

**UNIVERSITY OF SOUTH FLORIDA  
GRADUATE COUNCIL  
CHARGE**

**COMMITTEE: GRADUATE COUNCIL**

**AUSPICES:** The Graduate Council is a standing council of the USF Faculty Senate and receives authority for its actions through that body.

**CHARGE:** The Graduate Council is responsible for advising the Provost and the Dean of the Graduate School of principles, policies, and procedures affecting graduate education at the University of South Florida.

**RESPONSIBILITIES:**

The Council shall develop its own operating procedures, subject to approval by the Provost. Functions of the Council include:

1. Provide for appropriate liaison with other university councils and standing committees with functions that may impact graduate education at the University of South Florida.
2. Review all proposed new graduate programs, graduate certificates, curricula, and courses, as well as modifications of existing ones and make recommendations to the Dean of the Graduate School.
3. Develop guidelines and policies for graduate education that ensure the maintenance of high academic standards and recommend those guidelines to the Dean of the Graduate School.
4. Facilitate selective reviews at the request of the Dean of the Graduate School of existing University of South Florida graduate programs and make appropriate recommendations to the Dean.
5. Provide input into the development of the University of South Florida's "Master List for Graduate Programs."
6. Make recommendations concerning graduate programs associated with academic centers, institutes, and other entities.

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7. Periodically evaluate and review graduate admission standards and make recommendations to the Dean of the Graduate School.
8. Review and recommend policies and procedures pertaining to graduate financial aid, review criteria and applications for University Graduate Fellowships, recommend recipients for existing awards, and recommend the establishment of support that recognizes graduate student or graduate faculty achievement to the Dean of the Graduate School.
9. Encourage, foster, and stimulate scholarly research and other creative activity within graduate education.

**MEMBERSHIP:**

1. Two graduate faculty members from each college that offers graduate programs. There shall be an additional representative from any of these colleges having more than 250 full-time faculty members plus a fourth representative from any colleges having more than 400 full-time faculty members. Members of the Graduate Council should have demonstrable, successful experience in the supervision of graduate students and scholarly productivity in research or other creative activity. These faculty members are to be appointed for staggered three-year terms, with one-third retiring each year. Retiring members may not be re-appointed during the year following the last year of their terms unless appointed to a vacancy on the council (voting).
2. Three graduate students, to be appointed for a one-year term; reappointment may be made for a second one-year term. Students are full members of the council with voting privileges (voting).
3. The Dean, Associate and Assistant Deans of the Graduate School (consulting, nonvoting).

If a member of the Graduate Council accumulates two unexcused absences in an academic year from regularly scheduled meetings (inclusive of full Council and Committee meetings), that person shall automatically cease to be a member of the council and shall be replaced promptly according to the standard procedures for nomination and appointment. Excused absences may be granted by the Chair or Vice Chair of the Graduate Council, and total absences shall not exceed seven per academic year. If a member is going to be absent it is encouraged that a substitute be sent in his/her place. If the individual is not a

member of the Graduate Council his/her role will be to provide input specific to the college. He/she will not be a voting member of the committee.

**STANDING SUBCOMMITTEES AND AD HOC COMMITTEES:**

The Graduate Council will have two permanent subcommittees, Curriculum and Policy/Fellowship, which will meet once a month.. All subcommittees and ad hoc committees shall report to the full membership of the Graduate Council and may only make recommendations to the Council. Such recommendations will be voted upon by the full membership of the Graduate Council.

**APPOINTMENT:**

1. Nominees must submit vitae and nomination forms to the Committee on Committees of the Faculty Senate which will review each nominee.
2. The Dean of the Graduate School will select three students from the lists submitted to him or her by the deans of the colleges and send the names of the students to the Provost or designee.
3. The voting members of this council will be appointed by the Provost upon the recommendation of the Faculty Senate.

**CHAIR:**

The Chair shall be a voting faculty member elected by the Council.