



Charter and Bylaws  
of the  
Graduate College

## History, Charter & Bylaws

The University of Nevada, Las Vegas – then Nevada Southern -- began offering some graduate courses in the 1950s, but it was not until 1964 that the university established the Division of Graduate Studies. In 1967 the university conferred its first eleven graduate degrees: nine of the degrees were from the School of Education and two were from the School of Science and Mathematics. Then in 1971-1972, the Graduate College was established by the University Board of Regents. After decades of growth and maturation, today, the Graduate College is responsible for graduate faculty, Master's, Doctoral, and Specialist degree programs, as well as graduate certificate programs and graduate degree and non-degree seeking students at the University of Nevada, Las Vegas.

The Graduate College is an academic unit recognized in section 3.3.3.4 of the UNLV Bylaws. These Graduate College Bylaws shall be consistent with the University of Nevada, Las Vegas Bylaws, the NSHE Board of Regents Handbook and Code, and the Laws of the State of Nevada and of the United States of America. Graduate College Bylaws and the Graduate Catalog are the central repositories of University policy and procedures governing graduate faculty and graduate education at UNLV. As such, these documents supersede graduate program bylaws, handbooks, websites, or departmental policies related to graduate programs, graduate faculty, and graduate students. Subject to department and college bylaws, graduate faculty may elect to institute posted policies that exceed the requirements or minimum rigor of these Bylaws or the Graduate Catalog, with approval of the Academic Dean and the Dean of the Graduate College.

### Article 1: Mission and Scope

The intent of these Bylaws is to define and facilitate the business of The Graduate College.

#### 1.1 Mission

The Graduate College provides strong leadership to facilitate outstanding graduate education, extends educational opportunities to graduate students, ensures the consistent and fair application of policies, and provides support for graduate faculty and programs by cultivating an environment in which the highest quality graduate scholarship and research can thrive.

##### 1.1.1 Guiding Principles

Our four guiding principles are: excellence, equity, opportunity, and impact.

##### 1.1.2 Culture

Creating a campus community around excellence in graduate education, and encouraging a culture characterized by diversity, openness to new ideas, and the production of cutting edge research, scholarship and creative activity, are central to our mission.

#### 1.2 Goals and Objectives

##### 1.2.1 Goals

The primary and guiding goals of the Graduate College are:

- i. To establish and maintain University-wide graduate standards and policies.
- ii. To support program-level graduate requirements and policies, as well as graduate curriculum and innovative new program development.
- iii. To successfully recruit, admit, retain, support, and graduate a diverse and outstanding graduate student body.
- iv. To foster scholarly and creative excellence among the graduate faculty and graduate students through research, teaching, and professional development opportunities.

### **1.2.2 Objectives**

The organization of the Graduate College supports the accomplishment of these seven major objectives:

- i. To establish and maintain NSHE, University, and Graduate College policies and standards in a fair, consistent and equitable manner.
- ii. To strategically create high quality, innovative, and responsive graduate programs that meet the needs of the region, the state, and the broader discipline, and to periodically review all graduate programs via routine assessment and scheduled program review processes to ensure high quality educational programs.
- iii. To support and maintain academic quality in graduate programs and curriculum, through collaboration with graduate programs, the Graduate Council, and the Faculty Senate program review process.
- iv. To increase graduate student diversity and quality through focused outreach strategies and internal programming targeted at identifying, admitting, and supporting under-represented applicants and all students.
- v. To be attentive to graduate student retention issues and improve graduation rates through strategic tracking and assessment mechanisms, effective outreach, seamless support to graduate programs, student professional development opportunities, and an overall paradigm of service to our constituents.
- vi. To enhance opportunities and support available for graduate student funding in the form of graduate assistantship (GA) packages, research funding, scholarships, and fellowships.
- vii. To provide responsive and efficient customer service and support to our constituents.
- viii. To support and enable graduate faculty governance, and to nourish a climate of excellence for and among our graduate faculty, including graduate faculty support for outstanding graduate student mentorship.
- ix. To work closely with the Graduate Council, graduate faculty, the Graduate & Professional Student Association (GPSA) and graduate students, and graduate programs, to achieve our shared goals and enhance the graduate community at UNLV; we strongly believe that striving for excellence is a collaborative effort.

### **1.2.3 Responsibilities**

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The Graduate College's areas of responsibilities include the following:

- i. Admissions. Prospective graduate students apply for admission for graduate study in the Graduate College and the department or program in which they wish to study, simultaneously. The Graduate College evaluates applicant transcripts, foreign credential evaluations, GPA, and English proficiency. Departments recommend applicants for admission (or they deny their application), and the Graduate College renders the final decision. Meeting Graduate College admissions requirements is a necessary, but not sufficient, condition for graduate admission.
- ii. Retention and graduation. The Graduate College utilizes graduate tracking data, best practices, and innovative programs to foster successful student retention and to stimulate the pipeline to graduation.
- iii. Graduate student probation and separation. The Graduate College is responsible for handling graduate student probation, and for separating students who are failing to successfully progress in their graduate programs.
- iv. Graduate Student Records. The Graduate College is responsible for the maintenance of all graduate student academic records and required forms.
- v. Electronic Systems. The Graduate College is responsible for the design, management, and coordination of electronic systems to support graduate students, graduate faculty, staff, and graduate programs.
- vi. Conferral of Degrees. The Graduate College is responsible for certifying and posting all graduate degrees and certificates.
- vii. Program Review. This involves the periodic review of all programs and departments that offer graduate or professional degrees, in conjunction with the Graduate Council and the Faculty Senate (excluding The Law School and the School of Dental Medicine).
- viii. Curriculum and Program Development. The Graduate College works closely with the Graduate Council to oversee: all graduate and professional curriculum development; new, innovative, graduate program development; and to review and approve all changes to existing graduate programs.
- ix. Graduate Student Funding. The Graduate College oversees and runs the GA program, and is the centralized unit for the distribution of graduate scholarships and fellowships. We coordinate with Financial Aid on periodic cost of living studies for graduate students, and on the awarding of scholarships, and other graduate student financial matters. We collaborate with the UNLV Foundation in the development of new graduate funding sources and graduate scholarship and fellowship awards.
- x. Graduate Student Services via our Professional Development Academy. The Graduate College provides professional development opportunities for graduate and professional students, non-academic advisement, and outreach services, provides innovative programming, and handles all graduate student academic appeals.
- xi. Postdoctoral Fellows. The Graduate College houses, manages, and coordinates the Office of Postdoctoral Affairs to promote the interests of postdocs, provide professional development opportunities, and support efforts to maintain institutional postdoc data and national reporting.
- xii. Graduate & Professional Student Association (GPSA). The Graduate College works closely in support of the GPSA, and the GPSA manager, and co-sponsors events such as the Annual GPSA Research Forum.

- xiii. Graduate Faculty. The privileges, rights, and responsibilities associated with full and associate graduate faculty status are designated by the Graduate College, which reviews and approves all applications for GFS. Further, the Graduate College is committed to supporting graduate faculty in their scholarship, mentorship, and other professional endeavors related to, and supportive of, graduate education.
- xiv. Awards and Recognition of Achievement. The Graduate College runs several prestigious award competitions each year to recognize outstanding accomplishments by graduate students and graduate faculty.

## **Article 2: Organization of the Graduate College**

The Graduate College is structured and staffed in a manner consistent with the provision of outstanding service to prospective students, current students, alumni, graduate faculty, UNLV staff, and donors. The organizational chart is subject to change in response to the evolving needs of the unit and of the campus.

### **2.1 Dean of the Graduate College**

The UNLV Graduate College is an independent administrative unit led by the Dean of the Graduate College who reports directly to the Executive Vice President and Provost. The authority and responsibilities of the Dean of the Graduate College shall be prescribed by the President upon recommendation of the Executive Vice President and Provost.

#### **2.1.1 Appointment**

The Dean of the Graduate College shall be appointed by the President or Executive Vice President and Provost upon recommendation from the search committee for the Graduate Dean. UNLV Bylaws regarding the composition of search committees shall govern the search process, with at least one committee member representing each of the following groups:

- i. The Graduate Council Executive committee or their designee from the Graduate Council.
- ii. The Graduate College Advisory Board, if one is convened at the time of the search.
- iii. The Graduate College administrative faculty.
- iv. The GPSA.

#### **2.1.2 Appointment of Interim Dean**

In the event that the provision of 2.1.1 shall not be fulfilled, an Interim Dean shall be appointed by the President or by the Executive Vice President and Provost according to UNLV Bylaws. This recommendation shall occur after appropriate campus consultation, including input from the following groups:

- i. The Graduate Council Executive committee or their designee from the Graduate Council.
- ii. The Graduate College Advisory Board, if one is convened at the time of the search.
- iii. The Graduate College administrative faculty.
- iv. The Graduate and Professional Student Association.

### **2.1.2 Responsibilities**

The Dean of the Graduate College shall be the chief administrative officer. The Graduate Dean shall be responsible for oversight of day-to-day operations, including:

- i. The appropriate conduct of graduate academic affairs, the fair and equitable application of policy, and the handling of graduate academic appeals.
- ii. Appropriate oversight of graduate curriculum and programs, including review of graduate programs and new program development.
- iii. Strategic management of graduate assistantships, graduate scholarships, and graduate fellowships, and oversight of the GA program.
- iv. Coordination with appropriate campus units, and the provision of programming, to promote strategic recruitment, successful retention, and degree completion for graduate students.
- v. Collaboration with, and support for, the Graduate and Professional Student Organization, to promote the success and wellbeing of the graduate student population and graduate student interests.
- vi. Granting and revocation of graduate faculty status, and supervising the dutiful execution of the rights and responsibilities thereof.
- vii. The efficient and appropriate handling of graduate admissions processes and graduate student records, the oversight of theses and dissertation submissions, and certification of graduate student degrees.
- viii. Recommending the conferral of all graduate degrees and certificates to the President and NSHE.
- ix. Donor cultivation and procurement of gifts in support of graduate student research, educational scholarships and fellowships, and programming to support the Graduate College mission, in conjunction with the UNLV Foundation and a designated development officer.
- x. Reporting annually to the Executive Vice President and Provost, the Graduate Faculty, the Graduate Council, the GPSA, and the Advisory Board concerning the status of graduate education at the University of Nevada, Las Vegas.
- xi. The Associate or Assistant Dean(s) may be designated to assume responsibilities of the Dean in the Dean's absence.

### **2.1.3 Evaluation**

An evaluation of the Dean of the Graduate College shall be conducted after the first full year of a regular appointment. Subsequent evaluations shall occur triennially, normally during the spring semester, unless dictated otherwise by the UNLV Bylaws. These evaluations shall be conducted and distributed in a manner specified by the University and administered by the Graduate Council Executive Committee.

## **2.2 Associate and Assistant Deans of the Graduate College**

The UNLV Graduate College Associate Dean of Academic Affairs, and any Assistant Deans, shall be UNLV faculty members with the appropriate expertise, record of graduate mentorship, research experience, and administrative skills necessary to help lead both the day-to-day operations of the Graduate College and strategic visioning to ensure excellence, equity, opportunity, and impact.

### **2.2.1 Appointment**

Any Associate and Assistant Deans of the Graduate College shall be appointed by the Dean of the Graduate College upon recommendation from a recruitment and screening committee seated by the Dean. At a minimum, Assistant/Associate Dean search committees shall include a representative from each of the following groups:

- i. The Graduate Council Executive committee or their designee from the Graduate Council.
- ii. The Graduate College Advisory Board, if one is convened at the time of the search.
- iii. The Graduate College administrative faculty.
- iv. The Graduate College leadership team.
- v. The Division of Research.
- vi. The Provost's Office.
- vii. The Graduate and Professional Student Association.

### **2.2.2 Appointment of Interim Associate or Assistant Dean**

In the event that the provision of 2.2.1 shall not be fulfilled, an Interim Associate or Assistant Dean may be appointed by the Dean of the Graduate College. This recommendation shall occur after appropriate campus consultation, including input from the following groups:

- i. The Graduate Council Executive committee or their designee from the Graduate Council.
- ii. The Graduate and Professional Student Association.

### **2.2.3 Responsibilities and Evaluation**

- i. The Dean of the Graduate College shall determine the duties and responsibilities of the Associate and Assistant Deans, depending on the staffing, project, and mission driven needs of the College;
- ii. The responsibilities and duties determined per 2.2.3.i shall be documented in a formal position description and said Associate or Assistant dean will be evaluated annually on the basis of their performance of their assigned duties and responsibilities.
- iii. The Associate or Assistant Dean(s) may be designated to assume responsibilities of the other Associate or Assistant Dean in her/his absence, or may be asked to assume the responsibilities of the Graduate Dean in the event of her/his absence.

## **2.3 The Graduate College Leadership Team**

### **2.3.1 Mission Driven Staffing**

The UNLV Graduate College has a broad and encompassing mission, a complex set of goals, and a wide array of responsibilities to the University community, prospective and current students, graduate faculty and staff, and community constituents. To strategically and successfully fulfill our mission, at any given time the UNLV Graduate College will have skilled professional staff and administrative faculty leaders managing operations in various sub-units within the College, with appropriate staff support.

### **2.3.2 Unit Leadership**

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The Graduate College is comprised of several interconnected and mutually reinforcing units, including areas of responsibility such as: Admissions and Enrollment Management, Student Services, Graduate Financial Services, Academic Affairs, Thesis/Dissertation and Graduation. As such, examples of Graduate College leadership positions may include, but are not limited to, the following roles:

- i. Executive Director of Graduate Student Services
- ii. Executive Director of Graduate Admissions and Enrollment Management
- iii. Executive Director of Graduate Systems and Operations
- iv. Director of Communications and Marketing
- v. Executive Director of Graduate Financial Services
- vi. Graduate and Professional Student Association Manager
- vii. Director of Development

### **2.3.3. Appointment**

The Dean of the Graduate College shall appoint staff leadership, with consultation and input from a search committee consisting of at least one member from the following groups:

- i. The Graduate Council Executive committee or their designee from the Graduate Council.
- ii. The Associate or Assistant Graduate Dean.
- iii. The Graduate College administrative faculty most directly impacted by the hire.
- iv. The Graduate and Professional Student Association.

### **2.3.4. Responsibilities and Evaluation**

The Dean of the Graduate College, in conjunction with each staff member's director supervisor as appropriate, shall determine the duties and responsibilities associated with each position.

- i. The responsibilities and duties determined per 2.3.2.ii shall be documented in a formal position description filed with Human Resources, and staff will be evaluated annually on the basis of their performance of their assigned duties and responsibilities.
- ii. An evaluation of all Graduate College staff shall take place annually, on a timeline prescribed by University policy or Human Resources, per standard review procedures as governed by University Bylaws.

## **2.3 The Advisory Board**

An Advisory Board may be convened at the will of the Dean. If constituted, the Board will consist of members of the community who contribute time and resources in the support of graduate education at the University of Nevada, Las Vegas.

### **2.4.1 Membership**

Members of the Advisory Board are selected by the Dean of the Graduate College, after consultation with the Associate and Assistant Dean(s) and the Graduate College Executive Committee. Members will serve for one year terms, with the possibility for consecutive terms at the discretion of the Dean. In addition to Board meetings, Members will be invited to Graduate College events and receive our Newsletter.

### **2.4.2 Responsibilities**

The Advisory Board is responsible for providing guidance, input, and support for graduate education at University of Nevada, Las Vegas. Specifically, Members of the Board may be asked to engage with the Graduate College in the following ways:

- i. To participate in a minimum of two Advisory Board meetings per year.
- ii. To provide input and guidance, as needed, on issues of strategic importance to the Graduate College and fulfillment of our mission.
- iii. To assist with introductions to other community members and potential donors who may be willing to support the UNLV Graduate College through financial contributions or other in-kind gifts.
- iv. To volunteer time and resources in the support of Graduate College programs, events, and students.
- v. To share their expertise with relevant Graduate Faculty, students, programs, and Graduate College Staff, and in doing so, to help us better achieve our mission.

## **2.4 Committee Representation**

### **Graduate College Representation on External Committees**

When the Graduate College is asked to provide a representative to university or system committees, the graduate college dean in consultation with the Graduate College Executive Committee will appoint a representative. The appointment decisions will be guided by the following principles:

- i. All Graduate College administrative faculty and graduate faculty who are actively involved in graduate education are eligible
- ii. Appointees will, whenever possible, possess relevant expertise or experience
- iii. Appointments will avoid any potential conflicts of interest when representatives have dual roles (e.g., graduate faculty and college faculty)

## **Article 3: The Graduate Faculty**

The Graduate Faculty consists of all UNLV faculty members who are approved for Graduate Faculty Status. Our graduate faculty members are housed in academic colleges and professional schools, but are granted specific rights and responsibilities within the Graduate College, including but not limited to participation in graduate education, engagement in graduate student mentorship, and involvement in the work of the Graduate College,

primarily through the Graduate Council. Please note that Graduate Faculty status is not related to professorial ranking.

### 3.1 Graduate Faculty Status

Graduate Faculty status affords the privilege to interact with students as a member of the UNLV Graduate Faculty. Qualified faculty must be nominated and approved for Graduate Faculty status in order to be eligible to teach graduate courses, mentor students, and participate on graduate advisory committees. Graduate Faculty may participate in the faculty governance of the Graduate College through Graduate Council and College committee service and participate in campus events for Graduate Faculty. Please note that Graduate Faculty status is not related to professorial ranking.

#### 3.1.1 All Privileges and Specific Privileges

GFS privileges will be organized as follows:

- i. The privileges associated with a person's GFS shall reflect: 1) her/his highest degree; 2) an assessment of qualifications by department peers, chair and deans (academic and graduate) especially as regards the individual's research, scholarship, and/or creative activities; and 3) their role(s) in graduate education.
- ii. All faculty with GFS will be required to complete an online webinar on graduate teaching and mentorship, and periodically renew it to ensure that they are staying abreast of department, school, and Graduate College policies, procedures, and best practices.
- iii. GFS will be approved by departments/schools, academic deans, and the graduate dean and linked to specific departments/schools. Faculty may apply and be approved to hold GFS in multiple departments/schools, as appropriate to their academic training and research/scholarship/performative or creative activity.
- iv. GFS should be reviewed by departments and deans during faculty annual evaluations each year. The Graduate College will provide each department with a list of their graduate faculty annually in early January to facilitate department review.
- v. Graduate Status with all privileges is reserved for UNLV tenure track and tenured faculty (an initial application is necessary for new hires so that we are aware that they are on campus and qualify) who have terminal degrees, research experience in their fields, and the ability to successfully teach and mentor graduate students. This status enables faculty to chair graduate advisory committees, sit on graduate advisory committees, serve as the Graduate College representative on advisory committees, to mentor students, and to teach graduate-level courses.
- vi. Retired Faculty/Faculty Emeritus/Faculty Who Have Left UNLV
  - a. With approval from the college dean, chair of the department, and senior associate dean or dean of the Graduate college via the Graduate Faculty Leaving Form, former faculty (who had Graduate Faculty Status upon their departure) may continue to serve as Chair (for up to 1 year after departing the university) or committee members (indefinitely) on graduate student advisory committees they were on prior to leaving UNLV.
  - b. These requests will be reviewed on a case-by-case basis; sometimes an on-campus, tenured or tenure-track faculty member may be asked to co-chair graduate advisory committees with the former UNLV faculty member.

- c. May NOT serve as Graduate College Representative on advisory committees.
  - d. With approval from the college dean, chair of the department, and dean of the Graduate College, former faculty (who had Full Graduate Faculty Status upon their departure) may continue to teach graduate level courses.
- vii. All members of the President's Cabinet and Deans are automatically given Graduate Faculty Status with the appropriate rights and responsibilities thereof.
- viii. The Graduate Faculty shall be responsible for making recommendations on curricular, program, and program review matters relating to graduate education at UNLV. The Graduate Faculty shall delegate its authority for making such recommendations to the Council of the Graduate College, which shall, through its committee structure, conduct the faculty governance of the Graduate College.
- ix. For additional details regarding the process associated with obtaining and maintaining Graduate Faculty Status, and for additional specific guidelines and requirements, please refer to the Graduate Faculty Status Guidelines on the UNLV Graduate College website.

### **3.2 Denial or Revocation of Graduate Faculty Status**

The privilege of membership in the Graduate Faculty may be suspended or revoked upon review and recommendation of your College Dean and Chair/Director, per college guidelines, or by the Dean of the Graduate College if a dereliction of Graduate Faculty responsibilities occurs.

#### **3.2.1**

An individual may lose graduate status for unsatisfactory teaching in the graduate program; substandard graduate mentorship or evidence of consistently poor advising of graduate students; lack of research and/or creative activity; or failure to adhere to Graduate College policies and/or departmental policies and procedures concerning the graduate program.

#### **3.2.2**

If a Faculty member's application for Graduate Faculty Status is denied, or a Graduate Faculty member has his/her status revoked, the Chair/Director of the faculty member's department or program in which they were seeking Graduate Faculty Status must provide, in writing, specified reasons as to why a person applying for membership in the Graduate Faculty was denied.

#### **3.2.3**

This shall include a statement as to what action may be taken for reconsideration and inclusion in the Graduate Faculty. This statement shall be signed by the Academic Dean, who may opt to include her/his own statement, and referred to the Dean of the Graduate College for review, and final determination.

### **3.3 Appeal of Graduate Faculty Status**

A faculty member who has been denied membership in the Graduate Faculty may submit a written appeal to the Chair/Director of the department or program and submit a Graduate Faculty Appeal to the Graduate College.

### 3.3.1

The application will be reviewed by the Chair/Director of the department or program in a meeting with the applicant, and a written decision must be provided to the faculty member within 5 regular business days.

### 3.3.2

If, upon appeal and further review, the Faculty member is granted Graduate Faculty Status, the appeal process ends. If, however, the Faculty member remains unsatisfied with the Chair/Director's decision and is still denied membership in the Graduate Faculty, s/he may submit a Graduate Faculty Appeal form to the Graduate College with their written appeal attached to the written response from the Chair/Director to his/her Academic Dean within 30 days of receiving the department's decision in writing.

### 3.3.3

The Academic Dean will gather any additional information required for an informed decision, and render a decision within 30 days. Again, if the Faculty's appeal is granted, this ends the appeal process; if s/he remains dissatisfied, s/he may submit the sum of all documentation of their appeal from the Department and Academic Dean, along with her/his appeal letter, within 30 days to the Graduate Dean for final review, consideration, and determination, in consultation with .

## 3.4 Roster of Graduate Faculty

A roster of current Graduate Faculty, divided by Full and Associate Status, and by College/unit, shall be available for public review via the UNLV Graduate College website.

## 3.5 Meetings of the Graduate Faculty

The Graduate Dean may call a meeting of the Graduate Faculty as needed. The agenda for the meeting shall be made available via email and the UNLV Graduate College website not less than one week prior to the scheduled meeting.

## Article 4: Graduate Program Administration – Graduate Coordinators

The Graduate Coordinator serves a vital role in graduate education at the University of Nevada, Las Vegas. Graduate Coordinators are members of the Graduate Faculty who are the primary point of contact in academic units for graduate students, and liaison between the academic unit and Graduate College.

- ✓ Every department offering graduate or professional certificates and/or degrees will identify at least one graduate coordinator; if there are multiple graduate coordinators each should be responsible for one or more plans.
- ✓ Every degree and certificate will have a designated coordinator who is responsible for all graduate coordinator responsibilities per the Graduate College bylaws and department/school bylaws.
- ✓ Every department and/or program may choose to have a plan administrator.

- ✓ Each department should identify at least one Graduate Plan Support Staff.
- ✓ Each department should have additional graduate program leaders (from among the graduate faculty) to work with the graduate coordinator(s) on graduate recruitment, admissions, funding, mentorship, etc.

#### **4.1 Appointment and Term**

Graduate Coordinators may be elected or appointed in one of two ways, as delineated below. Once seated, Graduate Coordinators are subject to terms within his/her College or unit Bylaws, or if such guidelines do not exist, to the terms and conditions described herein.

##### **4.1.1 Selection of Graduate Coordinators**

- i. Department or College Bylaws: In cases where an academic unit, or the College in which a unit resides, have faculty Bylaws delineating how Graduate Coordinators are selected, and their term of office, these rules and processes shall apply and take precedence.
- ii. Graduate College Bylaws: If an academic unit's, or College's, Bylaws do not specify either how Graduate Coordinators are selected or their term of office, or provide related guidelines, then the Graduate College guidelines as specified herein shall take effect.
  - a. Candidates for Graduate Coordinator shall hold Full Graduate Faculty Status.
  - b. Graduate Coordinators shall be tenured faculty within the unit, unless staffing circumstances within a unit or the particular characteristics of the unit dictate otherwise. In case of the latter, the Chair/Director, Academic Dean, and Graduate Dean must approve of the appointment.
  - c. Candidates for Graduate Coordinator shall be self-nominated or nominated by a faculty college, Chair/Director, or Academic Dean.
  - d. Graduate Coordinators shall be elected by a majority of the academic unit's graduate faculty in a blind vote.

##### **4.1.2 Terms and Conditions**

If Academic College or unit Bylaws do not specify otherwise, the following guidelines shall prevail:

- i. Graduate Coordinators shall serve three (3) year terms of service.
- ii. Graduate Coordinators shall uphold the highest standards in execution of their service.
- iii. Graduate Coordinators shall faithfully and effectively serve their graduate faculty colleagues, department, program and graduate students, and fulfill the expectations outlined herein.
- iv. Graduate Coordinators shall be recognized for their contributions and leadership, and receive appropriate compensation for their time and service by way of workload adjustments, salary supplement if available, and student, administrative or professional support staff assistance where appropriate and viable.
- v. Graduate Coordinators shall be reviewed on their performance in this role during their annual evaluation, and recognized for the merits of their service.

- vi. Graduate Coordinators who receive an unsatisfactory evaluation, who fail to effectively fulfill the requirements of the position, or commit an unethical act in violation of campus and community standards of research ethics, professional ethics, and NSHE Code, or who for some other reason are deemed unfit to continue serving to the end of their term may be removed in one of the following ways:
  - a. By a majority vote of the academic unit's graduate faculty.
  - b. By written notice from the Chair/Director, signed by the Academic Dean, but only in the case of an unsatisfactory review, when there has been a documented ethical breach, or a similar extreme situation that is documented and that would prohibit the Graduate Coordinator from faithfully fulfilling his/her responsibilities.
  - c. By written notice from the Graduate Dean and Academic Dean, but only in the rare case when there has been a documented ethical breach, or a similar extreme situation that is documented and that would prohibit the Graduate Coordinator from faithfully fulfilling his/her responsibilities.
  - d. If a Graduate Coordinator's term of service is shortened by means of 4.1.2.vi.b or 4.1.2.vi.c, s/he has the right to appeal through proper administrative channels to her/his Chair/Director, Academic Dean, and then to the Graduate Dean who will review the appeal and attached documents and consult with the Graduate College Executive Committee, before rendering a final decision.

## **4.2 Role**

Graduate coordinators are the official liaison between the department and the Graduate College on all matters related to the oversight and management of departmental graduate programs, prospective and current students, and policies governing graduate education.

## **4.3 Participation on the Graduate Council**

Through their appointment to the Graduate Council, graduate coordinators also serve as members of at least one, and not more than two, Graduate College Committees each year, and assist with the formation and implementation of key Graduate College policies and programs. As needed, Graduate Coordinators may be invited to provide advice and counsel to the Graduate College Dean on a variety of issues.

## **4.4 Responsibilities**

### **4.4.1 Broad Ranging Responsibilities to Graduate Students, Faculty, and Programs**

Though the exact responsibilities of Graduate Coordinators vary between departments and graduate programs, Coordinators are responsible for the management and oversight of both the day-to-day operations of graduate programs, and of graduate students, in their academic unit. This typically includes:

- i. Coordinating graduate student recruitment into department programs.
- ii. Oversight, coordination, or direct handling of graduate admissions, including coordination and oversight of the evaluation of admissions applications according to Graduate College and specific program guidelines & requirements.
- iii. Manage communications between the department and graduate students, both new and continuing.

- iv. Graduate student mentorship and appropriate, timely matriculation.
- v. Appropriate handling and documentation of program milestones.
- vi. Coordinate, review, and sign annual departmental evaluations of graduate students.
- vii. Timely and accurate submission of required forms with integrity of review and signatures.
- viii. Ensure departmental FERPA protections and appropriate handling of student documents, records, and information.
- ix. Work with the Academic Dean, department chair and Graduate College on the appointment, assignment and supervision of graduate assistants.
- x. Oversight of student graduation requirements graduation requirements and proper procedures related to culminating experiences.
- xi. Recommend student probation and separation, when appropriate, through appropriate unit and College channels, and then on to the Graduate College.
- xii. Educate students and colleagues about Graduate College policies, and enforce the same.
- xiii. Ensure the accuracy of the graduate portion of the department website, the department's segment of the Graduate Catalog, the unit's handbook, and related informational materials and communications.
- xiv. Timely review and appropriate handling of graduate appeals.
- xv. Work with department chair and Academic Dean to establish, review, and revoke as necessary, graduate faculty status.
- xvi. Collaborate with the department Chair/Director and Academic Dean, as appropriate, to facilitate graduate student policies, assignment of lab and/or office space, and mediation of graduate faculty and graduate student issues as necessary.
- xvii. Mandatory participation in the Graduate Council, and at least one Graduate College Committee each year.
- xviii. Serve as a conduit of information between the Graduate College and the Graduate Council to the academic unit faculty, staff, and graduate students.
- xix. Collaborate with the Chair/Director and faculty colleagues to ensure rigor, quality, and maintenance of high standards of scholarship and graduate instruction within the unit's graduate programs, and the appropriate development of, and modification to, curriculum and programs.

#### **4.4.2 Responsibility to Understand, Fairly Apply, and Enforce Standards**

Graduate Coordinators are required to know and follow the relevant State of Nevada and Federal laws, the NSHE Code, the University of Nevada, Las Vegas Bylaws, the Graduate College Bylaws and the Graduate College Handbook. No policies or procedures employed in an academic unit or graduate program may supersede or contradict standing law or policy.

#### **4.4.3 Responsibility to Coordinate and Collaborate with the Graduate College**

Graduate Coordinators shall be responsive to inquiries, emails, phone calls, and requests from the Graduate College and its staff. Close collaboration with the Graduate College is required to ensure proper and efficient integration.

### **Article 5: The Graduate Council**

The Graduate Council is the faculty governance branch of the Graduate College

#### **5.1 Council Membership**

Membership on the Council of the Graduate College consists of Graduate Faculty representatives as delineated in 5.1.1. As the faculty governance branch of the Graduate College, all members of the Council and Graduate College committees must hold Graduate Faculty Status.

##### **5.1.1 Representatives**

- I. Generally, there is one representative from each academic department, school, interdisciplinary program, or unit offering an advanced degree (graduate certificates, graduate degrees, professional degrees), and that person is the Graduate Coordinator. Some departments, schools, and units with multiple distinct graduate programs will have multiple Graduate Coordinators.
- II. The Council of the Graduate College shall invite one representative of the Graduate & Professional Student Association to serve as a voting Member of the Graduate Council.
- III. The Council of the Graduate College shall invite one Graduate Faculty representative of the Faculty Senate to serve as a voting Member of the Graduate Council.
- IV. The Graduate Dean, and any Associate and Assistant Deans, will serve as ex-officio, non-voting members of the Graduate Council.
- V. Graduate Committee Chairs and Graduate College Fellows who are not graduate coordinators will serve as ex-officio, non-voting members of the graduate council.

##### **5.1.2 Graduate Council Membership List**

The list of graduate programs and their Graduate Coordinators shall be kept by the Graduate College and made available on the Graduate College website. Academic units are responsible for notifying the Dean of the Graduate College when there is a change of Graduate Coordinator.

#### **5.2 Graduate Council Chair**

##### **5.2.1 Election and Term**

- I. Nominations for new Council Chair shall be submitted in writing via email to the Council Chair and Dean of the Graduate College. Qualified nominees must hold Full Graduate Faculty Status and be a current Graduate Coordinator.
- II. The Graduate Council Chairperson shall be elected by either a simple majority of the Graduate Council Members present at the last regular meeting of the spring semester in a confidential vote or a simple majority of the Graduate Council Members submitting an electronic ballot.

- III. If the Graduate Council Chairperson steps down, s/he may be replaced after a minimum one week nomination period by either a simple majority of the Graduate Council Members present at the Council meeting in a confidential vote or a simple majority of the Graduate Council Members submitting an electronic ballot. The replacement Chair would serve the remainder of the term.
- IV. The Graduate Council Chairperson shall be elected for a one-year term, running from July 1<sup>st</sup> to June 30<sup>th</sup>. No representative may serve for more than two consecutive years as Chair of the Council.

#### **5.2.2**

The Graduate Council Chairperson shall chair all meetings of the Graduate Council. In the absence of the Graduate Council Chairperson, the Graduate Dean shall chair the meeting or appoint a Council representative to chair the meeting.

### **5.3 Business of the Council**

The parliamentary authority of the Graduate Council shall be the latest edition of Robert's Rules of Order.

### **5.4 Meetings**

#### **5.4.1 Regular Meetings**

The Graduate Council Chairperson shall call meetings of the Council as required, to include at least two regular meetings each semester. Two week advance notice must be provided, via the Graduate College website, announcing that a Council meeting shall be convened. Regular meetings shall not be scheduled during the summer recess or on University holidays.

#### **5.4.2 Special Meetings**

The Graduate Council Chairperson shall call a special meeting of the Council upon receipt of a signed petition from at least five current Graduate Faculty representatives to the Council. Such requests must state the purpose of the meeting and provide an agenda. The special meeting will be held no later than two weeks following receipt of a valid petition. Special meetings require at least three working days notice via the Graduate College website and email to the Council Members. Unless extraordinary circumstances prevail, as determined by a majority vote of the Graduate Council Executive Committee and Dean of the Graduate College, special meetings shall not be scheduled during the summer recess or on University holidays.

#### **5.4.3 Agendas and Minutes**

- I. Agenda items for regular meetings shall be submitted by Graduate Council representatives and the Graduate Dean, or designee, to the Graduate Council Chairperson at least one week prior to any such meeting, and the agenda shall be posted on the Graduate College website and/or distributed to the Graduate faculty at least two days prior to the meeting.
- II. Minutes of all Council meetings shall be prepared by the Council Chair, or designee, and presented to the Graduate Dean or designee no more than one week after each Council meeting. The Minutes will be posted on the Graduate College website no more than two weeks after each Council meeting.

#### **5.4.3 Attendance and Voting**

Council meeting attendance, or designation of an appropriate proxy, is mandatory for Members of the Graduate Council. A simple majority of the voting members of the Council present shall constitute a quorum. Proxies shall be counted in determining a quorum. Proxies shall be governed by the following guidelines:

- I. A representative of the Graduate Council who is unable to attend a meeting must designate a proxy for that meeting.
- II. All proxies must present a written authorization by the designating member to the Graduate Council Chairperson at the outset of the Council meeting or up to 48 hours prior.
- III. A proxy must hold Graduate Faculty Status and be from the same academic department, program, or unit as the designating member.
- IV. No member of the Graduate Council shall hold more than one proxy per meeting.

## **5.5 Council Committees**

The common goal of standing graduate committees shall be to maintain and encourage academic and professional standards, and toward this end shall recommend appropriate actions in regard to graduate programs and procedures to the Dean of the Graduate College.

### **5.5.1 Agendas**

The Dean of the Graduate College shall charge Graduate Council Committees each semester. Meeting Agendas for Council Committees must be made available to committee members in a timely manner prior to meetings.

### **5.5.2 Minutes**

Each Committee shall forward a report of business conducted at each meeting, including any recommendations, to the Graduate Dean, in the form of committee minutes, within one week of each meeting. Copies of these minutes shall be available on the Graduate College website.

### **5.5.3 Voting**

A simple majority of the voting members of the committee present shall constitute a quorum. Proxies shall be counted in determining a quorum. Proxies shall be governed by the following guidelines:

- I. A representative who is unable to attend a meeting must designate a proxy for that meeting.
- II. All proxies must present a written authorization by the designating member to the committee chairperson at the outset of the meeting or up to 48 hours prior.
- III. A proxy must hold Graduate Faculty Status.
- IV. A proxy must either be
  - a. from the same academic department, program, or unit as the designating member.
  - b. from the same graduate college committee.
- V. No committee member shall hold more than one proxy per meeting.

### **5.5.3 Graduate Committee Membership**

The Graduate Dean, in consultation with the Graduate College Executive Committee, shall appoint Graduate Coordinators to the Council's standing committees at the start of each academic year. If a Graduate Coordinator steps out of his/her role or is removed during the year, her/his replacement shall be assigned their same committee assignment for the remainder of the academic year.

- I. Each Council committee shall have, whenever possible, at least one representative from each academic college.
- II. The Graduate Dean, in consultation with the Executive Committee, may appoint graduate faculty volunteers as additional committee members to guarantee representation from all Academic Colleges on each committee, or to provide enough members to support the functioning of the committee.
- III. Each standing committee shall consist of at least eight Graduate Faculty members.
- IV. Graduate Coordinator service on standing committees shall be a minimum of one, and not more than two, such assignments in a given academic year.
- V. The Graduate Dean and Associate Dean shall be ex-officio, non-voting members of all graduate faculty committees.
- VI. The Graduate Dean, upon recommendation of the Faculty Senate President, may appoint one Graduate Faculty member of the Faculty Senate to serve as a voting member on each Graduate College Council committee.
- VII. The Graduate Dean, upon recommendation of the GPSA President, may appoint one graduate student to serve as a voting member on each Graduate College Council committee.

#### **5.5.4 Graduate College Executive Committee (GCEC)**

The GCEC is tasked with working with the Dean of the Graduate College and the Council to strategically lead the College forward to fulfillment of its mission. The Dean may request consultation, input, and recommendations from the GCEC on matters related to graduate policies, procedures, and the business of the College.

- i. The Graduate College Executive Committee shall consist of the Chairs (appointed by, and serving at the will of, the Graduate Dean) of the Graduate Council Committees, the GSA President or designee, and the Faculty Senate Chair or designee.
- ii. Standing committee chairs will serve a maximum term of three years. The term for ad-hoc committee chairs is determined by the Dean of the Graduate College.
- iii. The GCEC shall work with the Graduate Dean, as needed, to assist with College and Council strategic planning.
- iv. The GCEC shall review Council committee assignments proposed by the Graduate Dean.
- v. The GCEC shall make recommendations to the Graduate Dean regarding appropriate membership on the Graduate Council, specifically as related to whether a graduate program or unit has the appropriate number of representatives.
- vi. The GCEC shall serve as an ad hoc advisory body to the Graduate Dean in all areas of graduate education.
- vii. The rules governing proxies and quorum established in 5.4.3 shall apply.

### **5.5.5 Graduate Course Review Committee (GCRC)**

The Graduate Course Review Committee shall review and make recommendations about all graduate course changes, deletions, and new course proposals to the Dean of the Graduate College.

- i. The GCRC generally meets once per month during the academic year. In special circumstances, the GCRC may meet over break, at the discretion of the Dean and the GCRC Chair, if there is time sensitive business of the university that must be addressed, and if quorum can be reached.
- ii. The GCRC review of course proposals shall occur after department or academic unit vote, academic college and Dean's review and approval, and final submission to the Graduate College. The GCRC's recommendations to the Dean shall then be reviewed and implemented as appropriate in coordination with the Registrar's office and other relevant campus units.
- iii. The GCRC shall work with the Registrar's office and the Graduate Catalog team to conduct periodic reviews of existing courses for the purpose of coordinating interdepartmental or unit offerings, reducing redundancy, and ensuring that curricular offerings, including their credits, prerequisites, and descriptions, are accurate.
- iv. The Dean of the Graduate College may charge the GCRC with other special projects related to graduate instruction and curriculum, as needed.
- v. The rules governing proxies and quorum established in 5.4.3 shall apply.

### **5.5.6 Graduate Program Review Committee (GPRC)**

The GPRC shall work closely with the Faculty Senate to undertake required program review of graduate programs per UNLV Bylaws. The GPRC shall ensure that there is a Council member on every graduate program evaluation team, and shall keep the Dean apprised of both the review process and the final outcome.

- i. The GPRC generally meets at least once per semester, but members participate in program review meetings on the schedule established by the Faculty Senate.
- ii. The GPRC shall work with the Faculty Senate and the Graduate Dean to ensure that graduate programs are reviewed on an appropriate schedule, in an appropriate manner, and with findings and recommendations relayed to the Faculty Senate committee, the GPRC, the Graduate Dean, the academic unit, and the Academic Dean.
- iii. The Dean of the Graduate College may charge the GPRC with other special projects related to graduate program review, excellence, or educational quality issues, as needed.
- iv. The rules governing proxies and quorum established in 5.4.3 shall apply.

### **5.5.7 Graduate Programs Committee (GPC)**

The Graduate Programs Committee shall review and make recommendations on all properly routed graduate program changes, deletions, and holds, as well as new graduate program and certificate proposals, to the Dean of the Graduate College.

- i. The GPC generally meets once per month during the academic year. In special circumstances, the committee may meet over break, at the discretion of the Dean and the GPC Chair, if there is time sensitive business of the university that must be addressed, and if quorum can be attained.

- ii. The GPC review of program proposals shall occur after department or academic unit vote, academic college and Dean's review and approval, and final submission to the Graduate College. The GPC recommendations to the Dean shall then be reviewed and implemented as appropriate in coordination with NSHE, the Provost's Office, the Registrar's office, and other relevant campus units.
- iii. The Dean of the Graduate College may charge the GPC with other special projects related to graduate certificates, graduate program requirements and standards, and graduate program development, as needed.
- iv. The rules governing proxies and quorum established in 5.4.3 shall apply.

#### **5.5.8 Graduate Appeals & Legal Issues Committee (GALIC)**

The GALIC shall review and make recommendations to the Dean of the Graduate College on graduate student and faculty appeals, and assist with the dissemination of information about timely legal issues and best practices that are pertinent to graduate education.

- i. The GALIC meets on an ad-hoc basis as needed in order to hear appeals, sometimes once per semester, sometimes several times. In special circumstances, the committee may meet over break, at the discretion of the Dean and the GALIC Chair, if there is extremely time sensitive business of the university that must be addressed, and if quorum can be attained.
- ii. Upon request of the Dean of the Graduate College, the GALIC shall review properly signed and submitted graduate student appeals. Committee members will have appeal materials at least one week prior to the appeal meeting. The meeting will begin with the graduate student or faculty member who submitted the appeal (the appellant may make a 5 minute presentation summarizing their concern, any evidence or documentation they have submitted, and stating their specific request, followed by questions from the committee). After the GALIC is done with the appellant, the committee will invite in the relevant faculty, staff, and/or administrators who are either part of the student's appeal, or who reviewed and responded to the appeal prior to its submission to the Graduate College, for a question and answer session to ensure that the committee has complete information. Finally, the committee shall discuss and deliberate on the appeal in private, and vote on a recommendation to the Dean. The committee may choose to present just the majority recommendation, or both the majority and minority opinion and recommendation(s).
- iii. Recommendations from the GALIC shall be sent to the Dean of the Graduate College within one week of the committee meeting in the format specified by the Graduate College GALIC worksheet.
- iv. GALIC shall be responsible for assisting the Graduate College with the dissemination of legal decisions and best practices that prevail in graduate education to the Graduate Council and Graduate Faculty.
- v. The Dean of the Graduate College may charge the GALIC with other special projects related to graduate student issues, appeals, policies, or legal matters related to graduate education, as needed.
- vi. The rules governing proxies and quorum established in 5.4.3 shall apply.

#### **5.5.9 Graduate Awards Committee (GAC)**

The GAC shall review and make recommendations on scholarships, fellowships, and Graduate College awards to the Dean of the Graduate College.

- i. The GAC meets as needed, but at least once per semester during the academic year. In special circumstances, the committee may meet over break, at the discretion of the Dean and the GNP&PRC

Chair, if there is time sensitive business of the university that must be addressed, and if quorum can be attained.

- ii. The GAC shall make recommendations to the Graduate Dean concerning the criteria and procedures to be used in evaluating and equitably distributing graduate scholarships, fellowships, and awards.
- iii. The GAC shall confidentially review, rate and rank all scholarship, fellowship, and award applications, without regard for the College or area of study of nominees.
- iv. The GAC shall work with the Graduate Dean to develop and implement strategies to increase the number of extramurally funded scholarships and fellowships awarded to UNLV graduate students.
- v. The Dean of the Graduate College may charge the GAC with other special projects related to graduate student funding, GA allocations, graduate faculty and student award programs, and graduate development efforts, as needed.
- vi. The rules governing proxies and quorum established in 5.4.3 shall apply.

#### **5.5.8 Professional Development Academy Advisory Board (PDAAB) (Formerly the Graduate Professional Development Committee)**

The PDAAB shall be comprised of a combination of administrative faculty from campus offices who provide graduate professional development opportunities and training and invited Graduate Coordinators from the Council. Together, this group will provide advice and consultation to the Executive Director of Graduate Student Services. This shall include assistance with a vision, lead, and implement campus-wide professional development exercises and programs to develop the whole graduate student scholar.

- i. Administrative faculty members who have been invited to serve on this committee need not hold graduate faculty status.
- ii. The PDAAB generally meets once per month during the academic year. In special circumstances, the committee may meet over break, at the discretion of the Dean and the PDAAB Chair, if there is time sensitive business of the university that must be addressed, and if quorum can be attained.
- iii. The PDAAB oversees the quality, content, and execution of the Graduate College Research Certificate Program, the Graduate College Teaching Certificate Program, and related certification/training programs, in conjunction with the Graduate College.
- iv. The Dean of the Graduate College may charge the PDAAB with other special projects related to graduate student services, training and workshop opportunities, and certification programs, as needed.
- v. The rules governing proxies and quorum established in 5.4.3 shall apply.
- vi. The PDAAB is chaired by the Executive Director of Graduate Student Services.

#### **5.5.9 Graduate Ad Hoc Committees**

The Graduate Dean, in consultation with the Council Chair and GCEC, may constitute an ad hoc committee to address a new, or pressing issue, or to meet a specific need.

- i. Ad hoc committee members shall be drawn from the Graduate Council, and as needed from the Graduate Faculty. No less than 50% of the committee members shall be members of the Graduate Council.

- ii. Ad hoc committees are subject to the same procedural guidelines outlined in sections 5.3, 5.4, and 5.5.
- iii. The Dean of the Graduate College shall appoint a Chair, and shall charge this committee.

## **Article 6: Academic Deans and Academic Unit Leadership**

Beyond Graduate College responsibilities for graduate faculty, programs, and students as outlined herein and in the Graduate Catalog, Academic Deans offering graduate programs in their College shall be responsible for the faculty administration of these programs in cooperation with the Graduate Dean and faculty in the corresponding School, Department, or unit, according to the Bylaws of the unit, College, Graduate College, University, and NSHE.

### **6.1 Graduate Program Leadership**

In general, the Deans are concerned with the maintenance of academic integrity of programs within their academic units, compliance with programmatic requirements, achievement of disciplinary educational objectives, planning for coherent program development and assessment, and strategic resource deployment to support Graduate Faculty, graduate educational and research experiences, and graduate students. Academic Chairs/Directors directly supervise the Graduate Coordinator, Graduate Faculty, and graduate students, and provide coordination and oversight of graduate programs within the unit.

### **6.2 Collaboration with the Graduate College**

#### **6.2.1 Academic Deans**

Academic Deans, or their designees, shall provide leadership in the area of graduate education, and collaborate with the Graduate College to do so. Examples of specific responsibilities include, but are not limited to, the following:

- i. Participate, as dictated by Bylaws and appropriate, in appointment, review, and recognition of Graduate Coordinators.
- ii. Approve or disapprove, and forward proposals for new degree programs, or changes to existing programs, with the proper vote and endorsement of the appropriate unit faculty, per University, College and Department Bylaws.
- iii. Participate in periodic external evaluations of graduate programs within their divisions, as mandated by University Bylaws and policies, with the substantive participation of the appropriate Department or unit leadership, faculty, and other campus review committee(s).
- iv. Approve or disapprove, and forward, proposals for new graduate courses, and revisions to existing courses.
- I. Serve as the normal avenue through which graduate student documents and required forms, including but not limited to probation and separation requests and academic appeals, are reviewed, approved, and processed.
- v. Review and make recommendations regarding membership in the Graduate Faculty, and ensure appropriate Graduate Faculty Status for College faculty.

- vi. Enforce College, Graduate College, University and NSHE Bylaws and policies, and all state and federal laws, related to appropriate expectations of graduate faculty, ethical professional behavior, and engagement in graduate education that is consistent with appropriate policies and procedures.

### **6.2.2 Chairs/Directors**

Department or unit Chairs/Directors with graduate programs shall provide leadership in the area of graduate education, and collaborate with the Graduate Coordinator and the Graduate College to do so. Examples of specific responsibilities include, but are not limited to, the following:

- I. Participate, as dictated by Bylaws and appropriate, in appointment, review, and recognition of Graduate Coordinators.
- II. Oversight of appropriate faculty mentorship to ensure graduate student success.
- III. Collaborate with Graduate Coordinator and graduate faculty to ensure appropriate graduate course offerings on a schedule that ensures student access to necessary classes, and timely matriculation through coursework requirements.
- IV. Approve or disapprove, and forward proposals for new degree programs, or changes to existing programs, with the proper vote and endorsement of the appropriate unit faculty, per University, College and Department Bylaws.
- V. Participate in periodic external evaluations of graduate programs within their divisions, as mandated by University Bylaws and policies, with the substantive participation of the appropriate faculty, and other campus review committee(s).
- VI. Approve or disapprove, and forward, proposals for new graduate courses, and revisions to existing courses.
- VII. Serve as the normal avenue through which graduate student documents and required forms, including but not limited to probation and separation requests and academic appeals, are reviewed, approved, and processed.
- VIII. Review and make recommendations regarding membership in the Graduate Faculty and ensure appropriate Graduate Faculty Status for unit faculty.
- IX. Collaborate with the graduate coordinator and graduate faculty to ensure timely appointment of State Funded Graduate Assistant funds, to encourage faculty to fund Graduate Assistants through external grants and contracts, and to monitor faculty supervision of Graduate Assistants to ensure adherence to GA policies.
- X. Enforce College, Graduate College, University and NSHE Bylaws and policies, and all state and federal laws, related to appropriate expectations of graduate faculty, ethical professional behavior, and engagement in graduate education that is consistent with appropriate policies and procedures.

## **Article 7: Graduate College Policies and Procedures**

Graduate College policies are outlined in the Graduate Catalog and Graduate College website. These sources are supplementary to the Bylaws but carry the full force and effect of this document.

## **7.1 The Graduate Catalog**

The Graduate College Catalog is updated and published annually each August; it is the official source of policies and procedures governing graduate education at UNLV, and it shall be consistent with, subservient to, and an extension of the Articles in these Bylaws.

### **7.1.1**

All Graduate College Handbooks, academic unit handbooks and websites, and university policies shall reflect and reinforce the policies and procedures outlined in the Catalog and herein.

### **7.1.2**

Once the Graduate Catalog is posted to the Graduate College website and made public, the only modifications or updates to the live Catalog are those that correct a grievous error; otherwise the Catalog is a fixed document reflecting approved policies, procedures and program guidelines at the time of publication.

## **7.2 Graduate Student Adherence to Catalog**

Graduate students are subject to the full force and effect of the degree program requirements as specified in MyUNLV Degree Audit and the Graduate Catalog.

### **7.2.1**

Students must fulfill all of the requirements for their degree as stated in the Graduate Catalog that was in effect in the first semester in which they started their program.

### **7.2.2**

Students may, with advisor, Graduate Coordinator or Chair/Director, and Graduate College permission, change their program of study to conform to the degree program requirements in the Graduate Catalog that are in effect the semester in which they graduate.

## **7.3 Graduate Program Handbooks**

### **7.3.1**

Every graduate certificate and degree program must submit a Program Handbook to the Graduate College for review and approval; once finalized, this Handbook will be made available online and via a link in the Graduate Catalog for student reference. Handbooks should cover all department expectations and requirements other than those already included in the Graduate Catalog.

### **7.3.2**

Handbooks may be updated annually at the same time as the Graduate College undertakes updates to the Graduate Catalog, generally in late winter/spring, for publication mid-summer for the next academic year.

## **7.4 Resources for Graduate Policies**

For Graduate College policies and procedures governing admissions, matriculation, enrollment, probation, separation, appeals, GAs, graduate advisory committees, graduate faculty status, and related matters, please refer to the Graduate Catalog, Graduate Handbooks, and the UNLV Graduate College website.

## **Article 8: The Graduate and Professional Student Association**

The UNLV Graduate and Professional Student Organization is the student governance body for the graduate and professional student population. The Graduate College Dean will support the GPSA including but not limited to: providing supervision of, and coordination with, the GPSA Manager; ensuring designated GPSA membership on the Graduate Council and all Graduate Council Committees; provision of assistance with the GPSA Research Forum and related workshops, graduate student training sessions, and professional development events; and close communication and coordination with the GPSA E-Board. The GPSA shall function in accordance with their own Bylaws, which shall not conflict with the policies, procedures, or guidelines herein or in the Graduate Catalog.

## **Article 9: Approval, Amendment, and Suspension of Bylaws**

### **9.1 Approval**

#### **9.1.1.**

These Bylaws shall be considered as adopted and in full force and effect upon approval by all the following:

- i. A simple majority of the Graduate College Executive Committee.
- ii. A two thirds majority of those present at a properly called and constituted Graduate Council meeting.
- iii. The Graduate Dean, but if the Dean disapproves of the Bylaws, the final decision will fall to the Executive Vice President and Provost.
- iv. The final decision may be appealed and overturned by a two-thirds majority of the entire Graduate Faculty at a properly called and constituted meeting or by secure vote.

#### **9.1.2.**

Once approved, these Bylaws shall be made available to the University community via the Graduate College website.

### **9.2 Amendment**

#### **9.2.1**

A Graduate Faculty member may submit a written proposal to amend the Bylaws to the Graduate Council Chairperson and Graduate College Dean for placement on the agenda for a meeting of the Graduate Council.

- i. The proposed amendment must be made available to all members of the Graduate Council at least one week prior to the meeting.
- ii. Approval of the proposed amendment occurs when a two thirds majority of those present at a properly called and constituted Graduate Council meeting vote in favor of the change.
- iii. If approved, the change shall be subject to review by the Graduate Dean; if the Dean disapproves of the proposed amendment, the final decision will fall to the Executive Vice President and Provost.
- iv. The final decision may be appealed and overturned by a two-thirds majority of the Graduate Faculty at a properly called and constituted meeting or by secure vote.

#### **9.2.2**

If passed, the Bylaws change(s) shall be announced to the entire Graduate Faculty, posted on the Graduate College website, and take effect on the first day of the next month or as specified in the Resolution properly made and passed to affect the Amendment.

### **9.3 Suspension**

#### **9.3.1**

A Graduate Faculty member may submit a written proposal to suspend the Bylaws to the Graduate Council Chairperson and Graduate College Dean, after which it shall be placed on the agenda for a meeting of the Graduate Council.

- i. The proposed suspension must be announced to all members of the Graduate Council at least one week prior to the meeting.
- ii. Approval of the proposed suspension may be accomplished by consent of two-thirds of the full Graduate Council in a properly called and constituted meeting.
- iii. If approved, the change shall be subject to review by the Graduate Dean; if the Dean disapproves of the proposed suspension, the final decision will fall to the Executive Vice President and Provost.
- iv. The final decision may be appealed and overturned by a two thirds majority of the Graduate Faculty at a properly called and constituted meeting or by secure vote.

#### **9.3.2**

If passed, the Bylaws suspension shall be announced to the entire Graduate Faculty, posted on the Graduate College website, and take effect on the first day of the next month or as specified in the Resolution properly made and passed to affect the Suspension.

#### Revision History

October 2015 (approved September 2015 Grad Council).

- i. Added Section 2.5
- ii. Added section 5.1.1.5

March 2017

- i. Revised Section 2.3.2
  1. Updated leadership titles and positions
- ii. Revised Committees Section
  1. New GCCC name
  2. New GCNP&PR name

September 2018 (approved September 2018 Grad Council).

- i. Revised GCEC membership
- ii. Revised Section 5.5.8 name change