BYLAWS OF THE PLYMOUTHC STATE UNIVERSITY
GRADUATE FACULTY

Article I
Name

The name of this organization shall be the Graduate Faculty of Plymouth State University (hereinafter called the Graduate Faculty).

Article II
Object

Under the leadership of the President of the University and subject to the approval of the Board of Trustees of the University System of New Hampshire, the Graduate Faculty shall have legislative jurisdiction in all matters of graduate student educational policy not otherwise prescribed by the Board of Trustees of the University System.

Article III
Graduate Faculty Members

Graduate Faculty members regularly teach or mentor graduate students and/or serve as Graduate Program Coordinators. The Graduate Faculty shall consist of Plymouth State University faculty members holding the rank of Instructor or above and other PSU employees who have a doctorate or appropriate degree in special fields. It is the Graduate Program Coordinator’s responsibility to notify the College of Graduate Studies of the faculty member’s status as Graduate Faculty.

Active status requires one of the following be met:

1. The teaching of a graduate level course, mentoring, or serving on a graduate student's thesis/dissertation advisory committee.
2. Being a Graduate Program Coordinator or a Chair or Director of a department or College that currently sponsors a graduate program or courses.

Each Graduate Faculty member will be reviewed annually by the Graduate Program Coordinator to determine if his or her status is active or inactive. A Graduate Faculty member will be deemed inactive if he or she has not been involved in graduate teaching, mentoring, or thesis/dissertation advising for 3 calendar years.

Article IV
Teaching Lecturers

Recognizing the need for staffing flexibility in the graduate programs and the enhancement of the university partnerships, another category of graduate faculty is recognized. Teaching lecturers may teach one or more courses in graduate programs or serve on a graduate student's thesis/dissertation advisory committee. Approved teaching lecturers will need to be reappointed if they have not taught or been involved in thesis/dissertation advising for three calendar years.
Teaching Lecturers are appointed by Graduate Program Coordinators and are approved by department chairs or Dean. The teaching lecturer appointment form and the teaching lecturer’s CV will be forwarded to the AVP for the College of Graduate Studies, who will forward them to the Dean of the appropriate college.

**Article V**

**The Graduate Faculty Meetings**

Functions of the Graduate Faculty Meetings:

1. Setting requirements for graduate student admissions and degrees.
2. Approving new graduate programs and major revisions to graduate programs.
3. Approving the design and nature of future graduate programs and offerings.
4. Establishing policy and practices related to the implementation of approved graduate programs and courses.
5. Deciding on all major curriculum changes and all other academic policies relevant to the College of Graduate Studies.

Voting Members:

Voting members are Graduate Faculty members and Teaching Lecturers as outlined in Articles III and IV, the President of the University, the Provost and Vice President for Academic Affairs, Deans of the academic colleges, the Associate Vice President for the College of Graduate Studies, and the Director of Library Services or a professional librarian appointed by the Director of Library Services. Voting members also include two graduate students who will be nominated by Graduate Program Coordinators and approved annually by the Graduate Faculty.

Meetings:

The Graduate Faculty shall meet regularly on the fourth Monday of September, October, November, January, February, March, and April, as well in a reflective meeting in August during faculty week and a mini-meeting in May on the Monday following Commencement, or at the call of the President, the Provost and Vice President for Academic Affairs, the Associate Vice President for the College of Graduate Studies, the Graduate Faculty Speaker, or the petition of any fifteen members of the Graduate Faculty to the Graduate Faculty Speaker. The Graduate Faculty shall serve as the decision making body on all academic matters relating to the College of Graduate Studies. Graduate Faculty meetings will be governed by Robert’s Rules of Order.

The Graduate Faculty considers and approves or denies by its own authority all changes in curricula, policy and practice related to graduate education. All changes to curricula, policy and practice will be documented and archived using an approved “New Course Proposal and Curriculum Change Form.” All official records, including minutes and documentation regarding program changes, will be housed in the College of Graduate Studies. The Graduate Faculty documents decisions on changes in its minutes, which are posted on the Graduate Faculty Moodle website within 15 days of each Graduate Faculty meeting.
The Graduate Curriculum Committee serves on behalf of the Graduate Faculty and has the authority to approve minor curricular changes and has the obligation to bring to the Graduate Faculty all major curricular changes for discussion and vote. The Curriculum Committee will report on its activities at each Graduate Faculty meeting and this report will include a review of items approved by the Curriculum Committee and the Committee’s recommendations for major curriculum changes. Any member of the Graduate Faculty may request of the Graduate Faculty Speaker that a minor item be considered major prior to a vote on the item.

The College of Graduate Studies will provide secretarial service for Graduate Faculty meetings. The duties will include organizing and distributing the agenda, and recording and publishing the minutes of each meeting.

Article VI
Graduate Faculty Speaker

A Graduate Faculty Speaker shall be elected annually at the April Graduate Faculty meeting of each year. The Speaker shall assume office at the first Graduate Faculty meeting of the next academic year.

The Speaker shall preside at all Graduate Faculty meetings. In the absence of the Speaker, the Associate Vice President for the College of Graduate Studies or his/her designee shall preside until the assembly designates a temporary officer to preside over the meeting.

Article VII
Graduate Program Coordinators

Graduate program coordinators are appointed by the Associate Vice President for the College of Graduate Studies in cooperation with the appropriate department chair or college Dean to represent the various graduate programs at Plymouth State University. Coordinators are typically faculty members at Plymouth State University who have demonstrated competence in their field of specialization and regularly teach/advise graduate students. Graduate coordinator positions are reviewed and reappointed on a yearly basis by the Associate Vice President for the College of Graduate Studies.

Graduate program coordinators oversee all matters relating to their programs:

1. Propose developments in curriculum and revision of existing curriculum. Proposals should receive approval of the department, college, the Office of Educator Preparation (if appropriate) and then the Graduate Curriculum Committee.
2. Identify and propose potential graduate faculty and teaching lecturers.
3. Review all course evaluations and provide feedback to faculty after each course.
4. Represent respective programs at Graduate Faculty meetings.
5. Advise students in respective programs.
6. Work with department chair and dean on program development including financial and strategic planning.
7. Work with the College of Graduate Studies staff on marketing, recruiting, admissions and assessment.
8. Coordinate accreditation activities relevant to their programs.
9. Evaluate their programs in relationship to the University strategic plan.

Article VIII
Criteria and Procedures for Submission of New Graduate Programs

New graduate programs shall be consistent with the scope, mission, and traditions of existing graduate programs at PSU. The criteria used by the Graduate Faculty and administration in order to evaluate and approve or disapprove new graduate program proposals are outlined below:

1. Proposal documentation must explain how the proposed program supports the mission of PSU graduate programs.
2. The program should focus on verifiable needs of the citizenry of New Hampshire or the profession.
3. The program should reflect the PSU graduate education: Leadership and Advocacy; Scholarship and Action/Application; Reflection and Innovation; Professionalism and Service; and Global Awareness and Social Responsibility.
4. The program should be made available to citizens throughout the state of New Hampshire.
5. The program must have a viable business plan.

All departments seeking approval of new graduate programs shall meet with the appropriate dean(s) to discuss (a) how the proposed graduate program supports the mission of the institution, (b) documentation of the need for the proposed program within the state and the University System, and (c) the financial considerations of the new graduate program.

Following this initial meeting, the dean(s) will discuss the proposed graduate program with the Associate Vice President for the College of Graduate Studies and then the Provost and Vice President for Academic Affairs.

Once the Dean, the Provost, and the Associate Vice President of the College of Graduate Studies have approved the proposal, it is brought to the department for vote. Once approved by the Department, it is brought to the Graduate Curriculum Committee for a recommendation and then brought before the Graduate Faculty for vote.

Article IX
Committees

The Graduate Faculty has the authority to appoint ad hoc committees as needed.

The Graduate Curriculum Committee shall review and make recommendations to the Graduate Faculty regarding curriculum changes and new proposals. This Committee is authorized to approve minor curriculum changes and is charged to review and bring recommendations regarding major curriculum proposals to the Graduate Faculty. Minor
curriculum proposals include new course proposals as well as changes in course name, description, credit hours, and course number. Major changes include new program proposals, and any changes to existing program requirements. A graduate faculty member can request to the Graduate Faculty Speaker that any minor curriculum change be considered major.

The Committee will be required to act on curriculum proposals within one month’s time and will report to the Graduate Faculty on any curriculum decisions or recommendations at the Graduate Faculty meeting directly following the committee meeting during which such actions occurred. A report of the committee’s recommendations and actions will be available to the graduate faculty through the Graduate Faculty Moodle website by the Friday preceding the Graduate Faculty meeting.

The Graduate Curriculum Committee shall be comprised of the Associate Vice President for Academic Affairs, Director of Educator Preparation, the Registrar, and six members elected by the Graduate Faculty: three members, one representing each of the colleges serving two year terms, and three at-large members serving one year terms. These members will be elected at the last Graduate Faculty meeting of the year. Their term of office will extend from June 1st to the last Graduate Faculty meeting of their term.

The Committee will meet monthly September through May during the second Tuesday of the month and as deemed necessary by the Committee or Graduate Faculty.

The Distinguished Graduate Faculty Selection Committee receives and reviews nominations for the College of Graduate Studies Distinguished Graduate Faculty Award given for excellence in teaching among the graduate faculty each year.

The Distinguished Graduate Faculty Award is an important way to provide a supportive climate for teaching at the graduate level and to recognize excellence in teaching among the graduate faculty. Acknowledging such excellence will help ensure that teaching remains a valued endeavor at the graduate level.

Following the guidelines established by the undergraduate Distinguished Teaching Award, the Selection Committee solicits nominations from the campus community and alumni, including all faculty, staff and students. Individuals nominated must be current members of the Plymouth State University Graduate Faculty (full or part time) with a minimum of five years of full- or part-time service to the College of Graduate Studies.

The recipient of this award will be recognized in the Graduate Catalog, will receive a framed certificate, will receive a $1,000 nontaxable credit toward professional development, and will be recognized campus-wide.

The nomination form will include the following criteria developed at the Griffith Institute of Higher Education, Australia:

1. Enthusiasm in undertaking teaching and promoting learning.
2. Significant command of subject matter and exploitation of recent developments in the field.
3. Keen and sympathetic participation in the guidance and advising of students and in understanding and providing resources for their needs.
4. Responsiveness to colleague and student feedback on teaching.
5. Ability to organize course material and present it clearly and imaginatively.
6. Ability to assess student learning and to provide students with worthwhile (and timely) feedback.
7. Ability to stimulate curiosity and independent learning in all students and creative work in advanced students.
8. Evidence of innovation in course design and delivery.
9. Evidence of leadership and innovation in teaching, including the enhancement of teaching quality in colleagues.
10. Involvement of a range of people to develop and maximize the quality of the project or program.

Nominations will address one or more of these criteria in order to provide definitive justification for the nomination to the Distinguished Graduate Faculty Selection Committee.

A record of past years’ nominations will be centrally held by the University and provided to the committee so that past nominations can be considered in the selection process.

The membership of the Distinguished Graduate Teaching Award Committee shall consist of the distinguished graduate faculty from the preceding five years.

**Policy and By-Laws Committee** is responsible for making recommendations to the faculty regarding by-laws revisions, governance issues, and graduate academic policies common to all graduate programs. Any recommendations from this committee will go before the Graduate Faculty for vote. The Associate Registrar is charged with maintaining the official by-laws document.

The Graduate Policy and By-Laws Committee shall be comprised of the Associate Vice President for Academic Affairs and six members elected by the Graduate Faculty: three members, one representing each of the colleges serving two year terms, and three at-large members serving one year terms. These members will be elected at the last Graduate Faculty meeting of the year. Their term of office will extend from June 1st to the last Graduate Faculty meeting of their term.

The Associate Registrar for graduate programs, a non-voting member, will serve as recorder for the group and consultant with other offices on campus such as the Registrar with whom the committee may need to coordinate on various policies. The Dean responsible for graduate studies will serve as an ex-officio member.

The Committee will meet monthly September through May during the second Thursday of the month and as deemed necessary by the Committee or Graduate Faculty.
These members will be elected at the April Graduate Faculty meeting of each year. Their term of office will extend from June 1st to the last Graduate Faculty meeting of the following year.

**Article X**

**Amendment Procedures**

These bylaws may be amended at any regular Graduate Faculty meeting by a vote of the majority of the entire membership or by a two-thirds vote of those voting, whichever is less.

The Speaker of the Graduate Faculty shall be responsible for overseeing the administration and enforcement of these bylaws, and for communicating all recommended changes to the Provost and Vice President for Academic Affairs.