

By-Laws of The Graduate School

Article I - Mission

The Graduate School is responsible for facilitating graduate education and research. It establishes, administers, promotes, and reviews all post-baccalaureate degree and certificate programs and the curricular components contained therein, with the exceptions of the Doctor of Pharmacy and programs with degrees conferred by the School of Dental Medicine, School of Law, and School of Medicine.

Article II - Definitions and Organization

A. The Graduate Faculty

The Graduate Faculty consists of those members of the University faculty who meet criteria specified below. They are appointed by the Dean of The Graduate School, by authority of the President.

B. The Academic Programs

1. The Graduate School comprises a group of academic disciplines called Fields of Study, some of which contain more focused disciplines called Areas of Concentration. When a degree is conferred through The Graduate School, it is in a recognized Field of Study (and, where applicable, Area of Concentration).
2. Each Field of Study has a Director or Coordinator, who is appointed by the respective school or college dean(s) or by the department head, as appropriate. The Director or Coordinator represents that Field in transactions with The Graduate School.

C. The Graduate School Administration

The Administration of The Graduate School comprises

1. the President of the University and the Provost of the University, both ex officio;
2. the Dean of The Graduate School;
3. the Associate and Assistant Deans of The Graduate School, as well as other administrative officers appointed by the Dean;
4. the Graduate Faculty Council;
5. the Executive Committee of The Graduate School.

Article III - Structure and Functions

A. The Dean

The Dean is appointed by the Provost to serve as the chief academic and executive officer of The Graduate School. The functions of the Dean are to

1. enhance the breadth and quality of graduate and post-doctoral education and research;

2. oversee and evaluate the Fields of Study of The Graduate School, seeking to improve and strengthen them;
3. certify to the Graduate Faculty Council the names of students who have completed requirements for graduate degrees conferred by The Graduate School;
4. participate in the process of faculty promotion, tenure, and reappointment at the level of the Provost;
5. develop and administer the budget of The Graduate School;
6. interpret and apply the regulations of The Graduate School and the University with respect to graduate education;
7. ensure that administrative procedures of The Graduate School are consistent with University, State, and Federal policies;
8. arbitrate conflicts involving graduate students or post-doctoral fellows.

B. Graduate Faculty

1. Any qualified member of the University faculty may be appointed to the Graduate Faculty. Appointments are specific to degree(s) and Field(s) of Study.
2. To be a member of the Graduate Faculty, an individual must hold a terminal degree in an appropriate Field of Study and hold a faculty appointment at the University. All members of the Graduate Faculty may serve as major advisors at the master's degree level in the appointed Field of Study and as associate advisors on master's and doctoral advisory committees in any Field of Study.
3. Graduate Faculty members who maintain a demonstrated and continuing record of scholarly or creative accomplishment or successful doctoral student mentoring and training in an appointed Field of Study may also serve as doctoral major advisors in that Field of Study.
4. All Graduate Faculty members are eligible to serve on the Graduate Faculty Council and Graduate School committees.
5. Appointment Process
 1. Recommendations for appointment to the Graduate Faculty are submitted to the Dean of The Graduate School by a department head or graduate program director in the Field of Study to which the individual is being recommended for appointment.
 2. Existing members of the Graduate Faculty can be recommended for appointment to additional degrees, Fields of Study, or both by a department head or graduate program director in the new area. Such appointments are subject to periodic review and renewal by the recommending department or program.
 3. Departments or programs recommending someone who is not a tenured or tenure-track faculty member (or the equivalent at UConn Health) must provide evidence that the nominee is likely to serve the University until students for whom the individual might serve as major advisor complete their degrees.

C. The Graduate Faculty Council

The Graduate Faculty Council is the legislative body of The Graduate School. It establishes academic policy for graduate education at the University, except for those areas reserved to the Board of Trustees, to the University Senate, or to the Faculties of the other colleges and schools. Certain academic programs are exempted as noted in Article I.

1. Membership

1. The Graduate Faculty members of the Graduate Faculty Council are selected to represent academic departments or other academic units (such as interdisciplinary centers or institutes) offering the constituent Fields of Study. Each department and each separate unit offering a Field of Study will have one representative on the Graduate Faculty Council. In addition, each representative shall have an alternate, who will temporarily perform the duties of the representative when the representative is not able to perform those duties.
 2. The Graduate Faculty Council also includes two voting graduate student members, who are chosen by the Graduate Student Senate.
 3. The President, the Provost, the Dean, and other administrative officers of The Graduate School are nonvoting ex officio members of the Graduate Faculty Council. These individuals are not eligible to serve simultaneously as elected members of the Council.
2. Selection Process
1. No later than the 1st of April each academic year, each department or other separate unit represented on the Graduate Faculty Council shall notify the Dean of The Graduate School who its representative and alternate will be for the upcoming academic year. Each department/unit will choose a process for determining its representative and its alternate that it deems appropriate for that department/unit.
 2. If a Council member representing a department/unit is unable to serve due to prolonged absence or incapacitation, the department/unit shall choose a new representative to replace that member and notify the Dean of The Graduate School of that replacement.
 3. In the spring of each academic year, the Graduate Student Senate shall notify the Dean of The Graduate School who its representatives will be for the upcoming academic year. The Graduate Student Senate will choose its representatives by whatever process it deems appropriate.
 4. If a Council member representing the Graduate Student Senate becomes unable to serve due to a prolonged absence, incapacitation, or graduation, the Graduate Student Senate shall choose a new representative to replace that member and notify the Dean of The Graduate School of that replacement.
3. Duties
- The Graduate Faculty Council
1. provides leadership in developing academic policies that promote effective programs of graduate education;
 2. establishes minimum criteria for admission to The Graduate School;
 3. establishes minimum curricular and degree requirements for The Graduate School;
 4. on behalf of the Graduate Faculty, approves conferral of degrees for students certified by the Dean to have completed graduation requirements for the degrees that are under the jurisdiction of The Graduate School;
 5. convenes meetings of the entire Graduate Faculty when appropriate.
4. Officers
1. The President of the University serves as chair of the Graduate Faculty Council. In the absence of the President, the Dean of The Graduate School serves as chair. In the absence of the Dean, an Associate or Assistant Dean serves as chair.
 2. A Moderator is elected annually by the membership at the first meeting of the calendar year. The Moderator runs the meetings of the Graduate Faculty Council.

5. Meetings

1. Meetings are held at least once each semester, at times fixed by the President on the advice of the Dean.
2. Special meetings are called at the request of at least 25% of the membership of the Graduate Faculty Council, whose signatures must be presented to the Moderator. At least one week's notice must be given for a special meeting, and the purpose of the meeting must be publicized in the notice.
3. All meetings of the Graduate Faculty Council are open to the public, except that, by majority vote of the Council members present and voting at any meeting, the Council may declare the meeting closed to all except Council members and anyone specifically invited to be present. Nonmembers may address the Council if so voted by the members present and voting.
4. Minutes of all meetings are distributed to all members of the Graduate Faculty Council, to selected administrative offices, and to the University Archives.

6. Committees

1. Committees are created by the Graduate Faculty Council at its discretion, to address continuing issues or business. These committees report to the Graduate Faculty Council. The Dean or the Dean's designee is an ex officio member of all such committees.
2. When appropriate, the Dean can create committees of the Graduate Faculty Council to address issues deemed relevant and timely with respect to graduate education and research. Such committees report to the Dean and to the Graduate Faculty Council. The Dean or the Dean's designee is an ex officio member of such committees.

D. The Executive Committee

The Executive Committee of The Graduate School has both executive and advisory responsibilities to the Dean of The Graduate School.

1. Membership

1. The Executive Committee consists of nine members, each serving a three-year term. The membership of the Executive Committee is drawn from both the Graduate Faculty Council and from the Graduate Faculty at large.
2. The Graduate Faculty Council elects six of its members to serve on the Executive Committee. Elections to replace outgoing members are held in April of each year. Three additional at-large members are appointed by the Dean to represent the diverse Fields and points of view represented on the Graduate Faculty. Appointments to replace outgoing members are made following the April selection of the Graduate Faculty Council representatives.
3. The Dean, who serves as chair of the Executive Committee, and other administrative officers as appointed by the Dean, hold ex officio membership.

2. Duties

The Executive Committee advises the Dean on matters of policy and regulatory interpretation as these may affect the administration and status of graduate education at the University. Specifically, the Executive Committee

1. evaluates for academic merit proposals for creation, modification, or elimination of Fields of Study, Areas of Concentration, and all associated degree and certificate programs;
2. advises the Dean on the interpretation of Graduate School academic policies and regulations;

3. advises the Dean on issues related to graduate education and graduate programs.
3. Meetings
Meetings of the Executive Committee are held monthly during the academic year, as set by the Dean. Additional meetings may be called by the Dean as needed. Minutes of all meetings are distributed to all members of the Executive Committee, to selected administrative offices, and to the University Archives.

Article IV - Adoption and Amendment Procedures

Amendment of these by-laws will be by e-mail ballot of all Graduate Faculty, with a positive vote of the majority of those returning ballots necessary for adoption of amendments.

Note: The original by-laws of The Graduate School were ratified by an affirmative vote of the majority of those members of the Graduate Faculty returning ballots. The by-laws took effect September 1, 1988. Members of the Graduate Faculty Council were elected during the Fall Semester 1988, and they assumed office January 1, 1989. The first meeting of the Graduate Faculty Council was held in March of that year.