

Bylaws Approved, November 1982

Revised, May 1984; April 1986; May 1987; November 1991; May 1996; November 1996; April 2000

I. PURPOSE and CHARGE

The Graduate and Professional Studies Council (GPSC) is the academic governance committee responsible for advising the Dean of Graduate & Professional Studies (hereafter referred to as "the Dean") about the quality and uniform surveillance of graduate and professional programs at the University of Houston. It is also charged with recommending changes in existing policies or suggesting the need for new ones, and approving new courses, course changes and/or deletions for final approval by the Texas Higher Education Coordinating Board.

Specifically, the Graduate and Professional Studies Council will work with the Dean of Graduate and Professional Studies in advising the Provost and the President on matters relating to:

- A. The admission and selection of graduate and professional students including international graduate students;
- B. The development and assessment of graduate and professional programs together with criteria for admission, standards of instruction, and standards for graduation aimed at excellence;
- C. The review and advice on programs and courses in graduate and professional curricula;
- D. Other matters identified by the Provost or of interest to the administration, the faculty, and graduate and professional students.

II. MEMBERSHIP

The Graduate and Professional Studies Council shall consist of members representing the faculty, student body, and academic administration of the University of Houston.

- A. The faculty shall be represented by:
 - 1. Two graduate faculty members from each college selected according to their established procedures.
 - a. Membership shall be for three years beginning with the Fall semester. Approximately one-third of the council's faculty representatives shall be selected each year. In those colleges where the Chair of the College of Graduate Studies Committee serves for a one-year term and who becomes automatically one of two college members elected to the graduate and Professional Studies Council, an internal arrangement, acceptable to the college, would allow this Council member to finish his or her three-year term without discontinuity.
 - b. Members shall be eligible for re-election.
 - 2. One graduate faculty member designated by the Faculty Senate to serve in a voting capacity.
 - 3. One graduate faculty member from the college of the Chair of the graduate and Professional Studies Council selected according to the college's established procedures to serve during the term of the Chair of the Council.
 - 4. One graduate faculty member from the Research Council to serve as a nonvoting ex-officio capacity in alternate years beginning 1996-97. (One graduate faculty member from the Graduate and Professional Studies Council will serve in a nonvoting ex-officio capacity on Research Council in alternate years beginning 1995-96).
- B. The student body shall be represented by two graduate or professional students appointed by the Student's Association for terms of one year beginning with the Fall semester and who shall have voting privileges.

C. The academic administration shall be represented by the Dean who shall serve in a nonvoting ex-officio capacity.

III. OFFICERS

A. The Council shall have a chair and a vice-chair who shall be members of the Council.

1. These officers shall be members of the Council and shall be elected by the Council as a whole for a term of one year. The vice-chair serves the first year as Council chair-elect and the second year as Council chair. The duties of these officers are described below. During the last meeting of the Spring semester, the Council shall elect a new chair-elect from among those members of the Council who will be returning to the Council the following year. At the first meeting of the Fall semester, the chair of the Council is assumed by the vice-chair.

In the event that the chair or chair-elect's terms as Council member shall expire, that person shall be designated as a Council member at-large. In this event, another Council member shall be appointed by the chair's college so that the apportionment of Council members by colleges shall not be affected.

For 2000-2001 only, Council members shall elect both the chair and the chair-elect at the last meeting of the Spring 2000 semester. The chair shall serve one year as chair. The vice-chair shall serve two years, the first year as vice-chair and the second year as chair. In successive years the chair-elect will be elected and serve as described in the preceding paragraph. No member shall be elected chair more than twice.

2. The duties of the chair are:

- a. In consultation with the Council, to set dates for meetings of the Council
- b. To set the agenda for the meetings of the Council;
- c. To preside at all meetings of the Council;
- d. To appoint the chairs and members of the standing committees of the Council;
- e. To notify the Dean of the appropriate college of any member having extended or frequent absences from the Council meetings, and request assurance from that college that the member or appropriate replacement shall be present at future meetings;
- f. To ensure that the approved minutes of the Council, including its actions, are transmitted to the Dean in a timely manner;
- g. To submit to the Dean and Council members a list of all resolutions approved by the Council, by date, for the previous academic year.
- h. To appoint three faculty members to the ad hoc Graduate and Professional Studies Grievance Committee (GPSGC); to select the student member to serve on the GPSGC from a pool of graduate students provided by the colleges.

3. The chair may:

- a. Call special meetings of the Council and set the agenda for those meetings.
- b. Participate in the discussion of the Council at its meetings, unless prohibited from doing so by a vote of two-thirds of the members of the Council present and voting.

c. Vote during meetings of the Council.

d. With the approval of the Council, appoint the standing committees representatives of the faculty, student body, or administration who are not members of the Council, provided that a majority of each committee shall be composed of members of the Council.

4. The duties of the vice-chair shall be to perform the duties of the chair during the chair's temporary absence.

B. If the office of the chair becomes vacant, the vice-chair shall assume the duties of the chair, and the Council shall hold a new election to determine the vice-chair's successor. If the office of the vice-chair becomes vacant, the Council shall elect a new vice-chair.

IV. COMMITTEES

A. Standing Committees.

The Council shall have four standing committees: Academic Program Evaluation, Course Evaluation and Review, Graduate Admissions and Student Affairs, and Graduate Policies. Most matters important to graduate education which come before the Graduate and Professional Studies Council will be reviewed and considered by one of these committees, as decided by the Chair of the Council, before being brought to the full Council for discussion and approval. The committees will submit a written report for advance distribution to Council members for discussion and consideration.

B. Ad Hoc Committees.

1. Committees charged with reviewing and studying proposals and/or formulating recommendations shall present a written report for advance distribution to Council members for discussion and consideration.

2. Committees dealing with specific college matters shall be composed of at least three members: one representative from the college initiating the request; and at least two other representatives, one of whom shall serve as chair of the committee.

3. The Graduate and Professional Students Grievance Committee (GPSGC) is administered by the graduate and Professional Studies Council under the purview of the Dean of Graduate & Professional Studies. GPSGC may be formed on an ad hoc basis, by a request of a student, and in accordance with the "Grievance Policy for Graduate and Professional Students," to review all documents pertaining to a grievance, and to report its findings, the rationale for the findings, and its recommendations to the Dean.

V. MEETINGS

A. The Council shall hold regular meetings at least four times each during the Fall and Spring semesters. The Chair shall announce, in writing, the dates of the meetings.

B. Should need arise, the Council may hold special meetings upon the call from the Chair or the written petition of at least five members. The Chair or members who call the meeting shall notify the members of the Council when and where it is to be held at least one week in advance.

C. Members who are unable to attend a meeting shall notify the Chair as soon as possible.

D. At meetings of the Council, one-half of the membership shall constitute a quorum.

E. All meetings shall be conducted according to the Robert's Rules of Order, Newly Revised, except where a contrary rule is provided by these Bylaws.

F. Members shall be regular in their attendance at meetings of the Council. Members who are unable to attend a regularly scheduled meeting shall notify the Chair of the Council as soon as possible. Members who are absent from either three consecutive meetings of the Council or one-half the regularly scheduled meetings of the Council or its committees during a one-year period beginning with the first day of the Fall semester (as defined by the University class schedule) may be removed from the Council for excessive absences. An exception is that members who cannot attend any meetings of the Council for at least one semester, but less than two semesters, may be replaced for the period by and from the constituencies which the absent members represent.

VI. ELECTIONS and VOTING

A. All elections and matters voted upon shall be determined by a majority of those voting, except where these Bylaws provide otherwise. Upon the call of five or more members, the vote shall be by written ballot.

B. There shall be no voting by proxy.

C. Ex-officio members may participate in discussion but do not have voting privileges.

VII. AMENDMENTS

A. These Bylaws may be amended in two ways:

1. At meetings of the Council by two-thirds vote of the members present, provided that written notice of the proposed amendment shall have been distributed to the members of the Council at least one week in advance.

2. By a three-fourths mail-ballot vote of the entire membership of the Council. Members shall have at least two weeks to cast their votes.

B. Unless otherwise specified, an amendment shall become effective immediately upon adoption.