

Longwood University Faculty Senate
PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

Graduate Council

TOPIC: *Change to the FPPM on the election of the chairs of Graduate Council and Graduate Curriculum Committee*

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal)

Initially election of the chairs for Graduate Council and Graduate Curriculum Committee were set for the first meeting each fall. Moving to the last meeting each spring will better serve the governance cycle of the University.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

The election of the chair and the ex officio representative to Faculty Senate from Graduate Council will now take place at the last meeting each spring of Graduate Council. (Section VI., Article O.)

O. GRADUATE COUNCIL

1. **Purpose and Duties:** The duties of the Graduate Council shall include:
 - a. To formulate, review, establish, approve and forward to the Faculty Senate all academic policies for graduate education.
 - b. To establish guidelines and approve policy for graduate student admissions.
 - c. To establish guidelines and approve policy for requirements for all graduate degrees subject to approval by the Committee on Educational Policy.
 - d. To receive reports from the Graduate Curriculum Committee.
 - e. To develop policy for graduate student support.
 - f. To participate in periodic qualitative reviews of graduate programs.

- g. To encourage research and teaching efforts at the graduate level.
 - h. To review and recommend nominees for the Graduate School awards as appropriate.
 - i. To provide for long-range academic planning related to graduate education.
 - j. To receive reports from the Graduate Petitions Committee.
 - k. To represent the interests of the Graduate Faculty and graduate students in the university.
1. To advise the Dean of the College of Graduate and Professional Studies on matters related to graduate education at the university.
 2. **Membership:** One representative from each graduate major, one representative from the library elected by its faculty, two at-large representatives from the Graduate Faculty, one graduate student representative.
 3. **Ex-Officio Members:** The Dean and Assistant Dean(s) of the College of Graduate and Professional Studies (non-voting).
 4. **Tenure Restrictions:** None.
 5. **Departmental Restrictions:** None.
 6. **College Restrictions:** None.
 7. **Other Restrictions:** Council members must be current members of the graduate faculty.
 8. **Term of Office:** Staggered three year terms. May be reelected.
 9. **Method of Selection:** Each representative of a graduate major is elected by the graduate faculty in that major. The two at-large representatives are elected by the graduate faculty as a whole. The library representative is elected by the library faculty. The student representative is elected by the Graduate Student Advisory Council.
 10. **Chair:** Elected by the Graduate Council members at the ~~first fall~~ **last spring** meeting for a one year term of office with reelection possible.
 11. **Ex Officio Member to Faculty Senate:** Shall be elected by Graduate Council at the ~~first fall~~ **last spring** meeting for a one year term with reelection possible.
 12. **Reporting Route:** To the Faculty Senate.

The election of the chair of Graduate Curriculum Committee who automatically serves as the representative to EPC will now take place at the last meeting each spring of Graduate Curriculum Committee. (Article VI., Article Y.)

Y. GRADUATE CURRICULUM COMMITTEE

1. **Purpose and Duties:** The Graduate Curriculum Committee reviews proposals for new and revised graduate courses and graduate degree programs and makes recommendations to the Committee on Educational Policy.
2. **Membership:** Members shall consist of the Graduate Program Coordinators or their designee in the event they are the elected Graduate Council member.
3. **Ex-Officio Members:** The Dean of the College of Graduate and Professional Studies and the Assistant Dean(s) shall serve as non-voting members.

4. **Tenure Restrictions:** None.
5. **Departmental Restrictions:** None.
6. **College Restrictions:** None.
7. **Other Restrictions:** Committee members must be current graduate faculty.
8. **Term of Office:** May vary depending on the terms of office for Program Coordinators.
9. **Method of Selection:** Each Program Coordinator is appointed by the Chair of the department responsible for the program (following departmental bylaws).
10. **Chair:** Elected by the Graduate Curriculum Committee at the ~~first fall~~ **last spring** meeting for a one year term of office with reelection possible.
11. **Reporting Route:** To the Graduate Council and the Committee on Educational Policy.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The change in the date of elections will better serve the governance cycle of the University.

Date submitted to Senate Executive Committee for Consideration: _____

Action(s) Taken:

Date first read at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken: