Savannah State University
Graduate Council-Bylaws
and
Graduate Faculty Membership

(REVISED SPRING 2009)
SAVANNAH STATE UNIVERSITY

ARTICLE I. NAME

The name of the body constituted by these Bylaws shall be the Graduate Council of Savannah State University.

ARTICLE II. PURPOSE

The purpose of the Graduate Council shall be to assure efficient and effective use of resources to provide and support graduate programs sponsored by Savannah State University, as authorized and approved by the Board of Regents of the University System of Georgia. To this end, the Graduate Council shall function as an advisory body providing recommendations to the Dean of Graduate Studies in the following areas:

1. Graduate programs
2. Graduate courses
3. Graduate faculty
4. Other issues and concerns affecting graduate education

The Graduate Council shall represent the Graduate faculty in carrying out the above-stated purposes and functions. The Graduate Faculty shall exercise the same duties and jurisdiction in the area of graduate studies as the University Faculty does in the area of undergraduate studies. The Graduate Council shall recommend, for approval by the Graduate Faculty, all candidates for graduate degrees. Any action by the Graduate Council shall be subject to annulment by vote of an absolute majority (i.e., greater than 50% of all voting members rather than the quorum present) of the Graduate Faculty membership with full voting rights.

ARTICLE III. MEMBERSHIP AND ORGANIZATION

The membership of the Graduate Council shall consist of nine (9) voting members having full graduate faculty status (three (3) from each College), who are elected by the Graduate Faculty no later than May 1. Members shall serve for a term of two (2) years with the exception of the first year in which four (4) of the nine (9) members shall serve one year terms. Terms shall be staggered to ensure continuity. Nominations can be made by any member of the graduate faculty. Any Graduate Council member may serve for more than one term if re-elected by the Graduate Faculty. Any vacancy during a term shall be filled, for the balance of the term, by special election of the Graduate Faculty while maintaining the proportional mix described above.

The Dean of Graduate Studies shall be Chair of the Graduate Council, as an ex-officio member who may only vote in the event of a tie. The Chair shall be responsible for the appointment of a recording secretary to prepare and maintain the minutes of the Graduate Council. The Graduate
Council shall elect a Vice-Chair annually to serve in the absence of the Chair. The Vice-
president for Academic Affairs, the Graduate Degree Coordinator, and the Librarian shall also
serve as nonvoting ex-officio members of the Graduate Council.

ARTICLE IV. COMMITTEES

The standing committees of the Graduate Council, and their duties and functions, shall include
the following:

- **Graduate Programs and Curriculum Committee**: This committee shall make
  recommendations to the Graduate Council on matters pertaining to new programs,
  curricula, course offerings and changes thereto.

- **Graduate Faculty Committee**: This committee shall make recommendations to the
  Graduate Council on matters pertaining to criteria for membership on the Graduate
  Faculty, graduate faculty welfare issues, and graduate research and publications issues.

**Graduate Student Affairs Committee**: This committee shall make recommendations to
the Graduate Council on matters pertaining to graduate student admissions, progression
(including exclusion, suspension and graduation), student appeals and other graduate
student issues (including graduate assistants and graduate students programs).

Each standing committee shall have a chair, either initially appointed by the Dean of Graduate
Studies or subsequently elected by the committee's membership, who shall serve for a term of
one year. The chair of each standing committee shall be responsible for submitting written
reports on the committee's activities no fewer than once per semester to the Graduate Council at
a regularly called meeting or at special meetings upon request of the Dean of Graduate Studies.

Other ad hoc or standing committees may be created by the Graduate Council, as needed.
Subcommittees may be established by each committee chair, who may appoint a subcommittee
chair, if needed.

ARTICLE V. MEETINGS

Regular meetings of the Graduate Council shall be held at least once per semester during the
academic year (excluding summer sessions). The Graduate faculty shall meet at least once per
semester during the academic year (excluding summer session). Committees and
subcommittees shall meet as needed. Regular meetings shall be called by either the Vice-
President for Academic Affairs or by the Dean of Graduate Studies.

Special meetings of the Graduate Council may be called by the President, Vice-President for
Academic Affairs, or the Dean of Graduate Studies. Other special meetings of the Graduate
Council shall be called by the Vice-President for Academic Affairs or the Dean of Graduate
Studies within seven (7) business days.

Robert's Rules of Order shall govern the conduct of all meetings of the Graduate Council and Graduate Faculty to the extent not inconsistent with these Bylaws and other procedures established by the Graduate Council.

A quorum for the conducting of business of any Graduate Faculty or Graduate Council meeting shall consist of two-thirds (2/3) of the voting members thereof.

And a copy of the agenda shall be provided to all members of that respective body, at least five (5) business days prior to the scheduled date thereof. Regularly scheduled meetings announced in the published academic calendar shall constitute notice of regular meetings. Agenda items may be submitted by any member of either body. Notice of special meetings, except in emergencies, shall be provided to all members of both bodies at least three (3) business days prior to the scheduled date thereof.

Minutes of the meetings of the Graduate Faculty, Graduate Council, committees and subcommittees thereof, shall be delivered to the members of that body or committee at least five (5) business days prior to the date of the meeting at which approval of said minutes will be voted upon.

ARTICLE VI. AMENDMENT OR REPEAL OF BYLAWS

Proposals for amendments to (or repeal of) these Bylaws shall be submitted in writing to all members of the Graduate Faculty at least ten (10) business days prior to the scheduled meeting at which action thereon will be proposed. Any such proposal shall contain the exact wording of the amendment and a reference to the section and location in the Bylaws where the words subject to consideration can be found. Any proposed amendment, to become effective, must be approved by an absolute majority of the Graduate Faculty membership.

ARTICLE VII. EFFECTIVE DATE

These Bylaws shall become effective immediately upon approval by the Graduate Council.
A. CATEGORIES OF GRADUATE FACULTY MEMBERSHIP

Full Graduate Faculty Status

A Full Graduate Faculty member is one who has demonstrated scholarly competence, professional achievement and experience with graduate education.

Full Graduate Faculty members enjoy the following privileges:

1. Directing theses and dissertations as well as serving on thesis and dissertation committees.
2. Teaching graduate courses.
3. Chairing and serving on terminal examination committees.
4. Standing for election to the Graduate Council.
5. Voting for members of the graduate faculty to serve on the Graduate Council.

For Initial Appointment To Full Graduate Faculty Status a Faculty Member Must:

Hold appointment as a regular full-time faculty member at the rank of Assistant Professor or above for a minimum of three years. Exceptions may be made for persons who have attained Graduate faculty status prior to appointment to SSU faculty.

2. Possess an earned doctoral degree or terminal degree or documented competence.

3. Demonstrate achievement in research and scholarly publications and/or creative accomplishments. A minimum of three publications from Category I (see categories of qualifications relevant to membership, pages 6 and 7). The council will take quality as well as quantity into consideration to the best of its collective ability in evaluating an applicant's contribution/production. These constitute the most important criteria for initial appointment. If, in the judgment of the applicant and/or the department chair, a specific contribution should be given special consideration, this should be so indicated.

4. Provide evidence of professional achievement, leadership and involvement from Category II and/or Category III.

5. Provide evidence of effective participation in graduate education from Category IV.

6. Demonstrate success as a teacher of graduate courses.

7. Provide evidence of service to the University.

8. Be recommended by the faculty member's program director, department chair, and college dean.
For Reappointment To Full Graduate Faculty Status a Faculty Member Must:

The term of appointment to Full Graduate faculty status is five (5) years from the date of appointment or in the case of administrators above the department level from the date of return to full-time status. Faculty members who wish to apply for reappointment must demonstrate continuing involvement in scholarly research activities and recent participation in graduate education.

Evidence for such activity is achievement of criteria in one of the clusters below (Choose cluster A, B or C):

(A)
1. Demonstrated success as a teacher of graduate courses,
2. A minimum of two (2) activities from Category I and
3. Recommendation of department chair, program director, and college dean.

OR

(B)
1. Demonstrated success as a teacher of graduate courses,
2. A minimum of one (1) activity from Category I
3. A minimum of two (2) activities from Category II and III, and
4. Recommendation by department chair, program director, and college dean.

OR

(C)
1. Demonstrated success as a teacher of graduate courses,
2. A minimum of three (3) activities from Categories II and III,
3. A minimum of two (2) activities from category IV, and
4. Recommendation by department chair, program director and college dean.
Associate Graduate Faculty Status

An Associate Graduate Faculty member is one who has demonstrated ongoing research and scholarly activity which should lead to publication and who possesses the potential for making contributions to graduate education.

Associate Graduate Faculty members enjoy the following privileges:

1. Teaching graduate courses.
2. Serving on terminal examination committees.
4. Serving on reading committees for theses.
5. Vote for representative on the Graduate Council but may not serve on the Council.

NOTE: An Associate Graduate Faculty member does not have voting privileges and cannot serve on the Graduate Council. Exceptions for directing or chairing theses and/or dissertation committees may be made upon approval of the Dean of Graduate Studies.

For Initial Appointment to Associate Graduate Faculty Status a Faculty Member Must:

1. Hold appointment as a regular full-time faculty member at the rank of Assistant Professor or above,
2. Possess an earned doctoral degree or terminal degree or documented competencies.
3. Provide evidence of ongoing research and scholarly activities that should lead to publication.
4. Possess potential for making contributions to graduate education and to the university.
5. Be recommended by the faculty member's department chair, program director and/or college dean.

For Reappointment to Associate Graduate Faculty Status:

The term of appointment to Associate Graduate Faculty status is three (3) years and a person may hold their appointment for a maximum of two terms (6 years). Faculty members who wish to apply for reappointment must demonstrate continuing involvement in research, scholarly activity and graduate education. Evidence for such activity is:

1. Demonstrated success as a teacher of graduate courses.
2. A minimum of one (1) activity from Category I
3. A minimum of one (1) activity from Category II or Category III.
4. A minimum of one (1) activity from Category IV.
5. Recommendation by department chair, program director and/or college dean.
**Temporary Graduate Faculty Status**

A *Temporary Graduate* faculty member is one who serves for a limited period of time in order to teach graduate courses (one year or less).

A Temporary Graduate Faculty member has the following privileges:

1. Teaching graduate courses.
2. Other limited duties specified by the Dean for Graduate Studies.

*Note:* A Temporary Graduate Faculty member does not have voting privileges and cannot serve on the Graduate Council.

**For Initial Appointment to Temporary Graduate Faculty Status a Faculty Member Must:**

1. Hold appointment as a full-time or part-time faculty member at the rank of Assistant Professor or above.

2. Be recommended by the faculty member's department chair, program director, and college dean.

**Adjunct Graduate Faculty Status**

An *Adjunct Graduate* faculty member is one who possesses the professional expertise needed to enhance graduate education.

An Adjunct Graduate faculty member has the following privileges:

1. Teaching graduate courses.
2. Serving on thesis committees.
3. Serving on reading committees for theses.
4. Serving on terminal examination committees.

*Note:* An Adjunct Graduate Faculty member does not have voting privileges and cannot serve on the Graduate Council.

**For Initial Appointment to Adjunct Graduate Faculty Status a Faculty Member Must:**

1. Possess an earned doctoral *degree or* terminal degree, or present documented evidence of professional competence.

2. Be recommended by the faculty member's department chair, program director, and college dean.
B. CATEGORIES OF QUALIFICATIONS RELEVANT TO GRADUATE FACULTY MEMBERSHIP

CATEGORY I: Scholarly Activities

Scholarly competence in writing and research skills or its equivalent in production and creative endeavors is deemed a necessary condition for Graduate Faculty status. Indicators of this competence include:

1. Published articles in referred journals.
2. Chapters in books.
3. Published books.
5. Creative endeavors in the literary, fine, or performing arts.

A minimum of three (3) publications in refereed discipline-related journals is required for initial appointment to full graduate faculty membership. However, the Council shall take quality as well as quantity into consideration to the best of its collective ability in evaluating an applicant's contribution/production.

Creative and innovative endeavors (juried exhibits or performances, published musical scores, films, patented inventions, or other technical materials of high quality) that have undergone evaluation and criticism by peers may be substituted for up to three (3) of the required publications. If, in the judgment of the applicant and/or department chair, a specific contribution such as a scholarly book or creative and innovative endeavors should be given special consideration, this should be so indicated.

CATEGORY II: Professional Achievement at Regional and National Level

Experience in writing for presentation demonstrates a skill/ability that enhances one's qualifications for directing graduate study, research, theses and dissertations. This is also true for the conduct and reporting of projects supported through grants or contracts and for experience in the editing process.

Evidences of these competencies include:

1. Papers presented at regional or national meetings.
2. Grants from state of federal funding agencies, foundation other external sources.
3. Editorships/reviewer for refereed journals.
4. Reviews of published books or manuscripts.

Papers presented should be documented in published agenda, minutes or proceedings of the meeting or conference at which the presentation was made.
CATEGORY M: Leadership and Professional Involvement

Graduate Faculty members are expected to be active and productive members of the academic community and their discipline-related organizations and societies.

Indicators of this competence include:

1. Leadership in state, regional or national professional organizations as evidenced by:
   a. Offices held
   b. Chair, major committees, program sections, sub-discipline groups and other roles of responsibility to the organization.

2. Papers presented at state professional meetings.

3. Community service activities including membership on social service advisory boards, as well as participation in social or public agencies.

4. Professional service activities such as workshops and consultations applying one's discipline to specific regional needs.

Each one of the above activities should be documented in published agenda, minutes, letters or proceedings of meetings or conferences.

CATEGORY IV: Effective Participation in Graduate Education

Persons seeking initial appointment or reappointment to Graduate Faculty status should demonstrate interest and/or involvement in graduate education. Quality, as well as quantity, of this participation will be considered. Indications of effective participation in graduate instruction include:

1. Advisement of graduate students.
2. Direction of theses or dissertation or service on theses dissertation committees.
3. Direction or supervision of graduate level internships, experiences, or projects.
4. Service on terminal examination or reading committees.
5. Service on faculty committees pertaining to graduate programs.
6. Development of graduate courses or programs.
7. Administration of graduate programs.
8. Other graduate education activities as indicated by the department chair, program director, college dean.

Special Note: Degree programs may, at their option, propose alternative criteria for Graduate Faculty membership if the existing criteria are felt to be inappropriate for their specific program. Such criteria shall be adopted by procedures established within each unit in concert with the appropriate academic officers and submitted through the graduate council to the Dean of Graduate Studies.
In the absence of approved alternative degree program criteria, the institution-wide established membership criteria will apply.

**C. QUALIFICATIONS RELEVANT TO FULL GRADUATE FACULTY MEMBERSHIP**

**DIRECTIONS:**

Please address all categories and all sections under each category. Indications of not applicable (NA) should be entered if you do not have an activity to report. Begin each category (L II, HI, IV) on a blank, separate sheet to be attached to your application.

**CATEGORY I: Scholarly Activities and/or Creative Accomplishments**

Please use standard bibliographic format for your discipline. Include only those publications that have been released. Do not include those in press or pending release. A minimum of three (3) refereed publications and/or creative accomplishments is required. If, in the judgement of the applicant and/or department chair, a specific contribution such as a scholarly book or creative and innovative endeavors should be given special consideration, this should be so indicated. **One copy of each publication to be reviewed should be attached. Application for full graduate faculty membership will be returned if it does not include copies of journal articles and other scholarly publications.**

1. Published books.
2. Chapters in books.
3. Published articles. (Indicate by use of an * those articles published in refereed journals)
5. Creative endeavors in the fine or performing arts. (Include juried exhibits or performances, published musical scores, films, etc.)

**OR**

Development and/or publication of technical materials. (Include patented materials or inventions or other technical materials of high quality.) For each of the activities you list, attach documentary materials such as published programs and reviews, peer reviews, and other appropriate supportive information.
CATEGORY H: Professional Achievement at Regional and National Level

1. Papers presented at regional or national meetings.
2. Grants from state or federal funding agencies, foundations or other external funding sources.
3. Editorships/reviewer for refereed journals.
4. Reviews of published books or manuscripts.

CATEGORY Kt: Leadership and Professional Involvement

1. Leadership in state, regional or national professional organizations as evidenced by:
   (a) Offices held or committees chaired
   (b) Membership on major committees
   (c) Other

2. Papers presented at state professional meetings.

3. Community service activities including membership on social service advisory boards as well as participation in social or public service agencies.

4. Workshops and consultations (professional service activities applying one's discipline to specific state or regional needs.)

CATEGORY IV: Effective Participation in Graduate Education

1. Advisement of graduate students.
2. Direction of theses or dissertations or service on theses or dissertation committees (list most recent years).
3. Direction or supervision of internships, practicum experiences or projects (summarize).
4. Service on terminal examination or reading committees (summarize).
5. Service on faculty committees pertaining to graduate programs.
6. Development of graduate courses or programs.
7. Other
D. QUALIFICATIONS RELEVANT TO
ASSOCIATE GRADUATE FACULTY MEMBERSHIP

DIRECTIONS:

Please address all categories and all sections under each category. Indications of not applicable (NA) should be entered if you do not have an activity to report. Begin each category (II, III, IV) on a blank, separate sheet to be attached to your application.

CATEGORY I: Scholarly Activities and/or Creative Accomplishments

Please use standard bibliographic format for your discipline. List any publications in the following categories:

1. Published books.
2. Chapters in books.
3. Published articles. (Indicate by use of an asterisk * those articles published in refereed journals)
5. Creative endeavors in the fine of performing arts. (Include juried exhibits or performed published musical scores, films, etc.)

OR

Development and/or publication of technical materials. (Include patented materials or inventions or other technical materials of high quality.). For each of the activities you list, attach documentary materials such as published programs and reviews, peer reviews, and other appropriate supportive information.

6. Research currently in progress. (This section is especially important for those applicants seeking Associate Graduate Faculty Membership.)
CATEGORY II: Professional Achievement at Regional and National Level

1. Papers presented at regional or national meetings.
2. Grants from state or federal funding agencies, foundations, or other external funding source.
3. Serve as editor/reviewer for refereed journals.
4. Serve as reviewer of published books or manuscripts.

CATEGORY III: Leadership and Professional Involvement

1. Leadership in state, regional or national professional organizations as evidenced by:
   (a) Offices held or committees chaired
   (b) Membership on major committees
   (c) Other

2. Papers presented at state professional meetings.

3. Community service activities including membership on social service advisory boards as well as participation in social or public service agencies.

4. Workshops and consultations (Professional service activities applying one's discipline to specific state or regional needs.)

CATEGORY IV: Effective Participation in Graduate Education

1. Advisement of graduate students.
2. Direction of theses or dissertations or service on thesis or dissertation committees (List most recent years.)
3. Direction or supervision of internships, practicum experiences or projects (summarize).
4. Service on terminal examination or reading committees (summarize).
5. Service on faculty committees pertaining to graduate programs.
6. Development of graduate courses or programs.
7. Other
RECOMMENDATION OF THE PROGRAM COORDINATOR/DIRECTOR
FOR APPOINTMENT TO THE GRADUATE FACULTY

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<th>Type of Appointment</th>
<th>Full</th>
<th>Associate</th>
<th>Temporary</th>
<th>Adjunct</th>
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DIRECTIONS: Please explain the reasons for your recommendation of this applicant.

The Office of Graduate Studies invites your opinion of the below named faculty member. Please evaluate the scholar’s publications and/or creative accomplishments, the merits of the applicant’s ongoing research activity; the probability his/her research will lead to publication or production that will meet the standards of the discipline, and the applicant’s potential for making contributions to the graduate program.

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<th>Name of the Applicant</th>
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<td>I request that the person name above be appointed faculty member to teach the following courses</td>
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Justification for Request:

Approved

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<th>Date</th>
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<th>Date</th>
<th>Dean of Graduate Studies</th>
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<th>Date</th>
<th>Vice President of Academic Affairs</th>
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APPLICATION FOR APPOINTMENT TO THE SAVANNAH STATE UNIVERSITY
GRADUATE FACULTY

Graduate Faculty status recommended:
☐ Full  ☐ Associate  ☐ Temporary  ☐ Adjunct

Graduate Faculty College
☐ COBA  ☐ CLASS  ☐ COST

Name ___________________________ Date________________________

Title and Present Rank ___________________________ Number of Years in Service with SSU____________

Number of Years at Other Institutions of Higher Learning ______

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If appointed to the Graduate Faculty at a former Institution(s) how many years did you serve at the Institution(s)

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Professional Education:

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