

**CONSTITUTION
OF
THE GRADUATE COLLEGE
OF THE
UNIVERSITY OF VERMONT AND STATE AGRICULTURAL COLLEGE**

ARTICLE I: DEFINITION

The Graduate College is a unit of the University of Vermont and State Agricultural College and has, subject to the authority delegated to the Colleges by the Board of Trustees, academic jurisdiction over all matters pertaining to and related to graduate degree programs, with the exception of the Degree of Doctor of Medicine.

ARTICLE II: MEMBERSHIP

A. Eligible Faculty

University faculty members eligible for membership in the Graduate Faculty (“eligible faculty”) are those holding a primary or adjunct appointment as an Officer of Instruction, Officer of Research, Officer of Extension, Officer of the Libraries, or Clinical Faculty at the rank of Professor, Associate Professor, Assistant Professor, or Senior Lecturer. Emeriti faculty who were members of the Graduate Faculty when they became emeriti are also eligible.

B. Regular Research and Scholarship-based or Practitioner-Based Appointment

1. Initial Appointment

Members of the University Faculty shall be appointed to the Graduate Faculty by the President of the University (or President's designee). Individuals shall become Regular Members of the Graduate College by application to the Dean of the Graduate College upon or following initial tenure track, research, clinical, extension or library faculty appointment providing the following criteria are commonly met:

- a. The individual has the highest academic degree in his/her field or has earned unusual professional distinction.
- b. The individual's appointment in his/her department or program requires competent and sustained research or other scholarly activity appropriate to the discipline, or sustained professional achievement, as indicated by the chair and dean of the individual's unit.
- c. The faculty member's Chair and Dean endorse the appointment of the individual to the Graduate Faculty.
- d. The applicant demonstrates a sustained record of scholarly or professional accomplishments, involvement or planned involvement in the teaching and mentoring of graduate students, and a commitment to graduate education.

2. Reappointment

Continued membership on the Graduate Faculty shall require demonstration of a sustained record of scholarly or professional accomplishments and commitment to graduate education. Graduate faculty membership will be reviewed in conjunction with academic review of graduate programs, based upon the criteria specified for initial appointment.

C. Emeritus Research and Scholarship-based or Practitioner-Based Appointment

Graduate faculty who retire with emeritus status may request to the Dean of the Graduate College to continue their Graduate Faculty status for a three-year renewable term. The request will include demonstration of a sustained record of scholarly accomplishments and commitment to graduate education that will continue. The appointment may be renewed for additional three-year terms.

D. Adjunct Research and Scholarship-based or Practitioner-Based Appointment

Individuals who hold adjunct appointments to the faculty at the rank of Professor, Associate Professor, Assistant Professor or Senior Lecturer may apply for Graduate Faculty status for a three-year term subject to the criteria in Section B1. The three-year term is renewable contingent upon continued adjunct status.

E. Ex Officio Research and Scholarship-based or Practitioner-Based Appointments

Chairpersons of departments with graduate programs and academic administrative officers who are not already Regular Members shall be Ex-Officio Members of the Graduate Faculty.

F. Graduate Faculty Membership Privileges

1. Any member of the Graduate Faculty may serve as a member of a master's thesis or doctoral dissertation committee.
2. Only a Regular or Emeritus Member of the Graduate Faculty
 - a. shall be entitled to one vote on all matters presented to the graduate faculty;
 - b. shall serve as a graduate program director/coordinator (required faculty leader of the program) appropriate to their discipline;
 - c. shall serve as the Chair of a master's thesis or doctoral dissertation defense committee.
 - d. shall be the primary advisor for a master's thesis or a doctoral dissertation.

3. An Adjunct Member of the Graduate Faculty may serve as the primary Co-Advisor for a doctoral dissertation or master's thesis in conjunction with a Co-Advisor who is a Regular Member of the Graduate Faculty.

ARTICLE III: OFFICERS

The officers of the Graduate College shall be the Dean of the Graduate College and the Associate and Assistant Dean(s). The Dean shall preside at all meetings of the Graduate College and Faculty. The Associate Dean shall preside in the absence of the Dean.

ARTICLE IV: THE EXECUTIVE COMMITTEE

The Executive Committee of the Graduate College shall consist of up to fourteen persons, the majority to constitute a quorum. The members shall consist of the Dean of the Graduate College, who shall serve as Chairperson of the Executive Committee (or name a designee from the Executive Committee to serve as Chairperson), the Associate or Assistant Dean(s), up to eleven other regular or professional Graduate College Faculty members, and one graduate student. The Dean shall annually appoint a Recording Secretary who shall be responsible for recording minutes of the proceedings of the Executive Committee and the Graduate Faculty meetings; the recording secretary shall not be a voting member of the Executive Committee.

Eight of the Executive committee members shall be elected from the following eight stand-alone Colleges and Schools of the University of Vermont: the Colleges of Agriculture and Life Sciences, Arts and Sciences, Education and Social Services, Engineering and Mathematical Sciences, Nursing and Health Sciences, the Larner College of Medicine, the Grossman School of Business, and the Rubenstein School of Environment and Natural Resources. The Graduate Faculty of each of these units shall elect one member to the Executive Committee. Up to three more graduate faculty members shall be appointed by the Dean of the Graduate College with no more than any two members of the entire Executive Committee, excluding the Deans and graduate student, having primary appointments in any one College or School.

The graduate student member shall be an equal voting member and appointed by the Dean of the Graduate College, based upon nomination(s) submitted by the Graduate Student Senate.

Appointed and elected faculty members of the Executive Committee shall serve for three years. A member who has served three years shall be eligible for reelection or subsequent reappointment after an interval of one year. A member may take leave from the Executive Committee before the end of the three year term. In the case of an elected member, if the leave does not exceed one academic year and does not represent the final year of the member's term, the Dean of that College and the member shall agree upon another member of the Graduate Faculty as a substitute; in the case of an appointed member, the Graduate College Dean shall name the substitute. For a leave period that exceeds one year or represents the final year of the member's term, a new representative shall be elected by the unit that had elected the member on leave or, in the case of an appointed member, appointed by the Graduate College Dean, to serve a full three-year term.

ARTICLE V: DUTIES OF THE EXECUTIVE COMMITTEE

A. Duties of the Executive Committee include the following:

1. Approval for graduate credit of courses, research, and similar scholastic activity.
2. Review of the qualifications of those applying or re-applying for regular or other membership to the Graduate Faculty and recommendation of appointments to the Dean.
3. Advising the Dean regarding decisions concerning progress and fulfillment of graduate student requirements by individual students as necessary.
4. Conferring on the establishment and alteration of policies relating to graduate study and bringing recommendations for action to the Graduate Faculty.
5. On a regular basis, reporting its actions to the Graduate Faculty. Any action of the Executive Committee may, upon appeal by a motion introduced at a meeting of the Graduate Faculty, be referred to the Faculty for final decision.

B. Ad hoc Committees

Ad hoc committees may be created by the Graduate Faculty, the Executive Committee, or the Dean of the Graduate College for the purpose of studying specific problems and preparing proposals thereto. These committees shall be appointed by the Graduate College Dean and shall terminate when their assignment is complete.

ARTICLE VI: MEETINGS

The Graduate Faculty shall meet at least twice during each academic year. Those present at a duly called meeting constitute a quorum.

The Dean of the Graduate College shall prepare the agenda of each meeting from proposals submitted by faculty members, the Executive Committee, and administrative officials. Items presented in the form of a petition signed by five percent of the Graduate Faculty membership shall be included on the agenda.

The agenda of each regular Graduate Faculty meeting shall be distributed to the faculty membership at least one week preceding the meeting. Adoption of a resolution shall require a majority vote of the faculty attending a given Graduate Faculty meeting. If five or more voting members request an electronic referendum, the resolution shall be voted upon by electronic ballot by the graduate faculty. The resolution shall be considered adopted if a simple majority of those responding favor it.

Motions to appeal an action of the Executive Committee shall require a majority vote of the faculty attending the Graduate Faculty meeting. The decision of the faculty attending the meeting shall prevail unless one voting member present at the meeting requests an electronic referendum. In the case of an electronic referendum, every regular and emeritus member of the Graduate Faculty shall be allowed at least one week to respond. The resolution shall be considered adopted if the majority of the referendum responses favor it.

Special meetings may be called by petition signed by five percent of the Graduate Faculty. Matters for which the one-week notice has not been provided shall not be acted upon until the following Graduate Faculty meeting. This shall apply to the agenda of special meetings.

The Graduate Faculty meeting shall be governed by the rules contained in the Robert's Rules of Order, Latest Edition, and such other special rules as the faculty shall adopt. In cases of any inconsistencies or differences, the Constitution and those special rules established by the Graduate Faculty shall take precedence.

ARTICLE VII: AMENDMENTS

Amendments to this Constitution shall be presented for discussion at a duly called Graduate Faculty meeting. At least one week prior to the meeting, electronic notice of the substance of the amendment shall be sent to the Graduate Faculty. Subsequently, the amendment shall be approved by two thirds of those responding to an electronic ballot.

Approved 3/17/1953

Amended 12/17/1963, 10/01/70, 5/09/80, 9/17/87, 2/24/92, 1/16/2009, 5/2/2013, 4/3/2014, 11/24/2015, 5/10/2019, 11/30/2020