

Graduate Affairs Committee Charter

Section 1.0 Authority

The Graduate Affairs Committee derives its authority from the Faculty Senate (*Article IV. Committees, Section II. Standing Committees*).

Section 2.0 Charge & Responsibilities

As described in the School of Medicine Bylaws (*Article VII. Committees, Permanent Standing Committees of the School*), “the Graduate Affairs Committee reviews and appraises graduate educational policies, programs, and procedures. This committee recommends establishment, continuation, modification, and termination of graduate courses and degree programs; and makes policy recommendations regarding the granting of graduate scholarships, assistantships, and fellowships. The committee consults with the EC and other related committees on those policies and procedures which jointly affect graduate and undergraduate education. The Graduate Affairs Committee is advisory to the Dean.

Section 3.0 Membership

The Graduate Affairs Committee is chaired by the Associate Dean for Research and Graduate Programs. The Committee will be comprised of members who serve as the Graduate Officers in their respective departments or graduate programs, one (1) voluntary faculty member elected by the Faculty Senate and one (1) member may be appointed to the Committee to ensure diversity.

Section 4.0 Term limits

The term of membership on this committee is determined by their assignment as a Graduate Officer as determined by their department chair.

Section 5.0 Meetings

Meeting Frequency: The committee meets on the third Tuesday of each month from 10 – 11:30. There is no meeting in July. When necessary, an urgent meeting can be convened via Zoom.

Quorum: A meeting quorum requires the presence of 8 Graduate Officers ((50% + 1).

Voting Privilege: Only duly appointed Graduate Officers have voting privileges. A simple majority vote is necessary to approve every motion reviewed by the committee. On occasion a non-committee member may be present to address agenda items; these guests do not have voting privileges.