Faculty Governance Document

Submitted by the Committee on Faculty Governance, Thomas F. Remington, Chair, August 24, 1994
Amended by General Meeting of Graduate Faculty, February 28, 1995
Submitted to Graduate Faculty for approval by mail ballot; Approved, May 1995

The committee on faculty governance in the Laney Graduate School met through the spring and summer of 1994 in accordance with the charge of the graduate faculty set at its meeting of November 2, 1993. At that meeting, the faculty called for the creation of a committee to review governance in the Graduate School and to recommend a structure of governance for its approval, modification, or rejection. In keeping with that charge, we hereby offer the following set of recommendations. As part of our deliberations, we administered a survey of the graduate faculty concerning their views about the current system and how it might be improved. We also reviewed several other universities’ arrangements, and considered the normative documents of the Council of Graduate Schools, the principal association of American Graduate Schools. We would call the faculty’s attention to the following statement from the Council of Graduate Schools:

Each institution should have a group of faculty members active in graduate programs who serve as a graduate council, review graduate curriculum proposals, set university-wide academic standards for graduate programs, and develop policies and procedures for the effective administration of graduate degrees. This or a similar group should determine all academic matters pertaining to graduate degree programs. Faculty members may be elected or appointed to the council. They should reflect the range and diversity of disciplines offering graduate degrees, but should understand that their responsibility is to represent the interests of graduate education as a whole, not of specific programs or programs.

Based on our work and our discussions, we offer the following plan for Laney Graduate School governance to the graduate faculty for its consideration, and recommend its adoption.

I. Objective

To provide a more effective means for the faculty to discharge its responsibilities for instructional programs as set out by the university by-laws; to improve communication between administrators, faculty representatives, and faculty at large; to foster informed deliberation on the part of faculty, program Chairs and Directors of Graduate Studies, representatives of the faculty, and the administration on issues affecting graduate education.

II. General Provisions

A. The current system of faculty governance will be modified as follows:

1. The Executive Committee will be replaced by a Graduate Executive Council. It will comprise nine members, three from each division: humanities, social sciences, and sciences (see attached list). The representatives of each division will elect a divisional Chair who will be responsible for gathering additional information from and consulting with Chairs and program Directors on matters affecting the programs in the division. One of these will be elected faculty Chair by the executive council as a whole; the other two will be co-Chairs. This group will comprise the executive board of the Graduate Executive Council. The Chair of the executive board will be empowered to convene meetings of the Executive Council without the Dean but the only official policy-making meetings shall be those Chaired by the Dean. The executive council will meet once a month unless by a majority vote it chooses to meet at more frequent intervals.
2. The graduate faculty, observing that the university by-laws provide that the faculty holds responsibility for decisions pertaining to curriculum while the Deans are responsible for administration of programs, recognizes that in practice these domains are closely intertwined. Accordingly the Graduate Executive Council and Dean will jointly decide matters concerning:

- Approval of new programs and courses;
- Maintaining, revising, and implementing common standards of quality for instruction and student research in the Laney Graduate School;
- Evaluating priorities in allocating stipend and tuition budget funds;
- Program development and planning for the Laney Graduate School over multiple years.

The Dean of the Laney Graduate School, though not a voting member, will Chair the executive council meetings. In the Dean’s absence, the faculty Chair will Chair the meetings.

3. The Dean, in consultation with the Chair of the Executive Council, will set the agenda of Executive Council meetings.

4. The executive council will be composed of members elected by mail ballot by the graduate faculty from among members of the graduate faculty. Nominations will be made by the executive council after consultation with program Chairs and the Directors of Graduate Studies. Decisions on a final set of nominees will be approved only at a second meeting of the executive council after the meeting at which the list was proposed. The executive council is encouraged to submit a list with at least two nominees for each vacant seat. Terms of service will be staggered, such that one third of the members will be newly elected each year and members will serve for three-year terms. The executive council will supply information about relevant experience and service of nominees to the faculty.

Current members of the Executive Council, and the final semesters of their terms, are listed on the graduate school governance web page, www.gs.emory.edu/about/governance.php.

5. The executive council will consult with Chairs and DGSs as part of its deliberations. Policy changes affecting the curriculum of the Laney Graduate School will require favorable votes by a majority of all members of the executive council, not just members present and voting. In those matters that in the opinion of the Graduate Executive Council concern the curriculum, a positive decision by the executive council will follow an advisory vote by the DGSs and consultations with Chairs and program Directors. The DGSs will have at least one-month prior notice of such votes. The executive council Chair or a designated co-Chair will attend the monthly DGS meetings and report on decisions taken by the council and on the agenda for future meetings. These reports are for the purpose of informing the DGSs, and through them the programs, of executive council activity, and to solicit proposals and ideas on issues for the agenda of the executive council.

6. Minutes of executive council meetings will be distributed in timely fashion to DGSs, Chairs and program Directors.

B. Graduate Faculty

1. The Dean will convene a general meeting of the graduate faculty once a year late in spring semester and report on the state of the Laney Graduate School. The Dean and the Chair of the executive council will inform the faculty of important decisions taken in the past year and respond to questions and comments from the floor.

2. The executive council, by majority vote, the Dean or one fifth of the members of the graduate faculty may convene a general meeting of the graduate faculty at any time.

3. The graduate faculty, meeting as a whole or by ballot, may make decisions on any question falling within the competence of the faculty; a decision is adopted if a majority of all members of the graduate faculty (i.e. not just members present and voting) approve it.
**Natural Sciences:** Biomedical Engineering, Biostatistics, Chemistry, Clinical Research, Epidemiology, Graduate Division of Biological and Biomedical Sciences (GDBBS), Mathematics and Computer Science, Nursing, Physics.

**Social Sciences:** Anthropology, Behavioral Sciences and Health Education (BSHE), Business, Development Practice, Division of Educational Studies, Economics, Health Services Research and Health Policy (HSRHP), History, Political Science, Psychology, Sociology, Women’s Studies.

**Humanities:** Art History, Bioethics, Comparative Literature, English, Film Studies, French, Graduate Division of Religion (GDR), Graduate Institute of Liberal Arts (ILA), Jewish Studies, Music, Philosophy, Spanish.

**Directors of Graduate Studies**
Each program shall have a Director of Graduate Studies who has primary responsibility for the graduate program, including advising students on matters regarding Graduate School policies and procedures; directing graduate recruitment and admissions; coordinating the development of program and course changes; managing program budgets; and serving as liaison for the program to the Laney Graduate School. The Director of Graduate Studies will be appointed by the department Chair with prior approval of the Dean of the Laney Graduate School. Each Director shall serve for a term of 3 years.

A list of the current Directors of Graduate Studies is maintained on the graduate school website, at www.gs.emory.edu/about/directors.php.

**Appointments Committee**
The Appointments Committee will consist of three elected members, one from each of the divisions (humanities, social sciences, sciences) and two members appointed by the Dean. Elected and appointed members will serve a term of two years. The Appointments Committee will advise the Dean on the membership and composition of all award and fellowship committees for the Laney Graduate School and any other committees that may be necessary to the business of the Laney Graduate School.

Current members of the Appointments Committee, and the final semesters of their terms, are listed on the graduate school governance web page, www.gs.emory.edu/about/governance.php.

**University Senate and Faculty Council Representatives**
The Laney Graduate School is represented by two faculty members on the University Senate and Faculty Council. Representatives are elected by the faculty and serve three year terms.

Current representatives, and the final semesters of their terms, are listed on the graduate school governance web page, www.gs.emory.edu/about/governance.php.