

Codification of LSU A&M Graduate Council Policies

Role of the Council

The Graduate Council is an advisory panel to the Dean of the Graduate School, and may advise the Dean on any subject with which s/he deals. This includes, but is not limited to, reviewing requests for new graduate degree programs or changes in existing degree programs, reviewing requests for concentrations, reviewing the rules and regulations of the Graduate School and/or suggesting revisions thereto. In addition, the Graduate Council reviews nominations for Affiliate Graduate Faculty membership, and graduate student award nominations. A subcommittee of the Graduate Council serves as the Provost Advisory Committee (see [PS-36 T](#)).

Membership on the Graduate Council

The Graduate Council represents the breadth of disciplines on the LSU campus. Graduate Council members are elected by and from the graduate faculty members within each college or school by processes determined by the college or school to serve a five-year term. The Chair of the Graduate Council will notify the Dean of the college or school in advance of the expiration of each member's term. These elections should become effective as soon as is practical. Each college will have, at least, one representative on the Graduate Council. The colleges with greater than 400 enrolled graduate students will have two representatives. If a college's member of the Graduate Council cannot serve in a given semester, the College Dean will appoint an interim member for the semester.

Council members should be full members of the graduate faculty, with rank of Professor, whose percentage of effort does not include administrative duties. Each member of the Graduate Council serves a five-year term, with the terms being staggered so that, at the beginning of each academic year, several members leave and several join the Council.

The Dean of the Graduate School, the Associate Dean of the Graduate School, and the Vice Provost for Academic Programs and Support Services are *ex-officio* members and attend each meeting. The Assistant to the Dean of the Graduate School serves as meeting secretary. The Assistant Dean of the Graduate School may attend meetings to advise on policy and procedures.

Procedures of the Graduate Council

The Graduate Council generally meets at least once a month during the academic year, excluding holidays, vacations, and during the summer. The time and place of the meetings are determined each semester to accommodate the schedules of the Council members. A quorum (simple majority of current membership) is required for all Council and subcommittee votes. Members can also vote by electronic ballot via email (if approved by the majority of the members).

Members of the Graduate Council will elect from themselves a Chair, who will serve a one-year term. Each year, the Council will elect an Associate Chair, who serves as Chair in case of absence, then becomes the Chair of the Council in the subsequent year. The Council Chair, Associate Chair, Graduate School Dean, Graduate School Associate Dean, and Assistant to the Dean will create the meeting agenda for Council and subcommittee meetings. The Assistant to the Dean will post all meeting materials on the Graduate Council's Community Moodle site at least four days prior to the scheduled meeting.

In order to insure that issues that come before the Graduate Council receive appropriate attention, Graduate Council members must attend meetings regularly. At the discretion of the Dean of the Graduate School, members may be replaced due to failure to participate in meetings of the full Graduate Council and/or its sub-committees. In this case, the dean of the affected college will recommend a replacement (subject to the standard procedure of selection) who will complete the term of the Council member.

Most actions of the Graduate Council are part of a public record and as such, the minutes of each meeting, after approval by the Council and redaction of any personnel issues, are publically available on the Graduate Council's website lsu.edu/graduate-council.