

## LSU A&M Graduate Council Policy

### Functions of the Council

The Graduate Council serves several functions within the University. It is an advisory panel to the Dean of the Graduate School and may advise the Dean on any subject relevant to the Dean's functions. The Graduate Council makes recommendations to the Office of Academic Affairs on matters of Graduate School policy, in collaboration with the Dean of the Graduate School. These matters of policy may include, but are 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 suggesting revisions thereto. In addition, the Graduate Council reviews nominations for Affiliate Graduate Faculty membership and applications for certain graduate student and graduate research awards. A committee of the Graduate Council also serves the Office of Academic Affairs by constituting and performing the role of the Provost's Advisory Committee in connection with certain personnel matters, including reappointment, promotion, and tenure.

### Membership on the Graduate Council; Terms

The Graduate Council represents the breadth of disciplines on the LSU campus. Each college has at least one representative on the Graduate Council. Colleges with more than 400 enrolled graduate students have two representatives. Graduate Council Members each serve a five-year term. Beginning in May 2019, 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. 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. Members whose terms began before May 2019 may have been elected, or they may have been appointed by the college dean with faculty input via the dean's advisory body of the college, typically an elected group of faculty members. If a Member of the

Graduate Council cannot serve in a given semester, the dean of the affected college or school may appoint an interim member for that semester.

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

In order to ensure 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 or its committees. In such a situation, the dean of the affected college or school will recommend a replacement Member who may then serve for the shorter of one academic semester or until such time as an election can be held for a longer-term replacement Member, using the usual method for elections in that college or school.

The Dean of the Graduate School and the Associate Dean of the Graduate School are *ex-officio* members and attend each meeting. The Vice Provost for Academic Programs and Support Services is also an *ex-officio* member of the Graduate Council. The Assistant to the Dean of the Graduate School serves as meeting secretary.

## General Procedures of the Graduate Council

The Graduate Council generally meets once a month during the fall and spring semesters of the academic year. The time and place of the meetings are determined each semester to accommodate the course and related academic schedules of the Council members. A quorum, a majority of current membership, must be present to conduct business at a meeting. A majority is the voting standard for all matters on which the Council votes. Committee votes are also made by a simple majority. Members can also vote on a matter by electronic ballot via email, if the majority of the members approves that method of voting.

# LSU | Graduate Council

Email: [graduatecouncil@lsu.edu](mailto:graduatecouncil@lsu.edu)

Phone: 225-578-3885

Web: [lsu.edu/graduate-council](http://lsu.edu/graduate-council)

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 create the meeting agenda for Council meetings and electronically post information to the Council. The Assistant to the Dean will typically post all meeting materials on the Graduate Council's shared website (currently Community Moodle) at least three days prior to the scheduled meeting.

Actions of the Graduate Council may become 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 publicly posted to the Graduate Council's website: [lsu.edu/graduate-council](http://lsu.edu/graduate-council).