



GRADUATE COUNCIL **BYLAWS**

The Graduate Council, serving as a Standing Committee of the Faculty Senate, is the official representative voice of the graduate faculty and graduate students. Graduate Council membership is comprised of three graduate faculty and one graduate student representing each of the academic colleges at Western Kentucky University. It also includes one full-time graduate faculty member from WKU Libraries who will be appointed by the Dean of Libraries for a one year term and renewable at the discretion of the Dean. In addition, the Faculty Senate Executive Committee shall appoint one senator to serve as a voting member of the Graduate Council. Faculty representatives must be members of the graduate faculty and employed full-time by WKU. Ex-officio members include the Executive Director for Graduate Studies and one graduate student representative from the Student Government Association (SGA). The elected chair of the Graduate Council will automatically be a member of Faculty Senate (if not already an elected departmental or at-large Senator).

The Graduate Council has general supervision and control over all matters of graduate instruction, including admission and degree requirements, curricula, and general academic regulations. The Graduate Council reports its curricular and policy actions to the Faculty Senate who reports to the Provost with recommendations for implementation or appropriate disposition.

Among the primary responsibilities of the Graduate Council are:

- 1) to advise the Executive Director for Graduate Studies on matters relating to the administration of graduate faculty, programs, and students including:
 - a. research initiatives involving graduate faculty and graduate students
 - b. standards governing graduate student admission, financial support, and degree completion
 - c. qualifications required for membership on the graduate faculty and participation in the graduate program, including the supervision and direction of theses and dissertations
- 2) to receive, review, and act upon new or revised Graduate Program and curricula proposals
- 3) to monitor graduate issues and concerns and make policy, proposals, and resolutions concerning Graduate Studies research curricula and other issues and policies impacting the quality of graduate education at WKU to respond to requests about graduate matters from the Provost, Executive Director for Graduate Studies, Faculty Senate, or Council of Academic Deans and serve as liaison between Graduate Council and the University administration
- 4) to follow the established policy and procedures as established by the Graduate Council

Guidelines, the Graduate School, and as published in the WKU Graduate Catalog.

The Chair of Graduate Council shall submit a report setting forth the consent and action items as approved by the Graduate Council to the Chair of the Faculty Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Faculty Senate agenda. Upon approval by the graduate faculty members of the Faculty Senate Executive Committee, the report shall be included on the Faculty Senate agenda for the next scheduled Faculty Senate meeting. Upon approval by the graduate faculty members of the Faculty Senate, the report shall be forwarded to the Provost.