

**UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER  
CHARTER OF THE GRADUATE FACULTY AND THE GRADUATE COUNCIL**

**ARTICLE I: NAME**

The name of this organization shall be: "The Graduate Faculty of the University of Oklahoma Health Sciences Center".

**ARTICLE II: PURPOSE**

The purposes of this organization shall be:

- A. To develop, recommend, and implement policies relating to graduate education on the Health Sciences Center campus;
- B. To assist the graduate faculty in its functions of teaching, research, and public service;
- C. To promote excellence in graduate teaching and research; and
- D. To promote collaborative effort, exchange of information, and mutual understanding among graduate faculty.

**ARTICLE III: MEMBERS**

**Section 1: Membership**

a) Members

The Members of the Graduate Faculty of the Health Sciences Center are the faculty members of the rank of instructor or above who 1) have been appointed to the Graduate College by action of their respective departments and with the approval of the Graduate Dean, and 2) hold a non-temporary appointment in the Graduate College. The appointment of Members shall be reviewed at intervals of five years.

## b) Associate Members

The Associate Members of the Graduate Faculty of the Health Sciences Center are all other faculty who hold appointments in the Graduate College. The appointment of Associate Members shall be reviewed every three years.

### **Section 2: Voting Rights**

Members of the Graduate Faculty shall have full voting rights. Each Member must declare the college in which his vote may be cast, usually the college of his major appointment. Associate Members shall not vote.

### **Section 3: Proxy**

No votes shall be cast by proxy.

## **ARTICLE IV: POWERS**

### **Section 1: Governance Powers**

The governance of graduate affairs on the Health Science Center campus is vested in the Graduate Faculty of the Health Sciences Center.

### **Section 2: Limits of Powers**

The governance powers of the Graduate Faculty shall not abridge those of the University Administration, of the General Faculty of the Health Sciences Center, nor of the individual colleges on the Health Sciences Center campus.

### **Section 3: Exercise of Powers**

The governance powers of the Graduate Faculty shall be exercised either by the Graduate Faculty or by the Graduate Council (See Article VII) acting on behalf of the Graduate Faculty.

### **Section 4: Accountability of The Council**

The Graduate Council shall be subject to the orders of the Graduate Faculty. None of the Council's acts shall conflict with actions taken by the Graduate Faculty.

### **Section 5: Review of Dean's Performance**

The Graduate Council shall review regularly, at intervals not exceeding five years, the performance of the Dean of the Health Sciences Center Graduate College and shall report the findings to the Provost of the Health Sciences Center.

## **ARTICLE V: OFFICERS**

### **Section 1: Officers**

The Officers of the Graduate Council shall be the Officers of the Graduate Faculty: President, Vice President, and Secretary. These officers shall perform the duties prescribed by this charter, by the parliamentary authority adopted, and by the Graduate Faculty.

### **Section 2: Selection of Officers**

The Dean of the Health Sciences Center Graduate College shall serve as President of the Graduate Council. The Vice President and the Secretary shall be elected yearly by and from the representatives who compose the Graduate Council.

### **Section 3: Eligibility**

No member shall hold more than one office at a time. No member, excepting the Secretary, shall serve more than two consecutive terms in the same office.

## **ARTICLE VI: MEETINGS**

### **Section 1: Meetings**

a) Meetings may be called by the Graduate Council, Health Sciences Center, by the Dean of the Graduate College, or upon written petition of a total of fifteen (15) Members of the Graduate Faculty.

b) The purpose of the meeting shall be stated in the call.

c) All Graduate Faculty shall be notified.

d) Except in cases of emergency, at least seven (7) days notice shall be given and the meeting shall be called within thirty (30) days of presentation of a petition.

## **Section 2: Quorum**

Twenty (20) Members of the Graduate Faculty of the Health Sciences Center, representing two or more Colleges, constitute a quorum, provided that no more than ten of the quorum number are from any one college.

## **ARTICLE VII: THE GRADUATE COUNCIL**

### **Section 1: Members**

a) The Dean of the Health Science Center Graduate College, who shall serve as President, with vote except in matters related to his review as stated in Article IV, Section 5.

b) Two student representatives, elected by the Graduate Student Council.

c) Graduate Faculty Members:

1) Representatives from each college depending on the number of Members of the Graduate Faculty in each college:

<b>Graduate Faculty Members</b>	<b>Number of representatives</b>
1-30	1
31-90	2
91-150	3
151-210	4

2) Additional representatives from colleges depending on the number of graduate students enrolled in graduate programs of departments of such college:

<b>Students</b>	<b>Additional Representatives</b>
0-74	0
75-149	1
150-224	2
225-299	3
300-374	4

## **Section 2: Terms**

- a) Faculty representatives from a college shall be elected by Members of the Graduate Faculty of that college, for terms of three years.
- b) Terms of office of members of the Graduate Council shall be staggered. Specific methods of accomplishing this shall be determined by each college.
- c) No Member of the Graduate Faculty shall serve more than two consecutive terms as a member of the Graduate Council.
- d) Elections shall be held annually in April. Terms shall start on July 1.
- e) Faculty vacancies shall be filled by appointment by the Graduate Council upon recommendation from the college being represented. Student vacancies shall be filled by action of the Graduate Student Council.

## **Section 3: Eligibility**

All Members of the Graduate Faculty as defined in Article III, Section 1, are eligible to serve as Members of the Graduate Council.

## **Section 4: Meetings**

- a) The Graduate Council shall meet at least six times each year and at other such times as necessary.
- b) A quorum for meetings of the Graduate Council will be a majority of the Members defined in Section 1 of this Article.

## **Section 5: Disposition of Requests for Action**

Requests from the Graduate Council for action shall be directed to the Dean of the Health Sciences Center Graduate College. The Dean as well as the Graduate Council shall within thirty (30) calendar days report in writing their disposition of any request for action or information received from the other party(ies). The reports will include rationale for actions taken or not taken.

# **ARTICLE VIII: COMMITTEES**

## **Section 1: Standing Committees**

There shall be the following standing committees of the Graduate Council: a) Curriculum Review, b) Graduate Student Appeals, c) Graduate Faculty Appointments, d) Research, and e) Financial Support.

### **Section 2: Other Committees**

There shall be such other standing or special committees as the Graduate Faculty and/or the Graduate Council shall, from time to time, deem necessary to carry on the work of the Graduate Faculty.

### **Section 3: Committee Membership**

- a) Each committee shall have a Councilor as a member, with vote.
- b) Each committee shall have a graduate student as a member, with vote. Such student shall be selected by the Graduate Student Council.
- c) All Members of the Graduate Faculty are eligible to serve on special or standing committees.

### **Section 4: Appointment of Committees**

At the beginning of the academic year, the Graduate Council, with the advice of the Dean of the Health Sciences Center Graduate College and of the Provost of the Health Sciences Center, shall appoint the committees of the Graduate Council. The Dean shall not participate in the appointment of his own review committee.

## **ARTICLE IX: INTER-COUNCIL LIAISON COMMITTEE**

### **Section 1: Purpose**

The purpose of the Inter-Council Liaison Committee shall be to exchange information between the Graduate Councils on the Health Sciences Center and Norman campuses.

### **Section 2: Composition**

The representatives from the Health Sciences Center shall be the Health Sciences Center Graduate Dean and two members of the Graduate Council of the Health Sciences Center, who are selected by that Council.

### **Section 3: Meetings**

The Deans of the two Graduate Colleges shall arrange for meetings of the Inter-Council Liaison Committee.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Graduate Faculty and the Graduate Council in all cases to which they are applicable and in which they are not inconsistent with this Charter nor any special rules of order which the Graduate Faculty may adopt.

## **ARTICLE XI: AMENDMENT OF THE CHARTER**

### **Section 1: Amending**

a) Amendments to this Charter and ensuing by-laws may be proposed for debate at any regular or special meeting of the Graduate Faculty; at any meeting of the membership by majority vote of the members present and voting; at any meeting of the Graduate Council by majority vote of the Council members present; or by petition bearing the signature of at least fifteen (15) Members of the Graduate Faculty.

A meeting of the Graduate Faculty to discuss the proposed amendments(s) will be called by the Graduate Dean in accordance with Article VI, Section 1b, 1c, and 1d prior to any vote.

b) Voting on proposed amendments shall be by mail ballot. To be approved, a proposed amendment requires affirmation both by two-thirds (2/3) of the Graduate Faculty voting, and, in each college, by a majority of the Graduate Faculty there voting.

c) Amendments shall be submitted to each Graduate Faculty member for vote at least fifteen (15) days prior to tabulation of ballots.

d) All amendments shall be forwarded through the Provost, for consideration by the President.

## **Section 2: Effective Date**

Amendments shall be effective after approval by the President of the University of Oklahoma.

## **ARTICLE XII: ADOPTION**

This Charter shall become effective when it has been approved by a majority of the Graduate Faculty voting in each of the Colleges of the Health Sciences Center and by the President of the University of Oklahoma.

*This version was approved by the Graduate Faculty as recorded in Graduate Council minutes May 13, 2004 and sent to President Boren in June 2004.*