

BY-LAWS OF THE GRADUATE SCHOOL OF VANDERBILT UNIVERSITY

Preamble

These By-Laws are promulgated pursuant to the authority granted in the Code of By-Laws of Vanderbilt University. Chapter II, Section C.2 grants the faculty of each School of the University the power to “adopt policies, rules, and procedures found necessary or desirable in connection with its internal administration.”

The mission of the Graduate School at Vanderbilt University is to promote excellence in research and scholarship with the goal of training the next generation of leaders within and outside of the academy. The Graduate School ensures the maintenance of the highest academic and professional standards and plays an important advocacy role for graduate students.

The Dean of the Graduate School collaborates with the Graduate Faculty, as described in Article I, and the Graduate Faculty Council, as described in Article II, to ensure excellence and equity across all academic disciplines, and to approve, oversee and regulate the creation of new graduate degrees, graduate programs, and certificate programs.

ARTICLE I. THE GRADUATE FACULTY

A. Composition

The Vanderbilt University Graduate Faculty is composed of Vanderbilt faculty members who advise and teach graduate students. Graduate Faculty members serve on graduate examination committees, guide graduate programs, actively participate in the development and delivery of educational materials for graduate students and/or serve as the primary mentor for graduate trainees.

All newly appointed tenured and tenure-track faculty members with principal or secondary appointments in departments or programs offering the M.A, M.S., and/or Ph.D. degrees will be considered members of the Graduate Faculty by virtue of their primary appointment.¹ All other appointed faculty, including those without tenure-track appointments, or those with principal appointments in departments or programs not offering graduate degrees, may be granted membership by the Dean of the Graduate School, upon recommendation of a chair of a

¹ Includes programs that offer the MLAS and MFA degrees.

graduate department or director of a graduate program. Temporary or term appointments to the Graduate Faculty may be granted by the Dean of the Graduate School for specific activities related to graduate student research and education.

The Dean of the Graduate School may terminate or restrict a faculty member's participation in the Graduate Faculty only upon consultation with the chair or director of the department or program and the Dean of the School and with the approval by majority vote of the Graduate Faculty Council.

B. Meetings and Requests for Consideration of Action

Meetings of the Graduate Faculty may be called by the Dean of the Graduate School, by resolution of the Graduate Faculty Council, or by petition by the Graduate Faculty (Article I Section C). Such meetings will be presided over by the Dean of the Graduate School. Minutes will be taken by the Secretary of the Graduate Faculty Council who will circulate these minutes to all members of the Graduate Faculty.

In lieu of meeting, the Graduate Faculty may conduct business via secure electronic communication and electronic voting as deemed appropriate by the Dean of the Graduate School.

The Graduate Faculty may request consideration of an issue by the Dean of the Graduate School or by the Graduate Faculty Council through the petition process.

A petition is a request for consideration of an action brought by at least thirty members of the Graduate Faculty representing at least three departments. Petitions by the Graduate Faculty have no legislative force, but they may result in a meeting or consideration of an issue (s) by the Dean of the Graduate School or the Graduate Faculty Council.

C. Jurisdiction, duties, and powers

Responsibility of the Graduate Faculty for guidance and oversight of graduate education at Vanderbilt will be exercised primarily through the Graduate Faculty Council (Article II) in collaboration with the Graduate School, and through the following powers and duties:

1. The Graduate Faculty may petition the Graduate Faculty Council to study and report on any issue relating to graduate education. The topic of the petition will be added to the agenda of the next regularly scheduled Graduate Faculty Council meeting, as specified in Article II, Section B. Minutes of the meeting and any relevant actions taken will be distributed to the Graduate Faculty by the Dean of the Graduate School no more than 30 days after the issue has been addressed in a Graduate Faculty Council meeting.
2. The Graduate Faculty may petition the Dean of the Graduate School to reconsider any previous policy decisions and offer suggestions for revision of the policy. The petition will include a deadline for an action to be taken or a report to be issued to the Graduate Faculty Council if no action is taken.

3. The Graduate Faculty may petition the Dean of the Graduate School to organize a meeting of the Graduate Faculty. The meeting will be scheduled by the Graduate School no sooner than 30 days and no more than 90 days after the receipt of the petition by the Dean of the Graduate School. Representatives of the petitioning group may be asked to present at the meeting. Other parties may also be asked to present by the Dean of the Graduate School. An agenda for the meeting based on the purpose identified in the petition will be generated by the Dean of the Graduate School and approved by the Graduate Faculty Council; the agenda will be distributed to the Graduate Faculty no less than one week prior to the meeting.

ARTICLE II. THE GRADUATE FACULTY COUNCIL

A. Composition

The Graduate Faculty Council will be composed of a minimum of twenty-one appointed members as indicated in Appendix A, with reapportionment between representatives of the different schools carried out every three years. Each appointed member will have one vote; ex-officio members will not have votes.

Representatives will be selected only by those schools and colleges of the University that regularly offer degrees under the supervision and with the explicit approval of the Graduate Faculty. Graduate Faculty Council members must be members also of the Graduate Faculty; they will serve for terms of three years. No more than one appointed member of the Council may hold their primary appointment in the same department. Graduate Faculty Council members currently serving at the time of the adoption of this (name of document) will serve out their appointed terms.

Apportionment will depend on two criteria: 1) each school's number of Graduate Faculty members as listed in the current Catalog of the Graduate School, and
2) each school's number of graduate students as determined by the Graduate School.

The apportionment of the Graduate Faculty Council will be reviewed every three years during the Spring by the Office of the Dean of the Graduate School using the procedure described in Appendix A. Each school will determine its own selection procedures for filling vacancies to the Graduate Faculty Council. The selection procedures will be made available in writing to the faculty within each school and to the Dean of the Graduate School. The procedures for each school will be assembled and made available to faculty by the Office of the Dean of the Graduate School. The Dean of the Graduate School may select University officials to sit as ex-officio members with approval by the Graduate Faculty Council. Ex-officio members will serve a one-year term. In addition, the Graduate Faculty Council may appoint other University officials as ex-officio members of the Graduate Faculty Council.

Each school will have at least one representative. The formula for apportionment is provided in Appendix A. If an elected representative cannot attend a meeting of the Graduate Faculty Council, they may send a delegate to represent their program or department. The delegate will retain the powers of the elected representative during that meeting.

B. Organization

At the beginning of each academic year the Graduate Faculty Council will elect a Secretary. The Secretary retains their vote on the Graduate Faculty Council. The Dean of the Graduate School will chair meetings of the Graduate Faculty Council. If the Dean is unable to attend a meeting of the Council, the Dean will appoint a chair pro tem from the Office of the Dean to chair the meeting. The Chair pro tem's appointment will terminate at the end of the meeting they chair.

The Graduate Faculty Council will hold meetings once a month during the academic year. Special meetings may be called by the Dean of the Graduate School or by petition of the Graduate Faculty. All meetings, except executive sessions, will be open to any member of the Graduate Faculty who wishes to attend, though such visitors will not have the right to address the Council without the Chair's permission. All meetings of the Graduate Faculty Council will be conducted under Robert's Rules of Order. The Dean or Graduate Faculty Council may designate a portion of the meeting as Executive Session.

Minutes of all meetings of the Graduate Faculty Council will be kept by the Secretary who will circulate these minutes (except those of executive sessions) promptly to all members of the Graduate Faculty Council. A summary of important actions, as documented by the minutes, will be sent to all members of the Graduate Faculty or posted electronically to an internal website of the Graduate School.

1. The Executive Committee of the Graduate Faculty Council

A standing subcommittee of the Council will be the Executive Committee, composed of the Dean of the Graduate School, the Secretary of the Graduate Faculty Council, and enough other elected members of the Graduate Faculty Council chosen by the Dean of the Graduate School so that each school represented in the Council will have at least one representative on the Executive Committee.

The Executive Committee will aid the Dean of the Graduate School in formulating in advance the agenda for all meetings of the Graduate Faculty Council. It will also be called upon, at the request of the Dean of the Graduate School, to assist the Dean's office in achieving short-term goals.

C. Jurisdiction, duties and powers

The Graduate Faculty Council will discuss matters affecting the Graduate School and convey its recommendations to any individual or group in the University as appropriate. The Graduate Faculty Council and its committees will have the following duties and powers.

1. The Graduate Faculty Council will advise the Dean of the Graduate School, upon request by the Dean.
2. The Graduate Faculty Council in collaboration with the Graduate School will share responsibility for maintaining and improving graduate education at Vanderbilt. It will aid

the Dean of the Graduate School and the University's graduate programs in setting goals for graduate education. The Council will seek to identify methods by which these goals can be reached.

3. The Executive Committee must obtain the concurrence of the Council for recommendations to terminate, suspend, place on probation, or schedule a program for early review. A Council recommendation for early review or probation may be appealed to the Dean of the Graduate School by the faculty of the program.
4. The Graduate Faculty Council will evaluate requests that affect graduate education from sources in the University and, at its discretion, from sources outside the University. To expedite these requests, the Council:
 - a. May ask the Graduate School administration to evaluate and act upon matters that pertain to individual students in cases where these persons seek exceptions to the rules of the Graduate School. The Council may request to hear summary reports from the Graduate School Dean on the disposition of recent cases of this sort.
 - b. Will evaluate all major questions that, because of their generality, have far-reaching effects on the graduate program. Changes in admission standards, degree requirements, or departmental offerings utilized as service courses are examples. Once these requests are evaluated, the Council will submit its recommendations to the Graduate Faculty as items of information.
5. The Graduate Faculty Council will be empowered to form standing and ad hoc committees as necessary; such committees need not be composed exclusively of members of the Graduate Faculty Council.

ARTICLE III. AMENDMENTS

The Graduate Faculty may petition the Dean of the Graduate School and the Graduate Faculty Council to amend these By-Laws. The petition to call for this process is exactly as the petition process described in Article I, Section C.

The Dean of the Graduate School or the Graduate Faculty Council may also call for amendments to the By-Laws.

The proposed amendments to the By-Laws will be formally reviewed by a committee appointed by the Dean of the Graduate School and approved by the Graduate Faculty Council. The committee will be composed in part of faculty concurrently serving as members of the Graduate Faculty Council, the remaining members not having served on this body within the previous two year period.

ARTICLE IV. RATIFICATION

These revised By-Laws will come into effect when ratified by vote of the members of the Graduate Faculty, specifically, by a majority of those voting in an electronic mail ballot, and subject to final approval by the Provost. The electronic ballot must be preceded by distribution of this document at least thirty days prior to the vote.

Proposed amendments to these By-Laws generated as specified in Article III will come into effect when ratified by vote of the members of the Graduate Faculty, specifically, by a majority of those voting in an electronic mail ballot. This ballot must be preceded by distribution of this document at least thirty days prior to the electronic vote.

ARTICLE V. REVIEW

These By-Laws will be formally reviewed two years after their adoption by a committee appointed by the Dean of the Graduate School. The committee will be composed in part of faculty concurrently serving as members of the Graduate Faculty Council, the remaining members not having served on this body within the previous two year period.

APPENDIX A

Method of Apportionment of the Graduate Faculty Council

Each school offering approved graduate degree programs at Vanderbilt University will be represented in the Graduate Faculty Council. The Graduate Faculty Council is comprised of a minimum of 21 members; each school has at least one representative. The apportionment between schools is determined by the number of Graduate Faculty members and the number of graduate students in each school relative to the total number of faculty and students in the Graduate School. Graduate students include all Ph.D. candidates and candidates for a M.A., M.S., MLAS, or MFA degree. The procedure for apportionment is outlined below.

1. K_n is the sum of the number of faculty and graduate students in school n . The number of graduate students in school n is based on the tenth day enrollment figures for the Fall Semester. The number of Graduate students will be determined by the Office of the Dean of the Graduate School. The number of Graduate Faculty members is determined by each school and will be reported every three years to the Dean of the Graduate School no later than the tenth day of the Fall semester. This report will contain the names and primary departmental affiliation of each Graduate Faculty member. K is the sum of K_n across all schools within the Graduate School.
2. Y_n is the number of representatives from school n on the Graduate Faculty Council. School n 's apportionment share is equal to $K_n/K = k_n$. Y_n is equal to $k_n \times 21$; Y_n is rounded to the nearest whole number, with the requirement that each school has at least one member on the Graduate Faculty Council.

Based upon figures for the Fall of 2018, the expected apportionment of the GFC for 2018-19 is shown in Table 3.1. The apportionment is adjusted every three years based on current student enrollment and faculty status data.

TABLE 3.1. Apportionment of the Graduate Faculty Council for the Academic Year 2018-2019

School	Graduate Faculty	Graduate Students	Total	GFC Share	Expected Members	Actual Members in Fall 2018
Arts & Science	465	778	1243	.39	9	8
Engineering	86	507	593	.18	4	4
Peabody	90	187	277	.09	2	2
Divinity	17	60	77	.02	1	1
Nursing	13	28	41	.01	1	1
Medicine	412	570	982	.31	7	3
Graduate School	1097	2130	3213	1.0	24	20

*The number of GFC members from any school is rounded up to the nearest whole number. For example, according to the apportionment formula, the expected representation for the School of Nursing is equal to $.01 \times 21 = .21$; however one member will be allocated to Nursing. The allocation is based on the 21 members assigned to the GFC. The actual number of total members may vary due to the rounding of numbers for allocation of members to all schools.

Appendix B. Executive Summary

Graduate Faculty

1. Composition

All newly appointed tenured and tenure-track faculty members with principal appointments in departments or programs offering the M.A, M.S., MFA, MLAS, and/or Ph.D. degrees

Other appointed faculty granted membership by the Dean of the Graduate School, upon recommendation of a chair of a graduate department or director of a graduate program

All faculty considered members prior to this revision

Temporary or term appointments granted by the Dean of the Graduate School

2. Duties and Powers

Petition to the Dean or the Graduate Faculty Council to address any issue related to Graduate Education. Includes:

Reconsider policy decisions affecting graduate education

Suggest revisions to policy decisions

Request a meeting of the Graduate Faculty

Graduate Faculty Council

1. Composition

Approximately 21 members selected only by those schools and colleges of the University that regularly offer graduate degrees

Members of the Graduate Faculty

No more than one appointed member of the council with their primary appointment in the same department.

At least one representative per school

Apportionment based on:

each school's number of Graduate Faculty members; and

each school's number of graduate students

2. Duties and Powers

Advise the Dean on any matters that the Dean wishes to bring before the Council

Assist the Graduate School in maintaining the quality and effectiveness of graduate programs; set goals for graduate education; identify methods by which goals can be reached

Approve new graduate programs

Evaluate requests that affect graduate education

Investigate and evaluate major questions with far-reaching effects on graduate education

Examine exceptions to rules which pertain to a single student

Executive Committee of the Graduate Faculty Council

1. Composition

Dean of the Graduate School

Secretary of the Graduate Faculty Council

Enough members of the Council, selected by the Dean of the Graduate School, so that each school represented in the Council is represented on the Executive Committee

2. Duties and Powers

Aid the Dean of the Graduate School in the evaluation of student petitions

Review all proposed course changes prior to submission for approval by the Council

Aid the Dean of the Graduate School in formulating and approving the agenda for all meetings of the Graduate Faculty Council

Assist the Dean of the Graduate School in achieving short-term goals for graduate education