I. Charge

The University Graduate Committee shall establish and maintain standards, policies, and procedures that will ensure University graduate curricula and all policies pertaining to graduate education comply with the stated mission and goals of Northern Arizona University. The UGC accomplishes this purpose by:

- a. articulating objectives for graduate study and establishing and maintaining proper graduate standards and policies for graduate programs and graduate assistants, consistent with university objectives;
- b. coordinating all graduate programs and curricula to prevent undue course proliferation;
- c. studying and recommending means for improving graduate programs; and considering new and revised graduate programs;
- d. establishing and maintaining standards and policies in such matters as but not limited to admission to graduate study, admission to candidacy, examination requirements, transfer credits and approval of graduate courses programs and degrees;
- e. serving as the graduate curriculum committee for new courses, course changes and deletions, new programs and program revisions;
- f. representing the Dean of the Graduate College at dissertation defenses. See the Procedures for Doctoral Oral Examinations (Dissertation Defenses) for additional details.

### Article II. Members

**Section 1. Membership.** The University Graduate Committee (UGC) is composed of one faculty member from each academic unit that has a graduate degree program, and one graduate student representative. The committee is chaired by a faculty member who is elected by the committee. The student representative is elected by the Graduate Student Organization or is appointed by the Graduate Dean. Ex-officio members include the dean and associate dean of the Graduate College, \*a senate representative (see Senate Bylaws 3.7.2 Key Committees. The Senate Executive Committee shall maintain a list of key University committees. The Senate will appoint a Senator to each key University committee whenever they are needed as described in section 3.7.4 below. If a Senator or Senate officer is currently a member of a particular committee, an additional representative may be appointed to that committee.); the dean or designee of the University Library, the dean or designee of Extended Campuses, and staff from the Graduate College. A vacancy in any of these membership positions shall not prevent the Committee from conducting business.

**Section 2. Appointment and removal.** Members of the committee shall be selected by the faculty of each academic unit having graduate degree programs.

**Section 3. Term.** Faculty committee members shall normally serve for a three year term, subject to selections from their respective academic units. A graduate student representative shall

normally serve a one year term. These terms do not preclude any member or representative from being re-selected to subsequent terms.

**Section 4. Compensation.** All members of the Committee shall serve without compensation.

**Section 5. Voting.** Each UGC faculty member, graduate student representative, or his or her substitute shall be entitled to one vote on each matter submitted to a vote of the Committee. Absent members and/or representatives may send a substitute to any UGC meeting they cannot attend. It is the responsibility of the member who will be absent to notify the chair of the absence and of the substitute.

**Section 6. Staff members.** Staff and coordination will be provided by the Graduate College.

**Section 7. Responsibilities.** Each member of the Committee is expected to attend every monthly meeting. Typical expectation is that each member serves as the UGC Representative on 4 dissertation committees during the academic year.

### **Article III. Meetings**

**Section 1. Regular Meetings.** Regular meetings of the committee shall be held monthly during the Fall and Spring semesters of the academic year. Meetings during the months of December and May shall be optional depending on workload.

**Section 2. Special Meetings.** Special meetings of the Committee may be held on call of the Graduate College Dean, or by any three (3) members of the Committee.

**Section 3. Notice of Meeting.** Notice stating the date, hour, and place of each regular and special meeting shall be delivered to each member not less than five calendar days before each meeting using electronic mail. In addition, announcement of meetings, the agenda for each meeting, and documents to be discussed will be posted on the Graduate College website:  
<http://home.nau.edu/gradcol/gradcommittee.asp>

**Section 4. Quorum.** A quorum for the purpose of holding a meeting shall consist of not less than 40% of the UGC membership (or their proxies).

**Section 5. Manner of Acting.** A quorum present, the act of a majority of the members present shall constitute the action of the entire Committee, except as may be otherwise provided in these Bylaws.

**Section 6. Meetings are open to Public.** UGC meetings will be open to the public, and meeting dates, time, locations, agendas, and past minutes will be posted on the Graduate College Website:

<http://home.nau.edu/gradcol/gradcommittee.asp>

## **Article IV. Officers**

**Section 1.** The officers of the Committee shall consist of the following and such other officers as the Committee may from time to time designate and appoint:

- a) **Chair**
- b) **Chair-Elect**

**Section 2. Roles of the Chair and Chair-Elect of UGC.** As a committee under the auspices of the NAU Faculty Senate, the University Graduate Committee is chaired by a faculty member. The position of Chair-Elect was approved by the UGC in March 2005 to ensure continuity in the leadership of the committee. At the September meeting, members of the UGC elect a Chair-Elect for the current academic year who shall serve as the Chair the following year. This person learns the details about the UGC and UGC Review Subcommittee during her or his tenure as Chair-Elect. At the end of the academic year, the Chair-Elect advances to the position of Chair.

In the event the Chair position becomes vacant, the Dean will appoint an interim Chair until a new chair is elected at the next scheduled meeting.

### **Section 3. Duties and Responsibilities of UGC Chair:**

- a. Prepare for, attend, and direct the UGC Review Subcommittee meetings (once a month);
- b. Prepare for, attend, and direct the University Graduate Committee meetings (once a month);
- c. Be readily available to work with Associate Dean and Dean on urgent matters of policy, grade appeals, and other related issues of the Graduate College;
- d. Coordinate UGC member representation on award and scholarship committees;
- e. Serve as chair and coordinate selection of members for University Graduate Committee hearing panels;
- f. Coordinate the selection of Marshals to represent the Graduate College at commencement ceremonies;
- g. Be readily available to work with professors and/or college curriculum committees on issues related to curricular programs and proposals; and
- h. Other duties as needs arise.

### **Section 4. Duties and Responsibilities of UGC Chair-Elect:**

- a. Chair-Elect would typically have served a minimum of one year on the UGC.
- b. Chair-Elect is elected by the UGC as a whole. They may be nominated for the position by UGC members, or they can self-nominate. They will be elected each September. At the end of the academic year, the Chair-Elect advances to the position of Chair.
- c. The chair-elect serves as a member of the UGC Review Subcommittee (which includes being ready for UGC Review Subcommittee meetings once a month and attending the regular UGC meetings).
- d. The chair-elect serves as the chair of the UGC, in the absence of the faculty chair.
- e. The chair-elect assists with the administrative duties and responsibilities of the UGC faculty chair.

## **Article V. Review Subcommittee of the University Graduate Committee**

**Section 1. Membership.** The Review Subcommittee is composed of five members of the University Graduate Committee (UGC) who normally have served at least one year on the University Graduate Committee. The chair of the UGC will select members of the Review Subcommittee with the goal of having the composition of the Review Subcommittee represent the broad spectrum of disciplines in which NAU has graduate programs. It is chaired by the chair of the UGC and the chair-elect of the UGC serves on the Review Committee.

**Section 2. Goals.** The goals of the Review Subcommittee are to provide additional assistance to departments with their activities prior to University Graduate Committee review and to reduce the amount of standard curricular work for the UGC, thereby allowing the UGC more time to discuss and consider regional and national issues in graduate education.

**Section 3. Charge.** The Review Subcommittee of the University Graduate Committee reviews proposals to determine if they are ready for consideration by the University Graduate Committee. Review Subcommittee members shall:

- a. Preview curricular matters to assure that they are ready for UGC review, and assist the full committee by serving as lead reviewers on curricular proposals.
- b. Work with individual departments to refine their proposals prior to full committee review. One member of the committee acts as a liaison between the committee and the proposing department and as an advocate for the proposed new program.
- c. Prepare a consent agenda for the University Graduate Committee. Items to be placed on the consent agenda include:
  - i. prerequisite and co-requisite changes which do not affect other academic departments or those with a letter is attached from the affected department supporting the change;
  - ii. course description changes;
  - iii. deletion of courses which are not a required part of another academic department's program;
  - iv. course credit hour changes which are not a required part of another academic department's program;
  - v. program changes resulting from course credit hour changes listed above.
- d. Review graduate certificate programs in the fourth year after approval and every four years thereafter. Guidelines for these reviews are in the Graduate Certificate Policy and Procedures.
- e. Identify local and national issues that should be considered by the University Graduate Committee.
- f. Serve as the hearing panel along with the GSO Representative in the Graduate College Academic Appeal process.
- g. Review requests from graduate students for waivers of university academic policies and recommend action to the Dean of the Graduate College.
- h. Address other graduate-related matters as needed.

**Article VI. Task Force**

Task forces may be appointed by the chair as needed to accomplish specific short-term objectives.

**Article VII. Books and Records**

The Graduate College Staff shall keep minutes of all proceedings of the Committee and such other books and records as may be required for the proper conduct of its business and affairs.

**Article VIII. Amendments**

These bylaws may be amended at any regular or special meeting of the UGC. Written or electronic notice of the proposed bylaw change shall be delivered to each member at least five (5) calendar days prior to the date of the meeting. Bylaw changes require a two-thirds (2/3) majority vote of the UGC members present.

\*new material added at the Senate Summer Meeting on July 9, 2009. Bylaws approved by Faculty Senate with this addition on July 9, 2009.