



TO: All Graduate Council Members
FROM: Bill D. Kosteas, Ph.D.
Dean, College of Graduate Studies
DATE: August 2025
RE: Introduction to Graduate Council

Welcome to the Cleveland State University Graduate Council! The Graduate Council is a faculty body comprised of the Dean and Associate Dean of the College of Graduate Studies, faculty members elected biannually by the Graduate Faculty to represent each College, the University Library Director, a Registrar's Office representative and a student representative from the Graduate & Professional Student Association.

Functions of the Graduate Council include formulating policies and procedures governing graduate students and establishing standards for the Graduate Faculty. The Council is charged with regulation of student admission, registration and academic requirements, as well as other procedures governing advanced studies. Graduate Council provides the central planning required to promote programs of the highest academic quality, evaluates proposals for new and revised graduate programs, and reviews existing programs.

Graduate Council meets eight times each academic year; four times each during the fall and spring semesters. As a representative to the Graduate Council, you are expected to thoroughly review all curriculum and policy proposals prior to each meeting. You are also charged with presenting policy proposals to your constituents and reporting their feedback to the College of Graduate Studies and Graduate Council. Thank you for serving in this important capacity and for your dedication to graduate education at CSU.

Sincerely,

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MEMORANDUM

August 2025

To: Academic Deans, Department Chairs
FROM: Bill Kosteas, Ph.D., Dean; College of Graduate Studies
Subject: Graduate Council Representation and
College of Graduate Studies Standing Committees

I am pleased to announce the results of the College of Graduate Studies elections. Listed below are your representatives to the Graduate Council and the College of Graduate Studies Standing Committees.

University Graduate Council

Monte Ahuja College of Business

Laura Rickett 2024-2026

Michele Heath 2025-2027

Levin College of Public Affairs and Education

TBD (replacement for Meghan Rubado)..... 2024-2026

Adam M. Voight..... 2024-2026

Anup Kumar 2025-2027

Washkewicz College of Engineering

Jorge E. Gatica..... 2024-2026

Srinivas Allena 2025-2027

College of Law

John Plecnik..... 2024-2026

College of Arts and Sciences

Aaron F. Severson 2024-2026

Thijs Heus..... 2025-2026

Daniel S. Munther 2024-2026

Michael Baumgartner 2024-2026

College of Health

Kelle DeBoth Foust 2024-2026

William Matcham..... 2025-2027

Graduate College Representatives to Faculty Senate

James J. Marino 2024-2026

Jacqueline Vitali 2025-2027

Graduate College Representative on the University Admissions and Standards Committee

TBD 2025-2027

Graduate College Representative on the University Curriculum Committee

John Plecnik..... 2024-2026

Graduate College Representative on the University Research Committee

TBD 2025-2026

Associate Dean, College of Graduate Studies..... Jacqueline Jenkins
University Library Representative..... Scott Vine, Director
University Registrar Representative..... Kevin Neal, Registrar
Graduate Student Representative..... Venkata Teja Kumar Bandaru

Graduate College Committees

The members of the Graduate Faculty listed below have been appointed by the University Graduate Council to serve on the following Graduate College committees for the terms noted:

Petitions Committee

Maksim Isakin	MACB	2024-2026
William Matcham	CH	2024-2026
Kathleen Reardon	CAS	2024-2026
Jorge E. Gatica	WCE	2025-2027
Matias Martinez-Abeijon	CAS	2025-2027

Grade Dispute Committee

Cynthia A. Hovland	CH	2024-2026
Antonio Medina-Rivera	CAS	2024-2026
James Chriss	LCPAE	2025-2027
Suzanne Giuffre	CH	2025-2027
Robert Krebs	CAS	2025-2027
Kuzey Yilmaz	MACB	2025-2027

Graduate Faculty Review Committee

Ung Tae Kim	WCE	2024-2026
Eunice Lee	CH	2024-2026
Lih-Ching C. Wang	LCPAE	2025-2026
Gary Dyer	CAS	2025-2027
Michele Heath	MACB	2025-2027
Jacqueline Vitali	CAS	2025-2027

Graduate Student Awards Committee

Michael Baumgartner	CAS	2024-2026
Anne O'Connor	CAS	2024-2026
Liqun Ning	WCE	2024-2026
Robert Phuong Ngo	MACB	2024-2026
Lili Dong	WCE	2025-2027
Selma Koc	LCPAE	2025-2027
Rebecca Odom-Bartel	LCPAE	2025-2027
Meshack Owino	CAS	2025-2027
Kuzey Yilmaz	MACB	2025-2027

Program Review Committee

Selma Koc	LCPAE	2025-2026
Fred (Albert Smith)	CAS	2025-2026
Robert Krebs	CAS	2025-2026
Tobili Y. Sam-Yellowe	CAS	2025-2026
Wenbing Zhao	WCE	2025-2026
TBD	CAS	2025-2026

Graduate Council Schedule for 2025-2026

Graduate Council Meeting	Time/Place	Submit materials by:
Thursday, September 11, 2025	10:00 a.m. – 12:00 noon / UR Bonda Room	Wednesday, September 3, 2025
Wednesday, October 8, 2025	10:00 a.m. – 12:00 noon / UR Bonda Room	Tuesday, September 30, 2025
Thursday, November 6, 2025	10:00 a.m. – 12:00 noon / UR Bonda Room	Wednesday, October 29, 2025
Wednesday, December 3, 2025	10:00 a.m. – 12:00 noon / UR Bonda Room	Friday, November 21, 2025
Thursday, January 22, 2026	10:00 a.m. – 12:00 noon / UR Bonda Room	Tuesday, January 13, 2026
Thursday, February 19, 2026	2:00 p.m. – 4 p.m. / UR Bonda Room	Tuesday, February 10, 2026
Thursday, March 19, 2026	10:00 a.m. – 12 noon / UR Bonda Room	Wednesday, March 11, 2026
Thursday, April 16, 2026	2:00 p.m. – 4 p.m. / UR Bonda Room	Wednesday, April 8, 2026

Council meets every month, as warranted.

Meeting materials must reach the office of the Graduate Dean **six working days** before the scheduled Graduate Council meeting. This is to allow time for review by the Graduate College, and for Council members' review. Materials should be uploaded to the Modern Campus Curriculum University system. Please allow time for the proposal to travel through the system (department, college, Dean's office, Graduate College) in order to reach the Graduate College by the deadline.

Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed above the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules.	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the three items in gray (motion to adjourn, motion to recess, and point of privilege).

MAIN MOTIONS

To Introduce New Business

Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged
- The chair recognizes the member by name

Note. It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*
- Depending on your rules, some kinds of business may call for a vote by show of hands.

The chair announces the result of the vote.

- *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
- *The nays have it and the motion fails*

If the count may be incorrect, a member calls for division

- If any member feels that the tally of voice votes is incorrect, they may call for division.
- Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly-unanimous vote) must be honored.
- The chair will instruct the body on how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motives

MOTIONS, GENERALLY

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Mister Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Mister Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam Chairman, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question. After recognition, "Mister President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Mister Chairman, I move to postpone the question indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Mister Chairman, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

MOTIONS, GENERALLY

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Mister Chairman, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Mister Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INQUIRY

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "point of inquiry."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

MOTIONS, GENERALLY

APPEAL FROM THE DECISION OF THE CHAIR

The Chair has made a decision that you wish the body to vote on.

- Without recognition, "I appeal from the decision of the Chair."

GRADUATE FACULTY STATUS

Requirements for membership:

Level I:

- Terminal degree in discipline; and
- One of the following:
2 peer-reviewed journal articles, plus 2 peer-reviewed scholarly works as defined by the college (which may include, but are not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or presentations, etc.)

OR

1 scholarly peer-reviewed book in faculty member's discipline

OR

equivalent externally-recognized publication or creative activity appropriate to discipline

Level II:

- Terminal degree in discipline; and
- One of the following:
1 peer-reviewed journal article, plus 1 peer-reviewed scholarly work as defined by the college (which may include, but is not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or presentations, etc.)

OR

equivalent externally-recognized publication or creative activity appropriate to discipline

Level III:

- Appropriate graduate degree; and
- 2 years of professional experience

Provisional:

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Full-time faculty receiving their terminal degree within two (2) years of seeking Graduate Faculty membership, but who do not fulfill the peer approval requirement, may be recommended for an initial three (3) year membership term if they have submitted at least some evidence of their accomplishments or knowledge of their discipline for review and approval under the guidelines. At the termination of this initial membership period, continuation of Graduate Faculty membership will require compliance with the criteria stated herein.

GRADUATE FACULTY STATUS LEVELS

A graduate faculty member, with the listed Level, may:

Level I:

- Teach graduate courses at all levels
- Direct doctoral dissertations
- Direct MS/MA theses or projects
- Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees

Level II:

- Teach graduate courses at all levels
- Direct MS/MA theses or projects
- Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees

Level III:

- Teach entry level (5XX) graduate courses
- Serve on MS/MA theses or project committees

Some faculty will not have a Level assigned until their renewal date. Those faculty not yet assigned a level may perform the duties listed for Level 1.

Guidelines for Exemptions to Graduate Faculty Membership Requirement

Departments are expected to assign graduate level courses and other graduate program related responsibilities to faculty with proper Graduate Faculty status. In rare circumstances, departments may need to use faculty members who do not have the proper Graduate Faculty status as outlined in the CSU Graduate Faculty Bylaws to teach certain graduate courses or to perform certain other responsibilities related to their graduate programs. When such need arises, the departments may apply to the Graduate Council for a short term (usually no more than 1 year) or a long term (5 years) exemption to the requirement of proper Graduate Faculty status. Such requests shall be submitted in writing and will be reviewed by the Graduate Council and Dean of the College of Graduate Studies.

- I. **Request for a short term exemption to the requirement of proper graduate faculty status.** For example, a 600 level graduate course should normally be taught by a Level I or Level II Graduate Faculty. A department may need to use a Level III Graduate Faculty to teach a 600 level graduate course due to an unexpected last minute medical emergency of the assigned instructor. Such requests shall
 - a. Be initiated by the department chair;
 - b. Discuss the department's good faith effort to find a qualified faculty with proper Graduate Faculty status or situations that made such an effort not practical, for example exigencies of scheduling;
 - c. Provide evidence, such as Chair's narrative and faculty member's CV, that the proposed faculty member is competent for the course or responsibilities without the required Graduate Faculty status; and
 - d. Indicate the time period of the requested exemption.
- II. **Request for a long term exemption to the requirement of proper Graduate Faculty status.** For example, students in a 600 level practice-oriented course may be better served by an instructor with extensive practice experience than one with publications but not as much practice experience. Such requests shall
 - a. Be initiated by the department chair;
 - b. Be reviewed and supported by the College Dean;
 - c. Be limited to skill-based or practice-oriented courses if the request is for a course exemption. In such cases the request should discuss whether it is appropriate to renumber the course to a lower level so that an exemption will not be necessary;
 - d. Be limited to professional programs if the request is for exemption to proper Graduate Faculty status to perform certain responsibilities other than teaching, such as serving as a Graduate Program Director; and
 - e. Provide evidence, which may include but is not limited to the following list, to justify that the request for exemption is in the best interest of the students in the program:
 - i. Best practice at other similar institutions
 - ii. Requirements or recommendations by accreditation agencies
 - iii. A clear description of competencies essential to the success in teaching the course or performing the specified responsibilities.

Approved by Graduate Council March 18, 2015
Approved by greater than 2/3 of the Graduate Faculty voting Spring 2015
Approved by Faculty Senate May 6, 2015
Approved by the Board of Trustees ---- July 10, 2015

3344-14-01 BYLAWS OF THE FACULTY OF THE COLLEGE OF GRADUATE STUDIES

These Bylaws are applicable within the authorization established by the Bylaws of the Board of Trustees and of the Faculty Organization of Cleveland State University.

3344-14-02 Name

- A) This organization shall be known as the Faculty of the College of Graduate Studies of Cleveland State University.
- B) Graduate Studies shall be defined as those academic and professional curricula which require student achievement above the baccalaureate level in any field leading to a Master's, Specialist's, or Doctoral degree, except for the degrees of J.D. and LL.M. In addition, graduate level certificates, licensure programs or other post baccalaureate programs may apply to the Graduate Council for inclusion.

3344-14-03 Membership

- A) The faculty of the College of Graduate Studies shall be constituted as follows:
 - 1) The President of the University, the Provost and Senior Vice President for Academic Affairs, the Dean, Associate Dean and Assistant Dean(s) of the College of Graduate Studies, and all Deans of Colleges of the University. All these members are *ex officio* and non-voting members unless qualified under paragraph (A)(2) of this rule.
 - 2) All members of the faculty under full-time contract to the university, (except visiting faculty), emeritus faculty, and University administration who meet the eligibility requirements set forth in paragraph (B) of this rule, who so desire, and whose credentials have been evaluated and approved by the Graduate Council. All such members shall be voting members on matters related to graduate program governance and curriculum development and revisions.

- 3) Adjunct, visiting, and part-time faculty who meet the eligibility requirements set forth in paragraph (B) of this rule may apply for non-voting Graduate Faculty membership at the appropriate level. The applications are processed through the appropriate department chairperson clarifying the role the faculty member will play, and submitted to the Graduate Council for evaluation and approval. Adjunct, visiting, and part-time faculty are not eligible for membership on the Graduate Council.
- 4) Faculty Emeriti who are members of the Graduate Faculty at the time of retirement shall continue to be voting members of the Graduate Faculty for the remainder of their terms. When their terms expire, Graduate Faculty Emeriti may have their memberships renewed as non-voting members upon request. Faculty Emeriti who qualify under paragraph (A)(2) of this rule shall be voting members of the Graduate Faculty.
- 5) In such cases where a faculty member has been judged by the Graduate Council not to fulfill paragraph (B)(1) of this rule, the individual may petition the Graduate Council later for reconsideration if additional documentation becomes available to enhance the faculty's credentials.
- 6) In such cases where a faculty member does not seek Graduate Faculty membership, but wishes to perform a limited number of the functions of a Graduate Faculty member (3344-14-04 of the Administrative Code), the individual may petition the Graduate Council to perform specific functions for a period not to exceed three (3) years. Such petitions shall be considered when the contribution of the faculty member is vital to the function of the program, or in other extraordinary circumstances.
- 7) Upon request of a Graduate Faculty member, Graduate Faculty status may be extended for up to one year upon the vote of Graduate Council after the determination of the Graduate Faculty Review Committee that:
 - a) The faculty member requesting the extension was affected by a serious medical condition or an extended absence from work due to a reason allowed under the Family Medical Leave Act, during the period of their most recent Graduate Faculty membership;
 - b) That the illness or leave resulted in the member being unable to maintain the level of scholarly and creative activity necessary for a significant period of time; and
 - c) In the determination of the Committee, the Graduate Faculty member has provided information sufficient to show that the faculty member will probably be able to meet the requirements to have Graduate Faculty status renewed after the extension period.

- B)** All faculty may seek Graduate Faculty membership as a result of their on going accomplishments and demonstrated knowledge in their field. The College of Graduate Studies sets the levels of different graduate faculty membership and minimum requirements for each level. Academic Colleges and free-standing Schools may set additional requirements and define terms specific to their colleges or schools. For faculty seeking reappointment to the graduate faculty, membership criteria must be met within the preceding five years prior to the start of a new membership term. Graduate faculty at Level II or Level III may apply for membership at a higher level at any time once appropriate criteria are met. Graduate faculty membership applications shall be reviewed based on a faculty member's accomplishments, not on the level of degrees offered by the faculty member's department. Graduate faculty membership criteria and guidelines should be reviewed by the Graduate Council every five years. Requests for exceptions to these guidelines for special situations, which may include, for example, exempting a specific faculty member from certain membership requirement(s) or a course from requiring a Level I or Level II faculty to teach it, should be submitted in writing and shall be reviewed by the Graduate Council and/or Dean of the College of Graduate Studies.

C) Requirements for membership:

1) Level I:

- a) Terminal degree in discipline; and
- b) One of the following:
 - i. Two peer-reviewed journal articles, plus two peer-reviewed scholarly works as defined by the college (which may include, but are not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or presentations, etc.); **OR**
 - ii. One scholarly peer-reviewed book in faculty member's discipline; **OR**
 - iii. Equivalent externally-recognized publication or creative activity appropriate to discipline. This is only for disciplines in which peer-reviewed journal articles and peer-reviewed books are not a widely accepted form of scholarship.

2) Level II:

- a) Terminal degree in discipline; and
- b) One of the following:
 - i. One peer-reviewed journal article, plus one peer-reviewed scholarly work as defined by the college (which may include, but is not limited to, competitive grants, refereed book chapters, refereed conference proceeding papers or

- presentations, etc.); **OR**
- ii. Equivalent externally-recognized publication or creative activity appropriate to discipline. This is only for disciplines in which peer-reviewed journal articles and peer-reviewed books are not a widely accepted form of scholarship.

3) Level III:

- a) Appropriate graduate degree; and
- b) 2 years of professional experience

- 4) Provisional membership:** Full-time faculty receiving their terminal degree within two (2) years of seeking Graduate Faculty membership, but who do not fulfill the peer approval requirement, may be recommended for an initial three (3) year membership term if they have submitted at least some evidence of their accomplishments or knowledge of their discipline for review and approval under the guidelines. At the termination of this initial membership period, continuation of Graduate Faculty membership will require compliance with the criteria stated, herein.

- D)** Graduate Faculty members are appointed for a five (5) year term, except for the Provisional membership which is valid for a three (3) year term, with the year of appointment serving as the first year of the term. The Dean of the College of Graduate Studies shall maintain a current list of members of the Faculty of the College of Graduate Studies. This list shall be distributed to the faculty annually.
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3344-14-04 Powers

- A)** The Graduate Faculty shall determine educational objectives for the College of Graduate Studies, establish proper standards directed toward efficient achievement of those objectives, coordinate the educational policies of the College of Graduate Studies with those of the other Colleges of the University, and foster graduate education and scholarly research. Only members of the Graduate Faculty may perform the following duties:

1) Level I:

- a) Teach graduate courses at all levels
- b) Direct doctoral dissertations
- c) Direct MS/MA theses or projects
- d) Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees

- 2) **Level II:**
 - a) Teach graduate courses at all levels
 - b) Direct MS/MA theses or projects
 - c) Serve on doctoral dissertation and Master's thesis, project or comprehensive exam committees
 - 3) **Level III:**
 - a) Teach entry level (5XX) graduate courses
 - b) Serve on MS/MA theses or project committees
 - 4) **Provisional:** Same as Level I
 - 5) Under normal circumstances, only Level I or Level II graduate faculty may serve as a Graduate Program Director.
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- B) The Graduate Faculty shall be responsible for the granting of all graduate degrees awarded by the College of Graduate Studies.
 - C) The Graduate Faculty can recall, nullify, or modify any action of the Graduate Council by a two-thirds vote of those voting. Such action shall require a formally approved motion presented at a meeting of the Graduate Faculty and voting shall follow by paper or electronic ballot under the auspices of the Dean of Graduate Studies.
 - D) During the Spring term, the Graduate Faculty shall elect one of its members to the Faculty Senate. The Dean of the College of Graduate Studies shall ascertain which members of the Graduate Faculty are willing to serve in this capacity. This process shall take place at least two weeks prior to a paper or electronic balloting through which the two (2) candidates with the highest number of votes shall be declared the designated candidates in the ensuing election.
 - E) Should the number of graduate faculty representatives to the Faculty Senate be changed by the provisions of the University Faculty Bylaws, the procedures of this Article shall apply except that the number of nominees in the election may change. However, the number will always be in a ratio of two (2) to one (1), relative to the number of representatives to the Faculty Senate to be chosen at the election.
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3344-14-05 Officers

- A) The Dean of the College of Graduate Studies shall be the chief executive officer of the College of Graduate Studies and shall be the chairperson of the Graduate Faculty.
 - B) The Dean or the Dean's designated representative shall preside at Graduate College Faculty meetings.
 - C) A secretary shall be appointed by the Dean of the College of Graduate Studies.
 - 1) The Secretary shall keep records of the meetings of the Graduate Faculty. These records will be made public in whole or in part to the Graduate Faculty.
 - 2) The Secretary shall notify each member of the Graduate Faculty of the time, place, and agenda of each meeting at least seven (7) days in advance of the meeting. The Secretary shall make available to members of the Graduate Faculty a copy of the complete minutes of each meeting.
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3344-14-06 Meetings

- A) The faculty of the College of Graduate Studies shall meet at least once each academic year, at a date and time to be set by the Graduate Dean and the Graduate Council, and upon at least seven (7) days advance notice, with a published agenda which shall permit the introduction of business from the floor. Faculty meetings may be requested by petition of at least five (5) per cent of the voting members of the Faculty of the College of Graduate Studies, as presented in writing to the Dean of the College.
- B) Twenty-five (25) percent of the total membership of the Faculty of the College of Graduate Studies shall constitute a quorum for the purpose of transacting official business.
- C) All meetings shall be conducted according to *Robert's Rules of Order*.
- D) Items may be placed on the published agenda of Graduate Faculty meetings by the Graduate Dean, the Graduate Council, or the request of at least five (5) per cent of the voting members of the Faculty of the College of Graduate Studies.

3344-14-07 Graduate Council

A) The Graduate Council shall consist of:

- 1) The Dean of the College of Graduate Studies (voting), any Associate and Assistant Deans of the College of Graduate Studies (*ex officio* and non-voting, unless qualified to vote under paragraph (C)(4) of this rule, the University Library Director (*ex officio*, non-voting), and a Registrar's Office representative (*ex officio*, non-voting).
- 2) Faculty members will be elected as representatives of the Graduate Faculty as follows:
 - a) One each from every College or stand-alone School, elected by the Graduate Faculty within that College or stand-alone School.
 - b) The remaining number of representatives shall be elected based on the number of Graduate Faculty within each and every College or stand-alone School, elected by the Graduate Faculty within that College or stand-alone School. After a minimum of 40 graduate faculty there will be one elected faculty for every additional 40 graduate faculty. No two Council members may be from the same department, institute, or division unless the College or stand-alone unit has only one department.

B) Election Provisions:

- 1) *Membership.* Faculty members of the Graduate Council shall be voting members of the Graduate Faculty who hold no administrative appointment other than that of chairperson or director.
- 2) *Terms of Office.* Terms of office shall be two (2) years. Terms shall begin on August 15 following the regular election.
- 3) *Dates of Nomination Process and Elections.* Elections shall be held during the spring term of each academic year, following the nomination process. The Graduate Council shall set the date for the nomination process and election early during the spring term of each academic year.
- 4) *Paper or Electronic Ballots.* All nominations and elections shall be by paper or electronic ballot.
- 5) *Tie Votes.* All tie votes shall be resolved by drawing lots. The Graduate Dean shall do so in the presence of the Graduate Council.

- 6) *Nonination Process.* Nominations for the Graduate Council shall be by paper or electronic ballot as follows. The Graduate Dean shall determine which eligible members of the Graduate Faculty are willing to serve. This process shall take place at least two weeks prior to the nomination ballot. All eligible members of the Graduate Faculty who have indicated in writing a willingness to serve shall be listed on a nomination ballot appropriate to their academic areas as defined in paragraph (A)(2) of this rule. Each voting Graduate Faculty member from the academic area concerned shall have one vote. The two members receiving the highest number of votes shall be the candidates in the ensuing election.
- 7) *Election.* Each voting Graduate Faculty member shall have one (1) vote for each representative from his/her College or stand-alone School.
- 8) *Vacancies.* In the event that a vacancy occurs in the Graduate Council, the Collegial Dean in the academic area in which the vacancy occurs shall submit to the Council the names of no more than three (3) voting members of the Graduate Faculty who have indicated their willingness to serve on the Council. From these nominations, the Council will select the person to fill the unexpired term. Any person filling an unexpired term remains fully eligible for election to Graduate Council, and the unexpired term is not subject to the limitation described in paragraph (B)(9) of this rule.
- 9) *Limitations on Terms of Office.* Members of the Graduate Council shall be limited to serving two consecutive two (2) year terms. After the completion of a second, consecutive, two (2) year term, the faculty member shall not be eligible for re-election to the council until two years elapse from the conclusion of the second consecutive term of office.

C) Meetings and Quorum:

- 1) Regular meetings shall be held at least monthly during the academic year, or upon call of the Dean of Graduate Studies or five (5) voting members of the Council.
- 2) A majority of the voting members of the Graduate Council shall constitute a quorum at any meeting.
- 3) All meetings shall be conducted according to *Robert's Rules of Order*.
- 4) The Dean of the College of Graduate Studies shall act as chairperson of the Graduate Council. The Dean may designate a member of the Graduate Council as chairperson in his/her absence. The chairperson-designate serves as a voting member of the Council.
- 5) Any Graduate Council member may request that any item be placed

on the Graduate Council agenda.

- 6) Written Minutes of the meetings shall be taken and filed with the Secretary of the Faculty Senate. Such minutes should indicate all actions taken. Copies of minutes shall be made available to all members of the faculty.

D) The Graduate Council shall be charged with the following responsibilities:

- 1) *Graduate Programs.* Review and approval of all proposals for new courses or curricula awarding graduate credit, all new programs of graduate study, and all proposals for altering or abolishing existing programs; program review and evaluation of existing programs.
- 2) *Student Affairs.* Regulation of student admission, standards of achievement and requirements for students enrolled in graduate programs, other specific procedures regarding graduate work, and completion of graduate degree programs.
- 3) *Faculty Membership.* Establishing procedures for admission, continuance, resignation and/or removal of members of the Faculty of the College of Graduate Studies and approval of Faculty membership.
- 4) *Standing Committees.* Appointment and discharge of such committees as deemed appropriate. These committees may include student members as appropriate. Standing committees of the College include Petitions, Graduate Faculty Review and Grade Dispute.

- E) The Dean of the College of Graduate Studies and the Graduate Council shall have the power to appoint and to discharge committees as they and/or the Graduate Faculty deem appropriate.**

3344-14-08 Administrative Responsibilities

- A) Each department or other unit authorized to offer programs leading to a graduate degree shall:**
- 1) Establish, within the framework of the policies of the College of Graduate Studies, regulations governing the administration of existing graduate degree programs;
 - 2) Formulate procedures for the evaluation of the graduate degree program of each candidate and certify to the Dean of the College of Graduate Studies those students who are advanced to candidacy for graduation, upon completion of all requirements for a graduate degree;

- 3) Have the opportunity to review for admission to a graduate degree program all students who apply.
- 4) Establish minimum standards for admission into their programs, so long as they meet or exceed the minimum standards of the Graduate College. Where departments desire to admit students who do not meet such requirements, disposition of the case shall be made with the approval of the Graduate Dean.
- 5) Within the framework of the policies of the College of Graduate Studies, review and approve applications for graduate assistantships.
- 6) Review the Graduate degree program(s) offered in the department.

B) The office of the Dean of the College of Graduate Studies shall:

- 1) Forward appropriate items to the Graduate Council and to the Faculty Senate.
- 2) In consultation with the President and the Provost and Senior Vice President for Academic Affairs of the University, determine items to be brought before the Board of Trustees, and the Ohio Board of Regents.
- 3) Administer a centralized records center, and have the responsibility to coordinate all academic warnings, probations, and dismissals pertaining to graduate students.
- 4) Maintain a secretary for the Graduate Council and seek to facilitate effective communication between the administration and all University units having graduate programs.
- 5) Coordinate certain formal publications, including the Graduate issue of the *Cleveland State University Catalog*.
- 6) Be responsible for disseminating information on fellowships and grants and encouraging scholarly research.

3344-14-09 Amendments

Amendments to these Bylaws may be proposed by the Graduate Council or by petition of at least five (5) percent of the members of the Faculty of the College of Graduate Studies. Members of the Faculty of the College of Graduate Studies shall vote by paper or electronic ballot on such proposed amendments, and a two-thirds vote of those voting is required to adopt a proposed amendment.