


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET
University of Louisiana at Monroe

Committee/Council Name:	Graduate Council		
Committee Type:	<input checked="" type="checkbox"/> Standing	<input type="checkbox"/> Ad Hoc	
Reports to:	Vice President for Academic Affairs		
Term/Date formed:	First Documentation in VPAA Office is 1996-1997		
Membership (Describe in general terms who should serve on the committee/council): Total = 18			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-4; CBSS-4; CHS-4; CPY-4		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	VPAA-1 (Graduate School Dean)		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	Elected by Council members		
<i>Secretary:</i>	Elected by Council members		
Charge (Describe the charge or purpose of the committee/council):			
To make advisory recommendations to the Director of the Graduate School on graduate programs and curriculum, formulation and implementation of Graduate School policies, and the establishment and enforcement of standards of graduate work.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Graduate faculty members are typically appointed for three-year terms. Faculty term limits may be longer than three years as based on the discretion of the college dean and VPAA. Both the Graduate Council Chair and the Graduate Council Secretary are elected from the Council body at large. No term limits will exist for these two offices. Faculty Senate representative will rotate off when their term as a Faculty Senator ends.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
Last updated	<input checked="" type="checkbox"/>	Date: 8/17/2018	Signature: 
Last reviewed	<input checked="" type="checkbox"/>	Fall 2018	