

BY-LAWS OF THE GRADUATE FACULTY

University of New Hampshire

Article I: MEMBERSHIP

The ex officio membership of the Graduate Faculty of the University of New Hampshire shall consist of the President; the Provost and Vice-President for Academic Affairs; the Dean of the Graduate School, as presiding officer; the Associate and/or Assistant Dean(s) of the Graduate School; the Senior Vice Provost for Research; the Deans of the colleges and schools and the university library.

The regular membership of the Graduate Faculty shall consist of faculty (on tenure, clinical, extension, or research track) who are qualified according to criteria established by the graduate faculties of their respective departments or programs. Departmental and program criteria will be specific as to professional qualifications (usually the doctoral degree or equivalent), scholarly achievements expected, minimum faculty rank (assistant or higher), and functions to be performed by the individual. Recommended departmental criteria will be sent to the Graduate School for review and approval by the Graduate Council.

Prospective members shall be nominated for membership in the Graduate Faculty by their department chairperson or equivalent administrator, upon the recommendation of their department's Graduate Faculty. Such nominations shall be in accordance with criteria for membership and functions established by the Graduate Faculty of the department or program, and shall specify the graduate functions that the faculty member is to perform. Upon receipt of a nomination and the nominee's curriculum vitae, the Graduate Dean will review and affirm the appointment to the Graduate Faculty for those who are appropriately qualified. Appointment to the Graduate Faculty will extend so long as the individual holds an academic appointment at the University and continues to perform graduate-level instructional and advising roles. To assure that Graduate Faculty are appropriately engaged in such roles, copies of post-tenure reviews, including a current curriculum vita, should be forwarded upon completion to the Dean of the Graduate School.

The Associate Dean of the Graduate School will review departmental criteria for Graduate Faculty membership and the application of such criteria every five years, and will advise the Graduate Dean, department chairpersons, and the Graduate Council of any concerns. Faculty members not recommended by a department or program may request that their credentials for membership be reviewed by the Graduate Council, which will then make a recommendation and ask that the Graduate Faculty of the

department or program consider it in recommending a final decision to the Graduate Dean and the Graduate Council.

Associate membership on the Graduate Faculty, without voting privileges, may be granted to those individuals who have a formal faculty appointment at the university (tenure/tenure track, research, clinical, extension, emeriti, lecturer, adjunct, affiliate) possess the requisite credentials, perform a graduate faculty function, and yet are not members of the regular graduate faculty. See Article III.

Article II: DUTIES

The Graduate Faculty is the policy making body of the Graduate School and is responsible for maintaining and enhancing the quality of graduate education at UNH.

The Graduate Faculty determines policies relating to:

1. General admission standards or requirements of students to all graduate programs.
2. Appointment of members to serve on Master's and Doctoral Committees.
3. Review and approval of new graduate degree programs and degree options.
4. Review and approval of significant modifications in degree requirements and program curricula.
5. Periodic review of programs to assure quality and foster program improvement.
6. Processes for recommending closure of graduate programs.
7. Awarding of financial support to graduate students
8. Admission to candidacy and awarding of graduate degrees.
9. Dismissal of students from graduate programs.

The policies that the Graduate Faculty approves will be administered by the Dean of the Graduate School in consultation with the Graduate Council, school and college deans, other academic administrators, the Faculty Senate, and other faculty governance groups as appropriate.

Article III: RESPONSIBILITIES OF GRADUATE FACULTY MEMBERS

Regular members of the Graduate Faculty may:

1. Serve as the assigned academic advisor to matriculated graduate students
2. Serve on Master's committees
3. Chair Master's committees
4. Serve on Doctoral committees
5. Chair Doctoral committees

Associate members of the Graduate Faculty may perform the following responsibilities:

1. **Tenure and tenure-track faculty** whose appointments are in departments that do not offer graduate degrees or are not otherwise regular members of the graduate faculty may upon the recommendation of the graduate program and with the approval of the Graduate Dean serve on master's or doctoral committees.
2. **Research faculty** who are not regular members of the graduate faculty may upon the recommendation of the graduate program and with the approval of the Graduate Dean serve on master's or doctoral committees.
3. **Clinical faculty** who are not regular members of the graduate faculty may upon the recommendation of the graduate program and with the approval of the Graduate Dean serve on master's or doctoral committees.
4. **Extension faculty** who are not regular members of the graduate faculty may upon the recommendation of the graduate program and with the approval of the Graduate Dean serve on master's or doctoral committees.
5. **Emeriti faculty** may with the recommendation of the graduate program and with the approval of the Graduate Dean continue to serve on master's or doctoral student committees and further, may upon the recommendation of the graduate program and with approval of the Graduate Dean serve as the advisor and/or chair committees of students if they continue an active research program at the University.
6. **Lecturers** may upon the recommendation of the graduate program and with the approval of the Graduate Dean serve on master's or doctoral committees.
7. **Adjunct faculty** may upon the recommendation of the graduate program and with the approval of the Graduate Dean serve on master's or doctoral committees.
8. **Affiliate faculty** who hold another position at UNH, may upon the recommendation of the graduate program and with the approval of the Graduate Dean serve on master's or doctoral student committees and chair student committees.
9. **Affiliate faculty** who by the nature of their previous appointment on the graduate faculty at UNH may upon the recommendation of the graduate program and the approval of the Graduate Dean continue to serve as the advisor and/or chair committees of their former students (normally up to one year) as well as continue to serve on master's and doctoral committees.
10. **Affiliate faculty** who are external to UNH may upon the recommendation of the graduate program and with the approval of the Graduate Dean serve on master's or doctoral committees.

Regular and associate members of the graduate faculty may by the nature of their appointment to the faculty at UNH offer courses solely or primarily to graduate students.

Individuals who do not otherwise have a formal appointment at UNH may upon the recommendation of the graduate program and with the approval of the Graduate Dean serve on master's or doctoral committees.

Article IV: MEETINGS

The Graduate Faculty shall meet normally during the month preceding Spring Commencement. Special meetings of the Graduate Faculty may be called at any time by the Dean of the Graduate School, or upon the request of fifteen members of the Graduate Faculty. Notification of all meetings shall be sent to all members at least one week prior to the meeting.

Article V: QUORUM

A quorum shall consist of ten (10) percent of the Graduate Faculty but fewer may adjourn from hour to hour until a quorum is reached.

Article VI: PARLIAMENTARY RULES

In its proceedings the Graduate Faculty shall be governed by Roberts' Rules of Order, except in such cases as shall be otherwise provided. The senior associate dean shall serve as parliamentarian during meetings of the Graduate Faculty. Minutes will be maintained of all meetings of the Graduate Faculty and made available in print and electronic form to the members.

Article VII: ORDER OF BUSINESS

1. Minutes of the preceding meeting.
2. Communications from the Deans.
3. Committee reports.
4. Old business.
5. New business.

Article VIII: OFFICERS

The Dean of the Graduate School shall be the presiding officer of the Graduate Faculty. In absence of the Dean, the senior Associate Dean present shall preside.

Article IX: COMMITTEES

The following shall constitute standing committees that will report to the Graduate Faculty at intervals:

1. The **Graduate Council** (elected as specified in Article (X)).
2. The **Tuition Scholarship Committee** (appointed by the Graduate Dean) with one faculty representative from each college and school offering graduate programs.
3. The **Summer TA Fellowship Committee** (appointed by the Graduate Dean) with one faculty member from each college and school offering graduate programs.
4. The **Dissertation Fellowship Committee** (appointed by the Graduate Dean) with one faculty member from each college and school offering graduate programs.
5. The **Faculty Fellowship Committee** (appointed by the Graduate Dean) with one faculty member from each college and school offering graduate programs.
6. The **Program Review Committee** with three faculty members representing the Graduate Council, one representative of the Graduate Student Senate, and up to two at-large faculty members. Members of the Program Review Committee will be nominated and elected to two-year terms by the voting members of the Graduate Council.

Other standing committees may be constituted as the Faculty deems advisable.

Article X: THE GRADUATE COUNCIL

The Graduate Council shall consist of the Dean of the Graduate School, as chairperson; the Assistant and Associate Dean(s) of the Graduate School; four graduate students chosen in a manner determined by the Graduate Student Senate; and twelve (12) members of the Graduate Faculty. The twelve faculty members of the Graduate Council will be selected by a general election in which all Graduate Faculty members will be eligible to participate. To guarantee a broad representation from areas offering graduate instruction, the Graduate Council member shall be nominated by approximately equal size single member districts, and shall be elected by district in a university-wide election. Districting and elections will be planned and administered by the Graduate School, subject to approval by the Graduate Council. Redistricting plans will be circulated to the Graduate Council by the Graduate School at least thirty days in advance of the council meeting at which they will be voted on. The Graduate School will review districting at least every five years.

Election Procedures

1. Nominations

- a. Each district will nominate at least one candidate. Solicitation of nominations will be initiated and publicized well in advance of elections.
- b. The name of any eligible graduate faculty member may be placed on the nominating ballot either by himself or herself or by another person with the nominee's permission.
- c. Nominations will be submitted to the Graduate Dean in writing.

2. Elections

- a. Elections shall be publicized well in advance. A sufficient time should elapse between nomination and election.
- b. Elections will be by secret, written ballot.
- c. The candidate with the largest number of votes in each district will be elected to the Graduate Council for a three-year period (terms should be staggered).
- d. Each Graduate Faculty member will vote for one member in each district.
- e. A member of the Graduate Council will not be eligible for more than two consecutive three year terms.

3. Replacements

- a. If a member of the Graduate Council must interrupt the term of office for a period of one semester or longer because of a leave, illness any similar reason, the following procedure shall be applied in selecting a replacement who will serve for the period that the duly elected member is absent: the Council member will nominate another member of the Graduate Faculty from his or her district. Each department and program included in the district involved will be asked to indicate its approval of this nomination. If the nomination is not acceptable to one or more of the departments in this district, an election will be held following the procedures for nomination and election stipulated above in this article, with the exception that the election will be held only within the district involved.
- b. Should a Council member terminate affiliation with the University during the term of office, an election will be held following the procedures for nomination and election stipulated above in this article, with the exception that the election will be held only within the district involved. The replacement will serve for the balance of the duly elected member's term. Should a Council member resign from the Council prior to the expiration of the term of office, the procedure described in item 3 (b) above will apply.

Article XI: DUTIES OF STANDING COMMITTEES

1. The **Graduate Council** shall:
 - a. advise the Dean of the Graduate School on policies and procedures concerning admissions, residency, requirements for degrees, faculty and student petitions, and other administrative matters;
 - b. be responsible to the Graduate Faculty for recommendations concerning new and modified programs, and maintenance of the quality of Graduate Education on a day-to-day basis;
 - c. confer on the establishment and alterations of policies relating to Graduate Education, and bring recommendations to the Graduate Faculty for action;

Specific actions that the Council is required to put before the Graduate Faculty include but are not limited to:

- a. Approval of new degrees and majors
 - b. Recommendations to close existing degrees or majors
 - c. Certification of all candidates for graduate degrees
 - d. Proposed changes in the Graduate Faculty By-Laws.
 - e. Establish standing and ad hoc committees as needed to conduct its business.
2. The **standing committees** of the Graduate Council will include but not be limited to **Master's Program Committee, Doctoral Program Committee, and Student Affairs Committee**.
 - a. The Master's Program Committee is responsible for all curricular, program development, and policy matters related to the awarding of master's degrees.
 - b. The Doctoral Program Committee is responsible for all curricular, program development, and policy matters related to the awarding of doctoral degrees.
 - c. The Student Affairs Committee is responsible for matters pertaining to student support services, student fees, the protection of the academic and procedural rights of graduate students, and related issues.
3. The **Tuition Scholarship Committee** shall monitor the policies and procedures for awarding tuition scholarships funded by the Graduate School. The Committee shall make recommendations to the Dean for the awarding and allocation of such scholarships.
4. The **Summer TA Fellowship Committee** shall review policies and procedures for the Summer TA Fellowship program of the Graduate School and shall review

all applications for summer fellowships for TA's, and shall make recommendations to the Dean for the awarding of such fellowships.

5. The **Dissertation Fellowship Committee** shall review policies and procedures for the dissertation year fellowship program of the Graduate School and shall review all applications for dissertation year fellowships, and shall make recommendations to the Dean for the awarding of such fellowships.
6. The **Faculty Fellowship Committee** shall review policies and procedures for the faculty fellowship program of the Graduate School, and shall review all applications for faculty fellowships, and shall make recommendations to the Dean for the awarding of such fellowships.
7. The **Program Review Committee** shall advise the Dean on policies and procedures related to the periodic review of graduate programs and the coordination of institutional review with external accreditation where appropriate. The Program Review Committee reviews all graduate program self-studies and program enhancement plans, and makes final recommendations to the Dean regarding the outcomes of individual program reviews.

Article XII: AMENDMENTS

The By-Laws of the Graduate Faculty may be amended at any meeting of the Graduate Faculty by a two-thirds vote of all members present, provided the amendment was circulated to the members of the Graduate Faculty in writing at least one month before the date of voting on the amendment.

Revised and approved by Graduate Council, 2/03

Approved by vote of the Graduate Faculty, 3/28/03

Revised, 9/04 to remove Dean of Continuing Education and Summer Session

Revised 10/05 to change the title of the University Librarian to Dean

Revised by a vote of the Graduate Council, 4/28/11, and the Graduate Faculty, 5/10/11 to move affiliate faculty to associate membership and specify responsibilities of associate members; change name of GSO to Graduate Student Senate and the Vice President for Research and Public Service to Senior Vice Provost for Research; add programs along with department as appropriate to reflect the increasing number of interdisciplinary units offering graduate degrees.