

Bylaws of the Graduate and Professional Studies Committee of the Faculty Senate
University of Houston

Reviewed 2.11.14

I. PURPOSE and CHARGE

The Graduate and Professional Studies Committee (GPSC) is the shared governance committee responsible for advising the Faculty Senate and University Administration 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, approving new programs, and approving new courses, course changes and/or deletions for submission to the Texas Higher Education Coordinating Board.

Specifically, the GPSC will address matters relating to:

- A. The admission and selection of graduate and professional students as well as other policies affecting graduate and professional students;
- B. Review of new degree program proposals, program changes, and on-going programs;
- C. Review of and recommendations for graduate and professional programs policies and procedures.

II. MEMBERSHIP

The GPSC shall consist of members representing the faculty, student body, and academic administration of the University of Houston. Every faculty member of the University of Houston including chairs, directors, assistant deans, and associate dean, but excluding those with administrative rank of dean or above, shall be eligible for membership.

A. The faculty shall be represented by:

- 1. Two elected faculty members from each college who shall have voting privileges
 - a. Membership shall be for three years beginning with the fall semester. Approximately one-third of the council's faculty representatives shall be elected each year.
 - b. Members shall be eligible for re-election

2. One optional ex-officio faculty member appointed by each College who shall have voting privileges within the GPSC and serve for a 3-year term.
- B. The student body shall be represented by two graduate or professional students appointed by the Student Government Association for terms of one year beginning with the fall semester and who shall have voting privileges.
 - C. The administration (ex-officio, non-voting members) shall be represented by:
 1. Vice-Provost for Graduate and Professional Education/Dean Graduate School
 2. Registrar
 - D. Elected members shall attend meetings regularly. Such members who are absent from either three consecutive meetings of the GPSC or one-half the regularly scheduled meetings of the GPSC 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 GPSC for excessive absences. The Faculty Senate will oversee and conduct election for a replacement. In the case where an elected member will be absent for an entire semester due to a time conflict or absence from the campus, the Faculty Senate will be notified to procure a temporary replacement, so that the relevant constituency is represented at the meetings.

III. OFFICERS

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

- b. To set the agenda for the meetings of the GPSC;
- c. To preside at all meetings of the GPSC;
- d. To appoint the chairs and members of the standing sub-committees or ad hoc subcommittees of the GPSC;
- e. To ensure that the approved minutes of the GPSC, including its actions, are transmitted to the Dean of the Graduate School and President of the Faculty Senate.
- f. To submit to the Dean of the Graduate School and President of the Faculty Senate, no later than August 31, a written summary report of the GPSC's activities for the previous 12 month-period.
- g. To appoint three faculty members to the ad-hoc Graduate and Professional Studies Grievance Committee (GPSGC); and 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 GPSC and set the agenda for those meetings.
- b. Participate in the discussion of the GPSC at its meetings, unless prohibited from doing so by a vote of two-thirds of the members of the GPSC present and voting.
- c. Vote during meetings of the GPSC.
- d. With the approval of the GPSC, appoint to the standing sub-committees or ad hoc sub-committees representatives of the faculty, student body, or administration who are not members of the GPSC, provided that a majority of each committee shall be composed of members of the GPSC.

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 GPSC shall hold a new election to determine the vice-chair's successor. If the office of the vice-chair becomes vacant, the GPSC shall elect a new vice-chair.

- C. The chair of the GPSC shall be a voting member of the executive committee of the Faculty Senate.

IV. SUB-COMMITTEES

A. Standing Sub-committees.

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

B. Ad Hoc Sub-committees.

1. Sub-committees charged with reviewing and studying proposals and/or formulating recommendations shall present a written report for advance distribution to GPSC members for discussion and consideration.
2. Sub-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 sub-committee.
3. The Graduate and Professional Students Grievance Committee (GPSGC) is administered by the GPSC under the purview of the Vice-Provost for Graduate and Professional Education. The GPSGC may be formed on an ad hoc basis, by a request of a student, to review all documents pertaining to a grievance, and to report its findings, the rationale for the findings, and its recommendations to the Vice Provost.
4. Since new course proposals, course changes, etc. generally affect only the program in which the course is offered, the GPSC will not ordinarily review these (CBM-003's) as long as they are submitted with a certification from the Dean of the college that the faculty of the college/department in which the proposed courses/course changes occur have approved them. The staff of the Graduate School will review these submissions for compliance. If the staff feels that a particular submission warrants further review, the Dean of the Graduate School can refer the submission to the GPSC, which will assign an ad hoc sub-committee to review it.

V. MEETINGS

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

B. Should need arise, the GPSC 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 GPSC when and where it is to be held at least one week in advance.

C. At meetings of the GPSC, one-half of the voting membership shall constitute a quorum.

D. 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.

E. Members shall be regular in their attendance at meetings of the GPSC. Members who are unable to attend a regularly scheduled meeting shall notify the chair as soon as possible.

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 representatives of the University administration may participate in discussions but do not have voting privileges.

VII. AMENDMENTS

A. These Bylaws may be amended in two ways:

1. At meetings of the GPSC 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 GPSC at least one week in advance.

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

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

VIII. ADOPTION

The GPSC's bylaws shall become effective when approved by the GPSC, a majority approval by the Faculty Senate Governance Committee, the Provost, and the President of the University of Houston.

IX. RESTRICTIONS

The Bylaws of the University of Houston Faculty Senate supersede all Bylaws described herein.

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