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Charter for the  
Graduate Council  
University of the District of Columbia

The Graduate Council is a standing committee of the Academic Senate.

**Purpose:**

The primary functions of the Graduate Council are to recommend University-wide academic policies and standards for graduate programs, to review and recommend graduate program changes, including new graduate programs, to the Academic Senate, and to provide advice to the Dean of Graduate Studies.

**Membership:**

The membership of the Graduate Council is responsible for representing the interests of graduate education as a whole, not of specific departments or programs. To ensure the full breadth of perspectives, the membership consists of:

- One Representative from each academic department that offers one or more graduate programs. The Representative should be actively engaged in graduate-level programs or instruction. Departments should identify an alternate representative to attend when the member is unavailable. Departments determine the method of selection of their representative, but are responsible for notifying the Graduate Council in writing of the method utilized. No departmental representative shall serve more than two consecutive terms.
- One graduate student member from each school and college offering graduate programs, to be selected by the Dean.
- The Registrar or their designee

- The Associate Vice President for Enrollment Management/Admissions, or their designee
- Dean of Graduate Studies, who will also serve as Chair of the Graduate Council
- Chairperson or representative of the ASPPC
- Any Department developing its first graduate program may have one Representative, designated as an Interim Member, within two academic semesters prior to the expected date of Board approval. The faculty member leading this effort will be the representative. Interim Members are excluded from voting on approval of their proposed program.

Length of Term:

Terms will be for two years. For the first Graduate Council, terms will be staggered at one and two years, such that no more than one-half of member terms will be concluding in any given year.

Officers:

Officers of the Graduate Council consist of the Chairperson and the Vice-Chairperson.

- The Dean of Graduate Studies serves as Chairperson of the Graduate Council.
- The Vice-Chairperson will be elected annually at the May meeting for the upcoming academic year from the faculty representatives by majority vote of the membership present and voting, excluding abstentions, at the May meeting of the Graduate Council. The term of office runs from August 16th to August 15th of the following year. No Vice-Chairperson shall serve more than two consecutive one-year terms of office. In the event of a vacancy in the position of Vice-Chairperson a replacement will be elected to fill the remainder of the unexpired term.

Administrative Support:

Administrative support for the Graduate Council is provided by the office of the graduate dean. Minutes shall be taken of all meetings and posted on the Graduate Council web site.

Standing and ad hoc subcommittees:

The Graduate Council will accomplish a lot of work through Standing Committees and ad hoc subcommittees. The chairperson and at least one other member of any subcommittee will be members of the Graduate Council. Subcommittees are expected to have at least three members and not more than nine. A majority of members must be faculty members.

Quorum:

A quorum for the Graduate Council is nine members. For a quorum, more than half of the members present must be faculty.

Charter Amendments:

Charter amendments must be approved by at least two-thirds of those present and eligible to vote. An amendment must be proposed in writing at one Graduate Council meeting. Voting on the disposition of the amendment cannot occur before the subsequent Graduate Council meeting. At least two weeks must elapse between the proposal and the vote. Amendments take effect upon approval, or on a later date specified in the motion proposing the amendment.

Approved by the Graduate Council, April 22, 2010

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Dean of Graduate Studies &  
Chairperson of Graduate Council

