

Bylaws of the Graduate College

I. Mission and Vision of the Graduate College of the University of Delaware

The Graduate College of the University of Delaware has been established in order to better lead and incentivize University-wide partnerships among administration, academic colleges, faculty, staff, and students. To that end, it will:

- Support curriculum innovation to enable both university-wide achievement of excellence in graduate and professional education and substantial enrollment growth,
- Facilitate innovative, high-quality excellent interdisciplinary programs,
- Coordinate professional skills-building opportunities and career planning resources and programming of high value to all graduate students,
- Prepare graduate students to be leaders throughout their careers in a broad spectrum of professions,
- Foster diversity and inclusion,
- Advocate for and support high-quality graduate student life services,
- Advocate for the importance of excellence in graduate education and research training, and its multifaceted relationships to faculty research, undergraduate education, and community engagement,
- Improve recruitment, retention, mentoring, community-building, and alumni engagement
- Providing centralized support for market research, public relations and communications, and data-rich, evidence-based decision-making related to both capacity planning and program intake/outcomes assessment,
- Enhancing funding activity

These Bylaws therefore have been drafted in order to provide definition to and instruction for the implementation of these goals.

II. Relationships between the College and other Units

The relationships between the College and other units are unique because 1) College faculty members hold primary appointments in other units and secondary appointments in this College and 2) the mission of the College is to foster and improve graduate education and programs dependent on faculty with their primary appointments in the other units. Thus, the College's relationship to other units often will be lateral or subordinate to them. See proposed organizational structure (Figure 1.)

III. College Faculty and Governance Structure

A. Graduate College Faculty

The faculty of the Graduate College shall consist of all full-time faculty members of the University who hold primary appointments in the other colleges, and appointment to the graduate college will be considered secondary. All these full time faculty have voting rights in the college.

B. Vice Provost for Graduate and Professional Education and Dean of the Graduate College

The Vice Provost for Graduate and Professional Education/Dean of the College (hereinafter the Dean), as chief representative and administrative officer of the College, shall have general administrative authority over routine College affairs. The Dean shall exercise leadership in recommending policies to the Graduate College Council, in the introduction of educational ideas and proposals to the Council, and in the stimulation of discussions leading to improvement of the University's graduate programs. The Dean's responsibilities shall include strengthening graduate education and advocating for graduate programs to the University and to the community. The Dean, as chief executive officer of the College, shall have final authority to make budgetary and personnel recommendations to the Provost.

The Dean shall consult with the Deans of the other units on matters which affect the other colleges, and shall consult with the College community concerning budgetary matters which affect the College as a whole. The Dean shall have the opportunity to review and advise on the administrative and technical (e.g. accreditation standards) aspects of new graduate program proposals before they enter the Faculty Senate approval process. For the programs initiated and housed in the Graduate College, the Dean shall serve the same function as the academic college deans. For existing programs housed in the other colleges, the Dean's input shall be limited to making recommendations to the program or to the relevant Dean of the college that houses the program. The Dean can be asked, at the candidate's discretion, to write letters of support for the promotion and/or tenure process, which the candidate may choose to include in their portfolio.

The Dean will play a coordinating role of the of Academic Program Reviews (APRs) of interdisciplinary programs initiated and housed within the Graduate College, however the Dean's participation in the APR's of disciplinary specific programs will be at the department's request.

The Dean is encouraged to formulate, and have approved by vote of the Graduate College Council, administrative procedures, which, though not a part of the Bylaws, shall be archived on the Graduate College website for the information of the University faculty.

C. Graduate College Council

The Graduate College Council (hereafter the Council) shall be the primary deliberative and representative body of the College. It shall consist of thirty-five (35) faculty members who are nominated and elected as the representatives of graduate programs within the academic colleges. Those who serve in an administrative position at or above the level of department chair or academic program director (as defined in the *Policy Guide for Department Chairs and Academic Program Directors*) may not serve as Council members.

The proportion of representatives on the Council out of the thirty-five (35) will be based on a model weighted so that 50% of the representatives are based on the proportion of faculty in each college, and 50% from the proportion of full-time graduate students in each college (see Table 1). Every college must have a minimum of two (2) faculty, and there shall be one faculty member representing Professional and Continuing Studies who shall be appointed by the Provost. In addition, there will be members chosen by the duly formed Graduate Student Government, one from each of the other academic colleges (who may represent masters, doctoral, professional graduate programming, and/or post-doctoral students). Additionally, the Vice President for Research, Scholarship and Innovation, and the Vice Provost for Graduate and Professional Education/Dean of the Graduate College will be *ex officio*, non-voting members of the council. The faculty serving as elected Council members may be, but are not required to be, the program directors of existing graduate programs, but must be active in some aspect of graduate education recognized as such in their college. Council members of the academic colleges must be elected by secret ballot among eligible faculty members of a college in a manner that is consistent with their college bylaws. Such elections shall be held annually by June 1 and the newly elected faculty Council member shall begin their term of office September 1. Colleges shall be notified by the Council Secretary by February 1 if they are required to hold an election that semester. Council members are eligible for reelection every two years with a term limit of two (2) terms. Colleges should stagger elections so that approximately half the Committee members are elected to office each year. The following requirements also will apply:

Any Council member who has more than two unexcused absences from Council meetings in any one semester shall automatically forfeit their position as Council member.

When a vacancy occurs in the position of an elected Council member, the college in need of the Council member shall be notified by the Graduate Council Secretary, and that college shall elect a new representative no later than thirty days after

notification.

Faculty holding administrative appointments at the level of department chair or higher are ineligible for election as Council members.

D. College Council Meetings

1. Purpose of meetings

The purposes of Council meetings are to 1) discuss issues relevant to all aspects of graduate education, 2) develop and propose university-wide policies, which support and improve common aspects of graduate programs, for submission to the Faculty Senate, and 3) approve proposed interdisciplinary and multidisciplinary graduate programs for submission to the University Faculty Senate Graduate Studies Committee. These meetings will be open to all faculty with secondary appointments in the Graduate College.

2. Scheduling of meetings

The Council shall meet at least monthly during the regular fall and spring semesters and more often, if needed. More frequent meetings can be called by a majority vote of the Graduate College Executive Committee (Section IV A) or by petition of at least twenty percent of the Council members. Council meetings shall be open to all members of the College Faculty and invited guests. The Dean shall assign an administrative assistant to aid the Council when needed as determined by the Executive Committee in consultation with the Dean.

3. Agendas and minutes

Agendas for Council meetings shall be prepared by the Executive Committee and distributed to the Council Secretary.

Agendas for Council meetings shall be distributed electronically to Council members at least one week in advance of the meetings and also posted on the

College website. Agendas also shall be distributed to all units (e.g., departments, schools, etc.) that are represented on the Council for distribution to all faculty members within those units.

Minutes shall be taken by the Secretary and shall include a summary record of discussions, voting, and newly introduced business. They shall be distributed by the Secretary, as are agendas no later than two weeks after a Committee meeting.

4. Procedures for Council meetings

a. A quorum in Council meetings shall consist of a majority of the members. A quorum is necessary to conduct business. If a quorum is not present, then discussions of agenda items may be conducted, but no voting or decisions shall be made concerning any items.

b. Only elected Council members, or in their absence formally designated graduate program alternates, may act as official members of the Council and have voting privileges. Alternates must be elected by the relevant graduate program faculty as are the primary members. To designate an alternate for a specific meeting, the primary elected member must provide the Secretary of the Council the name of the designated alternate before the relevant Council meeting takes place.

c. The Council shall establish or amend its rules of procedure in these Bylaws as described in Section VI. Ratification and Amendments of Bylaws.

d. In cases not addressed by the rules of procedure set out in these Bylaws, Robert's Rules of Order Newly Revised shall be the parliamentary authority.

e. The Chair of the Council shall appoint a parliamentarian, subject to confirmation by the Executive Committee, whose responsibilities will be to advise the Chair in procedural matters during meetings. If the parliamentarian is not already an elected Council member, then they do not have the right to vote.

f. The Council approves motions with majority vote of those present and voting either yes or no, except for amendments to these bylaws, which requires a two-thirds majority vote.

g. Matters may be brought before the Council by the Dean, Council members, the Executive Committee, or College faculty members. Items may be introduced either at the end of a Council meeting under Introduction of New Business or by contacting a Council member and submitting it directly to them. If the former method is used, then the item shall be routed to the applicable sub-committee, if applicable, and/or placed on the agenda of the next Council meeting with time permitting. If the latter method is used, then the Council member shall forward the matter to the Council officers for subcommittee referral and/or consideration at a future meeting.

h. Attendance at meetings of the Council is open to all members of the College

IV. College Committees and Their Functions

In addition to the standing Graduate College committees listed below, the Graduate College Council has the authority to create additional standing committees by amending this section of the Bylaws to specify the title, responsibilities, committee composition, and terms of appointment of committee members. Decommission of standing committees shall be accomplished by amending these Bylaws to remove them from this section.

The following conditions apply to all College committees:

- Recruiting and appointing members of standing committees is the responsibility of the Council or a subcommittee delegated by the Council, excepting the Executive Committee members who shall be elected only by the full Council as stipulated in section IV.A, below. Standing committee appointments must be confirmed by vote of the Council.
- Faculty members who serve on standing College committees and/or *ad hoc* College committees are not required to be Council members, but they must be members of the College faculty and must be active in some aspect of graduate education, as recognized by the Council.
- Chairs of standing committees shall be elected by the Council.
- A standing committee chair may form subcommittees as necessary.
- Standing committees may initiate matters within the scope of their committee responsibilities.
- *Ad hoc* committees have responsibilities that are limited in both scope and time, and may be created only to consider business outside the jurisdiction of the standing committees. *Ad hoc* committees may be created by either the Council or the Dean without amending the Bylaws. Chairs of such committees shall be appointed by the Council or Dean, respectively.
- The activities of all standing and *ad hoc* committees shall be supervised by the Council, and all committees shall make their reports and/or recommendations to the Council, who shall have final authority for approving any proposed actions at the Graduate College level.
- Those who serve in an administrative position at or above the level of department chair or academic program director (as defined in the *Policy Guide for Department Chairs and Academic Program Directors*) may not serve as chairs of standing or *ad hoc* committees, but may serve on them when their expertise is deemed desirable.
- Committees shall have thirty (30) business days (during regular fall and spring semesters) to act upon business items forwarded to them. If the committee cannot address an item within that time frame, the committee chair shall formally communicate to the originator of that business item the reason for the delay and the time frame by when the committee's action will occur.

Standing Committees:

A. Executive Committee

There shall be an Executive Committee made up of one representative from each academic college and one graduate student representative. Executive Committee

members shall be elected yearly from the thirty-five (35) elected faculty members Of the Council and graduate students. The Committee members shall elect a Secretary from the Committee membership who shall serve both the Executive Committee and the Council.

Executive Committee members shall be elected annually by the Council members by June 1 in the spring semester to begin a one-year term starting on September 1 of the following academic year. The Executive Committee chair shall be elected by the Council and shall preside over the Executive Committee and Council meetings. The Secretary shall keep a record of official actions of the Committee and the Council and shall post minutes on the College website. The Dean or their designee may attend Executive Committee meetings but shall only vote in the case of a tie.

The Executive Committee shall have the following authorities and responsibilities:

- i. to establish the agenda for Council meetings;
- ii. to refer appropriate matters to a standing or *ad hoc* committee of the College;
- iii. to call special meetings of the Council;
- iv. to make recommendations to the Council for action on any matter related to the College;
- v. to investigate any condition that could affect the College's academic freedom or that of any of its members. The committee shall report its findings to the College Council and faculty;
- vi. to discharge any other responsibility or authority that the Council assigns to the Executive Committee.

B. Interdisciplinary Curriculum Committee

This committee shall be composed of one faculty member from each of the other colleges, who shall serve renewable two-year terms, one graduate student, and one representative chosen by the Dean. This committee shall review and evaluate:

- i. graduate courses and curricula that originate within the Graduate College (e.g., Multi-College interdisciplinary programs);
- ii. new or provisional University-wide academic policies and degree requirements;
- iii. changes in the structure of academic programs that originate within the College;
- iv. developments in graduate teaching and curricula that may affect the University; and
- v. other matters related to graduate educational affairs.

C. Graduate Student Life Committee

This committee shall consist of three faculty members, one of whom shall be chair,

three graduate students chosen by the Graduate Student Government, one representative chosen by the Dean, and the Vice President (or designee) for Student Life. The Chair shall be selected and approved by a vote of the Committee at the beginning of each term. Committee members shall serve two year renewable terms, which should be staggered insofar as possible.

This committee shall make recommendations bearing upon the care and support of graduate, professional, and post-doctoral students. It shall advise the College Dean on the implementation of rules and regulations enacted by the Graduate Council or the Faculty Senate. The committee shall advise upon graduate student financial aid, graduate student housing, graduate student counseling and placement, and graduate student health and mental health. It may meet with the directors of administrative units responsible for these matters at the request of the directors or at the discretion of the chairperson of the committee.

Recommendations, which may be in the form of resolutions, may be routed from this committee either through the Council or directly to the Faculty Senate Committee on Student Life for consideration for approval.

V. Cross-College Interdisciplinary Graduate Programs

A Cross-College Interdisciplinary Graduate Program is a course of graduate study composed of coursework across two (2) or more departments across different colleges. The following bylaws are for the development, administration, approval, and assessment of Cross-College Interdisciplinary Graduate Programs (herein after Interdisciplinary).

A. Mechanism of Program Development

Programs must be designed with constituent departments' faculty, resources and interests in mind. Developing a set of program requirements and strengths requires significant effort to communicate, refine and approve the proposal. Past cases have taken anything from a few months to a few years to develop a program.

Proposed programs should be discussed with the Associate Dean of the Graduate College, and the Interdisciplinary Curriculum Committee, to ensure they are developed in a manner consistent with University rules and practice. Seeking feedback on early proposal drafts may minimize difficulties that can occur in the approval process.

MOU templates or other agreement mechanisms should be developed by the

Graduate Council and sent to the relevant deans and directors for consideration.

It may be helpful to know several things in advance:

1. The academic change process is collecting information within its form that is designed to go into the academic catalog system that produces the online academic catalog. Thus, your entries should be designed so that they are ready to appear, as entered for the academic program management system, in the academic catalog.
2. The form for academic program proposals will have the approval letters and Program Policy Statement (PPS) appended to it.
3. The PPS is the outward facing document for the students, faculty and the world about the rules, policies and procedures for the program. As such, it should not contain material needed only for academic proposal management system or other parts of the proposal process, and it should be a standalone document ready for use with other students and faculty. The PPS should also be made “evergreen,” in the sense that it should not contain components such as lists of faculty members that may often change and require modification of the PPS. The program website is the suitable location for information about people, events and other aspects the program that can often change.

Deviating from these steps may lead to delays in the process. More detail about these and other components are given in documents available in the Graduate College webpages [specific link needed, to be added here when ready].

B. Justification for Program Development

Each new program must provide clear support for programming from participating departments and justification for its formation. Justifications for new Cross-College Interdisciplinary Programs may include:

1. Established education, research history, or trends observed or anticipated in a proposed interdisciplinary area (e.g., communicated national funding priorities, observed opportunities, etc.).
2. The existing talent, desire, and resources available to support the proposed area.
3. Current and/or anticipated collaboration in complementary scholarship fields or disciplines.
4. University investment priorities designed to increase the impact of education or research in a particular area.
5. Letters of support from the departments of the faculty that are participating in the new program

C. Cross-College Interdisciplinary Program Organizational Structure

Cross-College Interdisciplinary Graduate Programs will be initiated and overseen by a Program Director and/or an Associate or Assistant Program Director. The person(s) in this (these) role(s) will serve in a leadership capacity for the program and are charged with drafting the operational program information (see below), soliciting and securing faculty participation from the various departments and colleges participating in the program, and will be included as signatories on all graduate theses and dissertations conferred by the program. The positions of Director and Associate/Assistant Director, and whether both are needed, is negotiable with the Graduate College Dean. The hierarchy for these programs will be as follows (highest authority at top):

Table 1. Approval hierarchy

Provost
Graduate College Dean
Program Director/Assoc. Director
Participating Faculty

D. Operational Information for the Establishment of a New Interdisciplinary Graduate Program:

Information about the approval process for new interdisciplinary programs can be found at <https://sites.udel.edu/facsen/program-approval-checklist/>. This site includes links to the academic program management system and a site with proposal guidelines.

E. Interdisciplinary Program Temporary Status Approval Process

Adoption of proposed Interdisciplinary Graduate Programs (including certificate, non-thesis Masters, M.A. /M.S., and Ph.D.), upon completion of the appropriate submission form through the academic program management system, will require the generation of a resolution for approval by a vote of the Faculty Senate. The process for submitting an Interdisciplinary Graduate Program will require approval on during the program approval process using either of the following Pathways shown in Table 2 (depending on the initiating entity).

Pathway A.	Pathway B.
Interdisciplinary Programs Composed from Existing Programs	De Novo Interdisciplinary Programs
Shared Department Curriculum Committees	Shared Departmental Curriculum Committees
Shared Department Chairs Shared Department Chairs	Shared Department Chairs Shared Department Chairs
Interdisciplinary Curriculum Committee	Interdisciplinary Curriculum Committee
Shared College Curriculum Committees	
CAS Senate (CAS only)	
Shared College Deans	

Graduate College Dean	Graduate College Dean
Faculty Senate Graduate Studies Committee	Faculty Senate Graduate Studies Committee
Faculty Senate Coordinating Committee on Education	Faculty Senate Coordinating Committee on Education
Budget Committee	Budget Committee
Faculty Senate Executive Committee	Faculty Senate Executive Committee
Faculty Senate	Faculty Senate
University Registrar	University Registrar
Provost	Provost
Administrative Data Final Review and Integration	Administrative Data Final Review and Integration

Regarding Pathway A, the program change software cannot may not be able to accommodate the Shared Department Curriculum Committees in the approval list. Thus, the Shared Department Chairs may be at the initial level for approval of a Pathway A, and it is their responsibility to ensure departmental faculty approval (according to departmental practice) prior to giving the Department Chair approval in the Pathway A approval process. For programs involving the College of Arts and Science (CAS), there is a step for the CAS Senate to approve the process between the CAS College Curriculum Committee and the CAS Dean. (This step is present because CAS is a large college and has its own Faculty Senate).

Regarding Pathway B, if the shared departments and chairs do not appear in the approval list, it is implied that any needed approval of the constituent department faculty, according to that department's bylaws and practice, will be obtained as part of the letters of support from the Department Chairs. A Budget Committee step occurs prior to the Faculty Senate Executive Committee as of the 2020-2021 academic year.

Regarding both Pathways, the steps after the Faculty Senate approval for the Registrar and for the Administrative Data Final Review and Integration are largely checks on the presence and accuracy of all relevant data to be implemented in the University catalog.

F. Interdisciplinary Program Assessment

In the establishment of new interdisciplinary programs, the proposed director(s) must outline their outcome goals for the program, in terms of target numbers of graduate students trained, the level of this training (e.g., non-thesis, Master's or Doctorate), the level of faculty involvement (numbers, departments, positions). For example, what would their successful program look like in 5 (M.A. /M.S.) or 7 (Ph.D.) years? This outline would be completed in consultation with the Dean of the Graduate College and would set mutually-agreed upon annual goals for recruitment, retention, and degree progress/completion.

Preliminary Assessment (during provisional 5-year approval)

Director(s) of a program must provide to the Graduate College Dean an annual statement of number of students matriculating into the program, the number of faculty advisers within the program, the progress of students in the program (in terms of degree completion milestones), the numbers of presentations and publications made

by students and faculty specific to this program, as well as the teaching and service activity related to the program. These data will be collected by the office of the Dean of the Graduate College and will be followed by a verbal and written appraisal each year to assess progress of the program.

G. Program Permanent Status Approval

The existing permanent program approval process already contained in the faculty handbook will be used to grant permanent status to programs.

H. Governance of Such Programs

Each interdisciplinary program should be governed according to its own Bylaws that have been developed for the program proposal. Those bylaws should include mechanisms for modifying the bylaws. The bylaws should establish how faculty become associated with the program and how faculty cease to become associated with the program.

VI. Ratification and Amendment of Bylaws

These Bylaws were considered and passed by the University Faculty Senate to provide an initial framework for the College as seen fit by the Senate. However, it was recognized that once the College was formed, the College Council defined herein subsequently should ratify these Bylaws and have the ability to amend them. Therefore, these Bylaws should be considered in a duly scheduled meeting of the Council, ratified without amendment, or initially amended and then ratified as outlined

below no later than three (3) calendar years after being passed by the University Faculty Senate. Failure to do so shall constitute automatic adoption of these Bylaws as passed by the Faculty Senate, although this will not preclude future amendment by the Council.

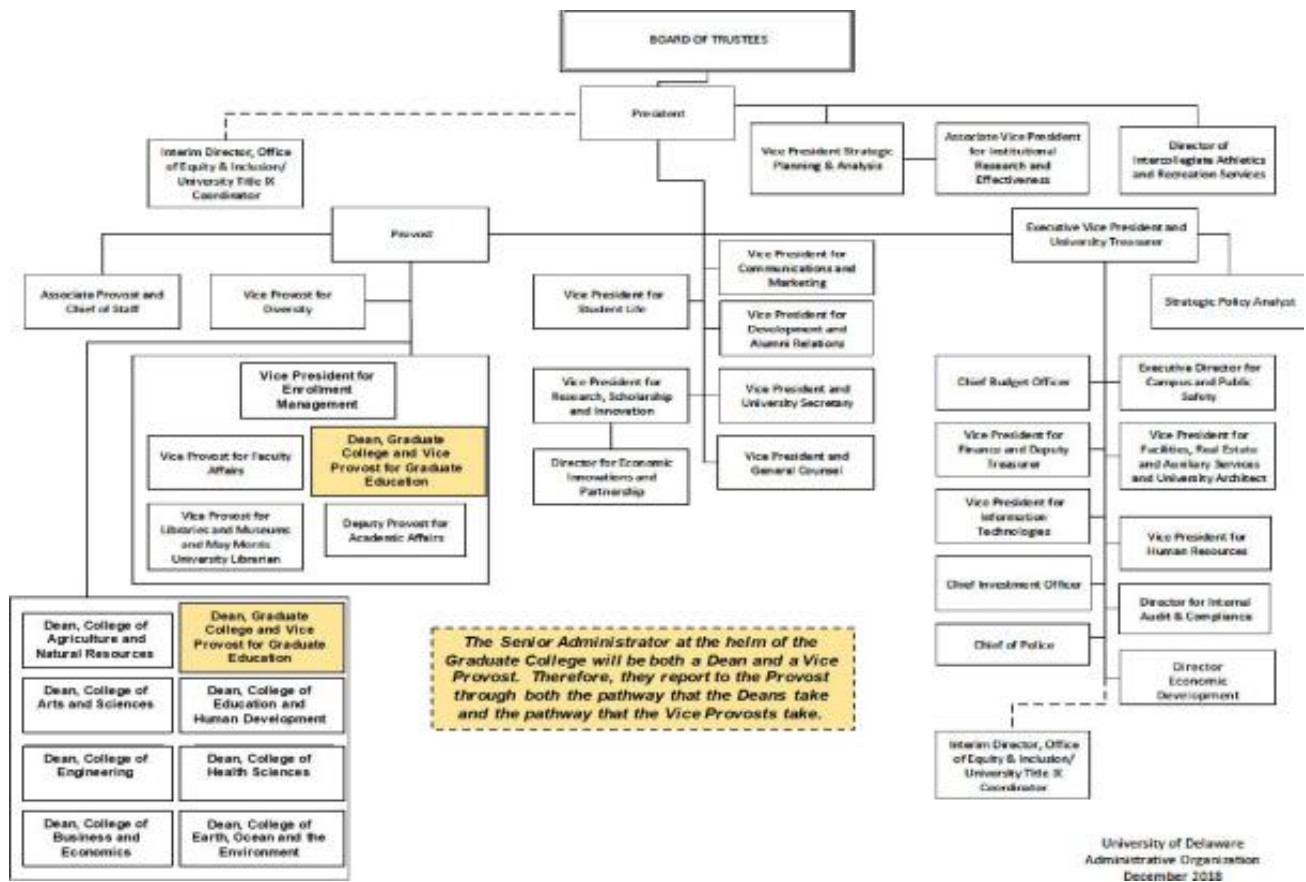
These Bylaws may be amended by a vote of the Graduate College Council at a duly scheduled Council meeting, provided 1) previous notice of intent to amend has been given to all Faculty with secondary appointments in the College, in the call for the meeting in which proposed amendments are to be considered, 2) notice is given at least one month in advance of the scheduled meeting, and 3) the proposed amendments are provided in the notice. At such a meeting, for the votes cast yes or no by Council members, two-thirds in approval is required to amend the Bylaws.

Because the proposed Graduate College affects all University of Delaware Colleges, the University Faculty Senate shall review and vote on any revised version of these bylaws at the end of a five (5) year provisional period beginning after their initial approval by the Senate. If the Faculty Senate does not approve the revised bylaws after the five (5) year provisional period, a joint *ad hoc* committee of the Faculty

Senate and the Graduate Council will be established to coordinate and reconcile any concerns or discrepancies. Any coordinated and reconciled bylaws then shall be submitted to the Faculty Senate for consideration and voting, and this process shall continue until passage by the Senate. During the five (5) year provisional period, the Dean of the Graduate College shall provide an annual report to the Senate to be presented as an agenda item of the Faculty Senate during either the September/April or October/May Faculty Senate meeting.

At any time during or after the provisional period (this means forever) any changes in bylaws related to the Graduate College's mission and its relationship to graduate programs in other colleges, or any changes to the organizational structure of the Graduate College within the University hierarchy (Figure 1), must be considered and approved by a two-thirds vote of the UD Faculty Senate after a two-thirds vote of the Graduate College Council's members.

Figure 1. Organizational chart of the University of Delaware including the proposed Graduate College Dean and Vice Provost.



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Table 1. Example of allocation of faculty members in the Graduate College Council based on 50% full time faculty appointments by Colleges and 50% full time equivalent graduate students.

College	# FTE Grad/Prof Students	# faculty	% of Univ	# reps	
CANR	191	74	6%	2	
CAS	1097	586	39%	14	
CBE	680	140	15%	5	
CEOE	137	58	4%	1	* this would be adjusted to 2 and a seat taken away from another college
CEHD	277	75	7%	2	
COE	869	168	19%	7	
CHS	387	142	11%	4	
Total	3638	1243	100%	35	