CONSTITUTION OF THE GRADUATE FACULTY
OF BRADLEY UNIVERSITY

ARTICLE I. THE GRADUATE FACULTY

The deliberate and policy-making body of the Graduate School shall be known as the Graduate Faculty.

ARTICLE II. AUTHORITY AND POWERS

Section 1. The Graduate Faculty shall have legislative jurisdiction on matters of academic policy affecting the Graduate School.

Section 2. Decisions on academic standards, course offerings, degrees, graduate requirements, and similar academic matters will be submitted to the Senate through the Committee on Curriculum and Regulations.

ARTICLE III. GRADUATE FACULTY MEMBERSHIP

Section 1. The Graduate Faculty shall be comprised of regular members (voting) and affiliate members (non-voting).

Section 2. Only members of the Graduate Faculty shall be authorized to teach graduate-level courses.

Section 3. Regular membership in the Graduate Faculty shall be granted by the Dean of the Graduate School to faculty member upon (1) recommendation by that faculty member’s department chair or program director and dean and (2) the approval of this recommendation by the Executive Committee of the Graduate Faculty. To be eligible for regular membership, a faculty member ordinarily should meet the following criteria:

1. Full-time member of the faculty.

2. Earned terminal degree or demonstrated competence.

3. Minimum rank of assistant professor.

4. Regular assignment to teach graduate students or involvement in the graduate-level policy-making bodies within the college of which they are members.

5. Evidence of continuing research or creativity in the discipline.
6. Bradley Faculty who have completed the terminal degree appropriate to their discipline within three years prior to their request for regular graduate faculty status may be approved provisionally based on criteria (1) through (4) for three years as regular members of the graduate faculty.

Section 4. Affiliate membership in the Graduate Faculty shall be granted on a three-year basis by the Dean of the Graduate School to those faculty who are recommended by their department chair or program director, dean, and who meet the following criteria:

1. Part-time or full-time faculty member.

2. Master’s degree or its equivalent, and additional evidence of continuing research or creativity in the discipline.

Section 5. A list of all members of the Graduate Faculty shall be drawn up by the Dean of the Graduate School and the Secretary of the Graduate Faculty, and a copy of such list shall be kept on file by the latter officer. Membership shall be subject to an annual review by Department Chairs and College Deans as part of the annual faculty performance evaluation process. In addition, the Executive Committee of the Graduate Faculty will review all regular members of the graduate faculty in accordance with the criteria listed in Article II, Section 3 of this Constitution, as part of the periodic review of each graduate program.

ARTICLE IV. OFFICERS AND OFFICIAL BODIES

Section 1. The officers and official bodies of the Graduate Faculty shall include a Presiding Officer, a Secretary, and Executive Committee and any other agency which the Graduate Faculty, by a simple majority vote, deem it appropriate to create.

Section 2. PRESIDING OFFICER

1. The Presiding Officer shall be the Dean of the Graduate School.

2. The duties and powers of the Presiding Officer shall be those which regularly pertain to such office in parliamentary bodies, as well as any others specifically provided for in this constitution.
Section 3. SECRETARY

1. The secretary shall be elected by mail ballot from and by the membership of the Graduate Faculty prior to the end of the academic year in which the term of the incumbent Secretary expires. Nominations shall be made in writing by regular members of the graduate faculty.

2. The term of the office shall be three years and shall begin following the end of the semester in which the Secretary is elected.

3. The duties and powers of the Secretary shall be those which regularly pertain to such office in parliamentary bodies, as well as any others specifically provided for herein. The Secretary shall serve both the Graduate Faculty and its Executive committee.

Section 4. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Dean of the Graduate School, the Secretary of the Graduate Faculty, a non-voting representative of the Graduate Student Advisory Council, and two representatives from the regular graduate faculty of each College. College representatives shall be elected by the regular graduate faculty of each College. The Dean of the Graduate School shall be Chairperson. Meetings of the Executive Committee are open to all graduate faculty members and all staff involved in the administration of graduate programs at Bradley.

2. Each representative shall be elected in the manner prescribed by the individual college and shall serve for a term of three years.

3. In the event of a resignation, the college involved shall elect a representative to serve the remainder of the three-year term.

4. Except as otherwise provided herein or by the Graduate Faculty, the Executive Committee may provide for its own internal organization, procedure, and matters related to its proper functioning.

5. The Executive Committee shall have the authority to act on behalf of the Graduate Faculty in all matters except
those indicted in this Constitution as requiring a vote of the Graduate Faculty.

6. Minutes of the meetings of the Executive Committee shall be sent to Department Chairs involved in offering graduate degree programs (for distribution to their graduate faculty members), to each College Dean, to the Provost, and, when appropriate, to other personnel and agencies of the University.

**Section 5. GRADUATE STUDENT ADVISORY COUNCIL**

1. The Graduate Student Advisory Council shall exist to make suggestions to the Dean and the Executive Committee of the Graduate Faculty.

2. The graduate advisers of the graduate programs in each of the Colleges shall by September 15 of each year appoint one representative from their respective Colleges to serve on the Graduate Student Advisory Council for the upcoming school year.

**ARTICLE V. MEETINGS**

**Section 1.** Meetings of the Graduate Faculty shall be called by the Presiding Officer. Meetings may also be called by the Secretary, as soon as is feasible, if requested to do so by a petition signed by at least ten members of the Graduate Faculty or by two members of the Executive Committee.

**Section 2.** The Secretary shall give a minimum notice of forty-eight hours before each meeting. Such notice shall be accompanied by a copy of the agenda and of any proposal which is to be offered for consideration as a part of the schedule business of the meeting.

**Section 3.** Copies of the minutes of the meetings of the Graduate Faculty shall be submitted regularly to the members of the Graduate Faculty, to the Secretary of the University Senate, to the Vice President for Academic Affairs, and to the President of the University.

**ARTICLE VI. CONDUCT OF BUSINESS**

**Section 1.** Twenty percent of the regular membership of the Graduate Faculty shall constitute a quorum.
Section 2.  Action shall be taken by a majority of those present and voting, or, in the absence of a quorum, action shall be taken by the Executive Committee on the published agenda.

Section 3.  The final vote on any proposal not on the agenda or on the agenda for the first time shall be postponed to the next meeting if two members so request, unless the Graduate Faculty, by a two-thirds vote of those present, indicates that it considers the urgency too great to permit such postponement.

Section 4.  The Presiding Officer shall have the authority to interpret the provisions of the Constitution, but any such interpretation may be appealed to the Graduate Faculty.

Section 5.  Except as otherwise provided herein, the proceedings of the Graduate Faculty shall be governed by Robert’s Rules of Order, Revised.

ARTICLE VII.  AMENDMENT

Section 1.  Amendments to this Constitution may be proposed and acted upon at any meeting of the Graduate Faculty provided a ten days prior written notice is given to the Graduate Faculty of the proposed amendments. In the absence of a quorum, the proposed amendment will be voted on by mail ballot, distributed to all regular graduate faculty members.

Section 2.  In the event of a meeting of the Graduate Faculty when a quorum is present, a proposed amendment shall be declared adopted when approved by a two-thirds majority of the membership of the Graduate Faculty present and voting. In the event of a mail ballot, a proposed amendment shall be declared adopted when approved by a two-thirds majority of the members voting, so long as a minimum of 20% of the regular graduate faculty return ballots.

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