

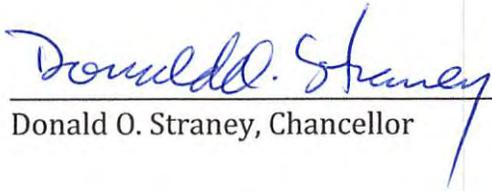
MEMO

To: Matt Platz, UH Hilo VCAA
Scott Saft, Chair, UH Hilo Graduate Council

From: Donald O. Straney, UH Hilo Chancellor

Re: Endorsement of revised UH Hilo Graduate Council Charter

I approve of the revisions made to the UH Hilo Graduate Council Charter, which was affirmed by the voting members of the Graduate Council on 28 January, 2016.



Donald O. Straney, Chancellor



Date

UH Hilo Graduate Council Charter

Preamble

The Faculty and the Graduate Council of the University of Hawai'i at Hilo, in an effort to promote high quality student learning at the graduate level and to provide an opportunity whereby graduate faculty and students shall participate in determining the direction of graduate education in the University, hereby adopt this Charter.

Article I: Authority

Section 1. The official name of the policy and governance body for graduate and post-baccalaureate professional education is the University of Hawai'i at Hilo (UH Hilo) Graduate Council.

Section 2. This Charter becomes effective upon written authorization of the UH Hilo Chancellor. It replaces all previous references to the UH Hilo Graduate Council established prior to 28 January 2016 in any UH Hilo documents.

Section 3. The Graduate Council is advisory to the administration on all graduate matters and reports directly to the Vice Chancellor for Academic Affairs (VCAA) or designee.

Article II: Composition

Section 1. The following shall serve as voting members on the Graduate Council:

- a. One representative from each graduate program. ¹
- b. One representative from each college not offering a graduate program.
- c. One Graduate Student representative.
- d. One Library representative.
- e. One Office of the Registrar representative.
- f. Graduate Council Chair (to vote only in the case of a tie), appointed by the VCAA from among the graduate program representatives.
- g. Graduate Division and Articulation Specialist
- h. Curriculum and Catalog Coordinator

The following shall be ex-officio (non-voting) members on the Graduate Council:

- a. VCAA.
- b. Additional, ad-hoc members as deemed relevant to Graduate Council activities.
- c. A Graduate Council-Faculty Congress Liaison, whose responsibility it is to attend the meetings of both representative bodies, to act as a conduit of information between the two, and to provide reports on relevant discussions and action items.

Section 2. To be eligible to serve on the Graduate Council or to vote on graduate issues, a faculty member must be tenured or tenure-track and not on leave from the University.

Section 3. Should a member of the UH Hilo Graduate Council go on leave or otherwise be unable to engage in Council business, the member is required to send a designee. The designee must be from the same academic unit and should be competent to represent the current program and policy issues.

Article III: Function

Section 1. Acting within the policies of the Graduate Council Charter, UH Hilo, the University of Hawai'i system, and the Board of Regents, the UH Hilo Graduate Council is the policy-recommending and governance body dealing with matters that affect UH Hilo graduate students and graduate programs.

Section 2. The Graduate Council cooperates with the Faculty Congress in all matters that lie within the province of both bodies. All graduate *curricular issues* are reviewed by the Graduate Council within two meetings assuming receipt of all materials and timely response from unit to inquiries, and proceed directly to the university-wide curricular body and then to the VCAA for final approval. All graduate *academic policy issues* are reviewed by the Graduate Council within two weeks assuming receipt of all materials and timely response from unit to inquiries, and proceed directly to the Faculty Congress for recommendation and then to the VCAA or designee for final approval.

Article IV: Chair, Vice Chair and Graduate Division and Articulation Specialist

Section 1. The VCAA or designee appoints a faculty member to chair the Graduate Council. The Chair convenes and presides over all Graduate Council meetings and performs those duties and responsibilities normally associated with the position. The Chair votes only in the case of a tie.

Section 2. Each year the Council elects a member to serve as Vice Chair who presides over meetings in the Chair's absence. The Vice Chair maintains voting privileges unless acting as Chair, and in that role only votes in the case of a tie. If, for any reason, the Vice Chair position is vacated, the Council may elect a replacement as needed.

Section 3. The Graduate Division and Articulation Specialist will assist the Graduate Division and Graduate Council in the following administrative areas.

1. Graduate level application and admissions process.
2. Graduate student enrollment, progress and graduation requirements.
3. Graduate program and policy changes.

The Graduate Council may provide the VCAA with recommendations for the specific duties of the Graduate Division and Articulation Specialist.

Article V: Meetings and Procedures

Section 1. Meetings of the Graduate Council are open to any person.

Section 2. It is recommended that the Chair call at least four meetings each academic semester. Additional meetings may be called as needed, including during the summer. Additional meetings may be called if a petition bearing the signatures of at least one-third (1/3) of council members is received by the Chair. Should the Graduate Council fail to meet at least once for three consecutive academic semesters, then it shall relinquish its rights as an advisory body as outlined in this document. In this event, another faculty body may convene and adopt the title of Graduate Council, and it shall either adopt this document or draft a new charter.

Section 3. Members may vote by proxy, absentia, or electronically.

Section 4. A quorum for voting on motions shall consist of a minimum of one-half (1/2) of voting members.

Section 5. The Council follows Roberts Rules of Order in the conduct of meetings.

Article VI: Program Authority

Section 1. University requirements, as adopted by the VCAA or designee under the recommendation of the Graduate Council, form the minimum requirements for all graduate programs. The university graduate programs formulate requirements for graduate degrees within the framework set by the UH Hilo Graduate Council, University policy, and policies of the Board of Regents. These include admission, retention, and degree completion requirements.

Section 2. Each graduate program is responsible for continual evaluation, adjustment, and improvement of existing graduate programs. According to UH Hilo policy, graduate program chairs and College Deans make proposals regarding curriculum modifications of graduate programs to the Graduate Council. If positively recommended by the Council and the university-wide curriculum committee, program modifications will take effect only after approval by the Chancellor or designee.

Section 3. According to UH Hilo policy, faculty members and College Deans make proposals regarding new graduate programs to the Graduate Council. If approved by the Council and UH Hilo Congress, new programs will take effect only after approval by the UH Hilo Chancellor, the President of the University of Hawai'i system, and when necessary, by the Board of Regents.

Article VII: Committees

Section 1. The Graduate Council will organize standing committees to include:

- a. **Program Committee:** which will evaluate proposals for new graduate programs and for significant modifications of current graduate programs. The committee also will review current programs on a regular basis (for new programs within one year of the graduation of its first students, for established programs every seven years) and will review certification of graduate instructional personnel as requested by the programs. The Program Committee will make recommendations to the council for consideration.
- b. **Curriculum Committee:** which will evaluate proposals for new courses and for modifications of courses currently offered, and for minor program modifications.

The Program and Curriculum committees will meet together as needed when new programs are proposed to facilitate more comprehensive reviews by both committees.

Section 2. The Graduate Council shall establish other standing or *ad hoc* committees as needed.

Article VIII: Amendments

Section 1. Proposed amendments to the Graduate Council Charter are initiated by petition of one-third (1/3) of the Graduate Council members and are approved by a two-thirds (2/3) vote in-favor.

Section 2. Amendments to the Graduate Council charter are approved by the VCAA or designee, after which, Deans and Directors shall be informed of any changes and will have two weeks to provide feedback to the Graduate Council. Faculty Congress shall also be informed and will have two weeks after their next meeting to provide feedback to the Graduate Council. Amendments take effect when approved by the Chancellor.

Footnotes:

1: Interdisciplinary programs shall be represented by the Program Chair, or his/her designee. A cluster of graduate programs within a single college or academic unit that are similar in discipline or scope shall be represented by a single voting member on the Graduate Council.