



Charter and Bylaws

of the

Graduate College

University of Nevada, Las Vegas

History, Charter & Bylaws

The University of Nevada, Las Vegas – then Nevada Southern – began offering some graduate courses in the 1950s, but it was not until 1964 that the university established the Division of Graduate Studies. In 1967, the university conferred its first 11 graduate degrees: nine of the degrees were from the School of Education, and two were from the School of Science and Mathematics. Then, in 1971-1972, the Graduate College was established by the University Board of Regents. After decades of growth and maturation, today, in partnership with academic units, the Graduate College is responsible for graduate faculty status administration; master’s, specialist, and doctoral degrees; graduate certificate programs; graduate credit and non-credit-bearing microcredentials; and non-degree seeking graduate students at the University of Nevada, Las Vegas.

The Graduate College is an academic unit recognized in Chapter 1, Section 3.3.4 of the UNLV Bylaws and is housed under the Office of the Executive Vice President and Provost. These Graduate College Bylaws shall be consistent with the University of Nevada, Las Vegas Bylaws; the NSHE Board of Regents Handbook and Code; and the Laws of the State of Nevada and of the United States of America. Graduate College Bylaws and the Graduate Catalog are the central repositories of University policy and procedures governing graduate faculty and graduate education at UNLV. As such, these documents supersede graduate program bylaws, handbooks, websites, or departmental policies related to graduate programs, graduate faculty, and graduate students. Subject to department and college bylaws, graduate faculty may elect to institute posted policies that exceed the requirements or minimum rigor of these Bylaws or the Graduate Catalog, with approval of the Academic Dean and the Vice Provost for Graduate Education and Dean of the Graduate College.

Article 1: Mission and Scope

The intent of these Bylaws is to define and facilitate the business of the Graduate College.

1.1 Mission

The Graduate College facilitates outstanding graduate education, extends educational opportunities to graduate students, ensures the consistent and fair application of policies, and provides support for graduate faculty and programs by cultivating an environment in which the highest quality graduate scholarship, research, and creative activity can thrive.

1.1.1 Guiding Principles

The Graduate College’s four guiding principles are: excellence, equity, opportunity, and impact.

1.1.2 Culture

Creating a campus community around excellence in graduate education – and encouraging a culture characterized by diversity; openness to new ideas; and the production of cutting-edge research, scholarship, and creative activity – are central to the Graduate College’s mission. The Graduate College aims to provide comprehensive support services to ensure the academic success and well-being of its diverse body of graduate students. These services are designed to enhance the overall graduate experience and facilitate personal and professional growth.

1.2 Goals and Objectives

1.2.1 Goals

The primary and guiding goals of the Graduate College are:

- I. To establish and maintain University-wide graduate standards and policies.
- II. To support program-level graduate requirements and policies, as well as graduate curriculum and innovative new program development.
- III. To successfully recruit, admit, retain, support, and graduate a diverse and outstanding graduate student body.
- IV. To foster scholarly and creative excellence among the graduate faculty and graduate students through research, teaching, and professional development opportunities.

1.2.2 Objectives

The organization of the Graduate College supports the accomplishment of these seven major objectives:

- I. To establish and maintain NSHE, University, and Graduate College policies and standards in a fair, consistent, and equitable manner.
- II. To strategically create high-quality, innovative, and responsive graduate programs that meet the needs of the region, the state, and the broader discipline, and to periodically review all graduate programs via routine assessment and scheduled program review processes to ensure high-quality educational programs.
- III. To support and maintain academic quality in graduate programs and curriculum through collaboration with graduate programs, the Graduate Council, and the Faculty Senate program review process.
- IV. To increase graduate student diversity and quality through focused outreach strategies and internal programming targeted at identifying, admitting, and supporting under-represented applicants and all students.
- V. To be attentive to graduate student retention issues and improve graduation rates through strategic tracking and assessment mechanisms, effective outreach, seamless support to graduate programs, student professional development opportunities, and an overall paradigm of service to constituents.
- VI. To enhance opportunities and support available for graduate student funding in the form of graduate assistantship (GA) packages, research funding, scholarships, and fellowships.
- VII. To provide responsive and efficient customer service and support to constituents.
- VIII. To support and enable graduate faculty governance and to nourish a climate of excellence for and among graduate faculty, including graduate faculty support for outstanding graduate student mentorship.
- IX. To work closely with the Graduate Council, graduate faculty, the Graduate & Professional Student Association (GPSA) and graduate students, and graduate programs to achieve shared goals and enhance

the graduate community at UNLV. The Graduate College team strongly believes that striving for excellence is a collaborative effort.

1.2.3 Responsibilities

The Graduate College's areas of responsibilities include the following:

- I. Recruitment and Admissions. The Graduate College provides centralized support services and collaborates with the Office of the Associate Vice President for Enrollment Management and academic graduate programs to meet the institutional goals of graduate recruitment and admissions. While the Graduate College does not house Recruitment and Admissions operationally within the unit, facilitating the admissions process and collaborating with central admissions is a core area of responsibility.
- II. Retention and Graduation. The Graduate College utilizes graduate tracking data, best practices, and innovative programs to foster successful student retention and to stimulate the pipeline to graduation.
- III. Graduate Student Appeals, Probation, and Separation. The Graduate College is responsible for handling graduate student appeals probation and for separating students who are failing to successfully progress in their graduate programs,
- IV. Graduate Student Records. The Graduate College is responsible for the maintenance of all graduate student academic records and required forms.
- V. Electronic systems. Although the Graduate Systems team is housed within the office of the Vice President for Digital Transformation and Chief Information Officer, the Graduate College provides guidance in the design of forms to support graduate students, graduate faculty, and graduate programs.
- VI. Conferral of Degrees. The Graduate College is responsible for certifying and posting all graduate degrees, certificates, and microcredentials.
- VII. Program Review. This involves the periodic review of all programs and departments that offer graduate or professional degrees in conjunction with the Graduate Council, the Office of the Senior Vice Provost for Academic Affairs, and the Faculty Senate (excluding the School of Law, the School of Dental Medicine, and the School of Medicine).
- VIII. Curriculum and Program Development. The Graduate College works closely with the Graduate Council to oversee all graduate and professional curriculum development as well as new, innovative graduate course and program development. The Graduate College also reviews and approves all changes to existing credit-bearing graduate programs. In collaboration with the Office of the Senior Vice Provost for Academic Affairs, the Graduate College maintains and publishes the Graduate Catalog annually. Program Handbooks that support student progression and success are also managed by the Graduate College.
- IX. Graduate Student Funding. The Graduate College oversees and manages the GA program and is the centralized unit for the distribution of graduate scholarships and fellowships. As part of this responsibility, the Graduate College routinely coordinates with Financial Aid, Cashiering, the Registrar's Office, and the UNLV Foundation.
- X. Graduate Student Services and The Grad Academy. The Graduate College provides leadership, career, and professional development opportunities for graduate and professional students, non-academic

advisement, outreach services, student support resources and services, and innovative programming. The Graduate College also handles all graduate student academic appeals.

- XI. Postdoctoral Fellows. The Graduate College houses, manages, and coordinates the Office of Postdoctoral Affairs to promote the interests of postdocs, provide professional development opportunities, and support efforts to maintain institutional postdoc data and national reporting.
- XII. GPSA. The Graduate College works closely in support of the GPSA and the GPSA manager as well as co-sponsors events such as the annual GPSA Research Forum.
- XIII. Graduate Faculty. The privileges, rights, and responsibilities associated with varying levels of approved graduate faculty status (GFS) are designated by the Graduate College, which reviews and approves all applications for GFS. Further, the Graduate College is committed to supporting graduate faculty in their scholarship, mentorship, and other professional endeavors related to and supportive of graduate education.
- XIV. Interdisciplinary Graduate Programs (IGPs). The Graduate College structurally houses, manages, and coordinates interdisciplinary programs with faculty participation typically from two or more academic units to promote and support interdisciplinary faculty teams, graduate certificates and programs, IGP students, and cross-campus collaborations aligned with Top Tier goals.
- XV. Graduate Council. The Graduate College supports, helps coordinate, and collaborates closely with the Graduate Council, which is the faculty governance wing of the Graduate College.
- XVI. Awards and Recognition of Achievement. The Graduate College runs several prestigious award competitions each year to recognize outstanding accomplishments by graduate students and graduate faculty.

Article 2: Organization of the Graduate College

The Graduate College reports to the Senior Vice Provost and the Executive Vice President & Provost and is the central organizational unit that coordinates, advocates for, and supports graduate education at UNLV. The College is a service unit with both administrative and academic missions, serving a broad base of constituents, including prospective and current students, graduate alumni, academic and administrative faculty and staff, postdoctoral scholars, and community partners. Interdisciplinary graduate programs and the Office of Postdoctoral Affairs are both housed in the Graduate College. The Graduate College works closely and collaboratively across campus to fulfill its mission in support of program excellence, faculty and student success, innovation, and campus and community impact.

The Graduate College has five interconnected and closely collaborating units internal to the Graduate College. These areas include (i) GC infrastructures [Graduate Financial Services, Communications & Marketing, and Development], (ii) Retention, Progression & Completion, (iii) Student Services, including the Office of Postdoctoral Affairs, (iv) The Grad Academy, and (v) Graduate Academic Affairs, including interdisciplinary graduate programs.

The Graduate College also has key collaborating units external to the Graduate College that together comprise a broad base of support for the UNLV graduate community. These areas include but are not limited to (i) UNLV Admissions and Recruitment, (ii) Office of Information Technology, (iii) Decision Support, (iv) Office of International Students and Scholars, (v) Financial Aid, (vi) Division of Research, (vii) Student Affairs, (viii) General Counsel, (ix) Office of Student Conduct, (x) Economic Development, and (xi) academic units, and (xii) Office of the Senior Vice Provost for Academic Affairs.

The Vice Provost for Graduate Education and Dean of the Graduate College, with input and recommendations from the associate and assistant Dean(s), appoints one or more Graduate Faculty Fellows (GFF) per academic year to work on special projects and assignments. The GFFs generally work on Graduate College projects approximately 10 hours per week.

2.1 Vice Provost for Graduate Education and Dean of the Graduate College

The UNLV Graduate College is an independent administrative and academic unit led by the Vice Provost for Graduate Education and Dean of the Graduate College, who reports directly to the Senior Vice Provost for Academic Affairs and the Executive Vice President and Provost. The authority and responsibilities of the Vice Provost for Graduate Education and Dean of the Graduate College shall be prescribed by the President upon recommendation of the Executive Vice President and Provost.

2.1.1 Appointment

The Vice Provost for Graduate Education and Dean of the Graduate College shall be appointed by the President or Executive Vice President and Provost upon recommendation from the search committee, as appropriate, with Graduate Council consultation. UNLV Bylaws regarding the composition of search committees shall govern the search process, with at least one committee member representing each of the following groups:

- I. The Graduate Council Executive Committee or their designee from the Graduate Council
- II. The Graduate College Dean's Leadership Advisory Council, if one is convened at the time of the search
- III. The Graduate College administrative faculty
- IV. The GPSA

2.1.2 Appointment of Interim Vice Provost for Graduate Education and Dean of the Graduate College

In the event that the provision of 2.1.1 shall not be fulfilled, an Interim Vice Provost for Graduate Education and Dean of the Graduate College shall be appointed by the President or by the Executive Vice President and Provost according to UNLV Bylaws. This recommendation shall occur after appropriate campus consultation, including input from the following groups:

- I. The Graduate Council Executive Committee or their designee from the Graduate Council
- II. The Graduate College Dean's Leadership Advisory Council, if one is convened at the time of the search
- III. The Graduate College administrative faculty
- IV. The GPSA

2.1.3 Responsibilities

The Vice Provost for Graduate Education and Dean of the Graduate College shall be the chief administrative officer. This individual shall be responsible for oversight of day-to-day operations, including:

- I. The appropriate conduct of graduate academic affairs, the fair and equitable application of policy, and the handling of graduate academic appeals

- II. Appropriate oversight of graduate curriculum and programs, including review of graduate programs and new program development
- III. Strategic management of graduate assistantships, graduate scholarships, and graduate fellowships, and oversight of the GA program
- IV. Coordination with appropriate campus units, and the provision of programming, to promote strategic recruitment, successful retention, and degree completion for graduate students
- V. Collaboration with, and support for, the GPSA and graduate registered student organizations, to promote the success and wellbeing of the graduate student population and graduate student interests
- VI. Granting and revocation of graduate faculty status, and supervising the dutiful execution of the rights and responsibilities thereof
- VII. The efficient and appropriate handling of graduate admissions processes and graduate student records; the oversight of theses and dissertation submissions; and certification of graduate student degrees, certificates, and microcredentials
- VIII. Recommending the conferral of all graduate degrees, certificates, and microcredentials to the President and NSHE
- IX. Donor cultivation and procurement of gifts in support of graduate student research, educational scholarships and fellowships, and programming to support the Graduate College mission, in conjunction with the UNLV Foundation and a designated development officer
- X. Reporting annually to the Executive Vice President and Provost, the graduate faculty, the Graduate Council, the GPSA, and the Dean's Leadership Advisory Council concerning the status of graduate education at the University of Nevada, Las Vegas
- XI. The associate or assistant Dean may be designated to assume responsibilities of the Vice Provost for Graduate Education and Dean of the Graduate College in that individual's absence.

2.1.4 Evaluation

An evaluation of the Vice Provost for Graduate Education and Dean of the Graduate College shall be conducted after the first full year of a regular appointment by the individual's supervisor in the Office of the Executive Vice President and Provost. Subsequent evaluations shall occur triennially, normally during the spring semester, unless directed otherwise by the UNLV Bylaws. These evaluations shall be conducted and distributed in a manner specified by the University and administered by the Graduate College Executive Committee in conjunction with the Office of the Executive Vice President and Provost.

2.2 Associate and Assistant Deans of the Graduate College

The UNLV Graduate College Associate Dean of Academic Affairs and/or Student Affairs shall be UNLV academic faculty members with the appropriate expertise, record of graduate mentorship, research experience, and administrative skills necessary to help lead the day-to-day operations to meet the mission of the Graduate College. Any Assistant Dean(s) shall be UNLV academic/administrative faculty with the appropriate expertise, record of graduate student engagement, graduate-level experience, and administrative skills necessary to help lead both the

day-to-day operations of the Graduate College and strategic visioning to ensure innovation, inspiration, and impact in fulfilling the vision and mission of the Graduate College.

2.2.1 Appointment

Any associate and assistant deans of the Graduate College shall be appointed by the Vice Provost for Graduate Education and Dean of the Graduate College upon recommendation from a recruitment and screening committee seated by the Dean. If assistant/associate dean search committees are convened, they shall include, at a minimum, a representative from each of the following groups:

- I. The Graduate College Executive Committee or their designee from the Graduate Council
- II. The Graduate College administrative faculty
- III. The Graduate College leadership team
- IV. The Division of Research
- V. The Office of the Executive Vice President and Provost
- VI. GPSA

2.2.2 Appointment of Interim Associate or Assistant Dean

In the event that the provision of 2.2.1 shall not be fulfilled, an interim associate or assistant dean may be appointed by the Vice Provost for Graduate Education and Dean of the Graduate College. This recommendation shall occur after appropriate campus consultation, including input from the following groups:

- I. The Graduate College Executive Committee or their designee from the Graduate Council
- II. The GPSA

2.2.3 Responsibilities and Evaluation

- I. The Vice Provost for Graduate Education and Dean of the Graduate College shall determine the duties and responsibilities of the associate and assistant dean(s), depending on the staffing, project, and mission-driven needs of the College.
- II. The responsibilities and duties are determined per 2.2.3.I shall be documented in a formal position description, and said associate or assistant dean(s) will be evaluated annually on the basis of their performance of their assigned duties and responsibilities.
- III. The associate or assistant dean(s) may be designated to assume responsibilities of the other associate or assistant dean in their absence or may be asked to assume the responsibilities of the Vice Provost for Graduate Education and Dean of the Graduate College in the event of their absence.

2.3 The Graduate College Leadership Team

2.3.1 Mission-Driven Staffing

The Graduate College has a broad and encompassing mission, a complex set of goals, and a wide array of responsibilities to the University community, prospective and current students, graduate faculty and staff, and community constituents. To strategically and successfully fulfill its mission, at any given time, the UNLV Graduate College will have skilled professional staff and administrative faculty leaders managing operations in various sub-units within the College, with appropriate staff support.

2.3.1 Unit Leadership

The Graduate College is composed of several interconnected and mutually reinforcing units, including areas of responsibility such as (i) Graduate College infrastructure [Graduate Financial Services, Communications & Marketing, and Development], (ii) Retention, Progression & Completion, (iii) Student Services, including the Office of Postdoctoral Affairs, and (iv) The Grad Academy. Graduate College leadership positions will be associated with these areas of responsibility and may include, but are not limited to, the following roles:

- I. Assistant Dean/Executive Director/Director of Graduate Student Services
- II. Executive Director/Director of Leadership, Professional, and Career Development
- III. Executive Director/Director of Retention, Progression, & Completion
- IV. Executive Director/Director of Communications & Marketing
- V. Executive Director/Director of Graduate Financial Services
- VI. Graduate & Professional Student Association Manager
- VII. Executive Director/Director of Development

2.3.2 Appointment

The Vice Provost for Graduate Education and Dean of the Graduate College shall appoint staff leadership, with consultation and input from a search committee, if convened, consisting of at least one member from the following groups:

- I. The Graduate Council Executive Committee or their designee from the Graduate Council
- II. The associate or assistant dean of the Graduate College
- III. The Graduate College administrative faculty most directly impacted by the hire
- IV. The GPSA

2.3.3 Responsibilities and Evaluation

The Vice Provost for Graduate Education and Dean of the Graduate College, in conjunction with each staff member's director supervisor as appropriate, shall determine the duties and responsibilities associated with each position.

- I. The responsibilities and duties are determined per 2.3.2. shall be documented in a formal position description filed with Human Resources, and staff will be evaluated annually on the basis of their performance of their assigned duties and responsibilities.
- II. An evaluation of all Graduate College staff shall take place annually, on a timeline prescribed by University policy or Human Resources, per standard review procedures as governed by University Bylaws.

2.4 Dean's Leadership Advisory Council

A philanthropically-oriented Dean's Leadership Advisory Council may be convened at the will of the Vice Provost for Graduate Education and Dean of the Graduate College. If constituted, members will serve for two-year terms, with the possibility for consecutive terms at the discretion of the Vice Provost for Graduate Education and Dean of the Graduate College. In addition to Council meetings, members will be invited to Graduate College, campus, and community events, as well as receive the Graduate College newsletter.

2.4.1 Membership

Members of the Dean's Leadership Advisory Council are selected by the Vice Provost for Graduate Education and Dean of the Graduate College. The Dean's Leadership Advisory Council shall be composed initially of at least five members. Members will serve for two-year terms, with the possibility to renew for consecutive terms at the discretion of the Vice Provost for Graduate Education and Dean of the Graduate College. All members of the Dean's Leadership Advisory Council are to serve on a volunteer basis. To coincide with UNLV's academic year, the term length served by each member shall be 09/01 through 08/31 and, otherwise known as "service year."

2.4.2 Responsibilities

The Dean's Leadership Advisory Council is responsible for providing guidance, input, and support for graduate education at the University of Nevada, Las Vegas. Specifically, members of the Council may be asked to engage with the Graduate College in the following ways:

- I. To participate in a minimum of two Advisory Council meetings per year
- II. To provide input and guidance, as needed, on issues of strategic importance to the Graduate College and fulfillment of its mission
- III. To assist with introductions to other community members and potential donors who may be willing to support the UNLV Graduate College through financial contributions or other in-kind gifts
- IV. To volunteer time and resources in support of Graduate College programs, events, and students
- V. To share their expertise with relevant graduate faculty, students, programs, and Graduate College staff, and in doing so, to help the Graduate College better achieve its mission

2.4.3 Removal of Members

At any time during a member's term, a member may voluntarily terminate their membership effective immediately by submitting a written notice (electronic or otherwise) to the Vice Provost for Graduate Education and Dean of the Graduate College. Alternatively, a member may be removed immediately either by a majority vote of the Advisory Council or by the sole and absolute discretion of the Vice Provost for Graduate Education and Dean of the Graduate College. Should a member be removed during any part of their term, the Vice Provost for Graduate Education and Dean of the Graduate College may appoint a new member to serve the remaining portion of the vacated member's term.

2.5 Graduate Committee Representation on External Committees

When the Graduate College is asked to provide a representative to university or system committees, the Vice Provost for Graduate Education and Dean of the Graduate College, in consultation with the Graduate College Executive Committee, will appoint a representative. The appointment decisions will be guided by the following principles:

- I. All Graduate College administrative faculty and graduate faculty who are actively involved in graduate education are eligible.
- II. Appointees will, whenever possible, possess relevant expertise or experience.
- III. Appointments will avoid any potential conflicts of interest when representatives have dual roles (e.g., graduate faculty and college faculty).

2.6 Graduate College Committees

The Vice Provost for Graduate Education and Dean of the Graduate College, in consultation with the Council Chair and Graduate College Executive Committee, may constitute Graduate College committees to provide guidance or recommendations in areas that are related to the business of the Graduate College as a unit with authority and responsibility distinct from the Graduate Council.

- I. Graduate College committee members shall be drawn from the Graduate Council when appropriate and from the graduate faculty and administrative faculty, as befits the work of the committee.
- II. As much as possible, each committee shall have representation from each academic unit housing graduate programs, one member from the Faculty Senate, and one member from GPSA, as befits the work of the committee.
- III. The Vice Provost for Graduate Education and Dean of the Graduate College shall appoint a Chair(s), and shall charge the committee.
- IV. Meetings may take place so that members may attend/participate in various forms: face-to-face (on campus), hybrid (on-campus location plus a digital/online component or remote participation), or an entirely online/digital meeting space.

2.6.1. Voting

A simple majority of the voting members of the committee present shall constitute a quorum, regardless of whether members are onsite in person or participating virtually. Proxies shall be counted in determining a quorum. Proxies shall be governed by the following guidelines:

- I. A representative who is unable to attend a meeting must designate a proxy for that meeting.
- II. All proxies must present a written authorization by the designated member to the committee chairperson at the outset of the meeting or up to 48 hours prior.
- III. A proxy must hold Graduate Faculty Status.
- IV. A proxy must either be
 - A. from the same academic department, program, or unit as the designating member
 - B. from the same Graduate College committee
- V. No committee member shall hold more than two proxies per meeting.

2.6.2. Graduate College Committee: Graduate Awards Committees (GAWC)

The GAWC shall review and make recommendations on scholarships, fellowships, Graduate College awards, and other awards at the graduate level to the Vice Provost for Graduate Education and Dean of the Graduate College.

- I. The GAWC meets as needed, but at least once per semester during the academic year. In special circumstances, the committee may meet over break, at the discretion of the Vice Provost for Graduate Education and Dean of the Graduate College and the GAWC Chair(s), if there is time-sensitive business of the university that must be addressed and if quorum can be attained.
- II. The GAWC shall make recommendations to the Vice Provost for Graduate Education and Dean of the Graduate College concerning the criteria and procedures to be used in evaluating and equitably distributing graduate scholarships, fellowships, and awards.
- III. The GAWC shall confidentially review, rate, and rank all scholarship, fellowship, and award applications without regard for the College or area of study of nominees.
- IV. The GAWC shall work with the Vice Provost for Graduate Education and Dean of the Graduate College to develop and implement strategies to increase the number of extramurally funded scholarships, fellowships, and awards for UNLV graduate students.
- V. The Vice Provost for Graduate Education and Dean of the Graduate College may charge the GAWC with other special projects related to graduate student funding, GA allocations, graduate faculty, and student award programs, and graduate development efforts, as needed.
- VI. The rules governing proxies and quorum established in 5.4.4 shall apply.

2.6.3. Graduate College Committee: The Graduate Academy Advisory Board (TGAAB)

The Graduate Academy Advisory Board shall comprise a combination of academic graduate faculty, administrative faculty from campus offices that provide graduate professional development opportunities and training, and invited graduate coordinators from the Graduate Council. Together, this group will provide advice and consultation to the Assistant Dean and/or Executive/Director of The Grad Academy and make recommendations to the Vice Provost for Graduate Education and Dean of the Graduate College. TGAAB shall provide assistance with a vision as well as lead and implement campus-wide professional development activities and programs to develop the whole graduate student scholar.

- I. TGAAB is co-chaired by a graduate faculty member and the Assistant Dean and/or Executive/ Director of The Grad Academy.
- II. Administrative faculty members who have been invited to serve on this committee need not hold Graduate Faculty Status.
- III. TGAAB generally meets a minimum of once per semester during the academic year. In special circumstances, the committee may meet more frequently or over UNLV break periods, at the discretion of the Vice Provost for Graduate Education and Dean of the Graduate College, and the TGAAB Chair, if there is time-sensitive business of the university that must be addressed, and if quorum can be attained.
- IV. TGAAB oversees the quality, content, and execution of the various non-credit-bearing certificate programs, such as the Graduate Research Certification, the Graduate Teaching Certification, and related certification/training programs, in conjunction with the Graduate College.
- V. The Vice Provost for Graduate Education and Dean of the Graduate College may charge TGAAB with other special projects related to graduate student services, training and workshop opportunities, and certification programs, as needed.

2.6.4. Graduate College Committee: The Postdoctoral Advisory Board (PDAB)

The Postdoctoral Advisory Board shall comprise a group of graduate faculty with interest, experience, or expertise in mentoring postdoctoral scholars. Together, this group will provide advice and consultation to the Assistant Dean and/or Executive/ Director of Graduate Student Services and Graduate Deans regarding postdoctoral affairs.

- I. The PDAB generally meets a minimum of once per semester during the academic year. In special circumstances, the committee may meet more frequently or over UNLV break periods, at the discretion of the Vice Provost for Graduate Education and Dean of the Graduate College, and the PDAB Chair, if there is time-sensitive business of the university that must be addressed, and if quorum can be attained.

2.6.5. Graduate Ad Hoc Committees/Working Groups

Each year, there are a number of ad hoc Top Tier Working Groups which support strategic graduate initiatives and university goals. The Vice Provost for Graduate Education and Dean of the Graduate College, in consultation with the Graduate Council Chair and Graduate College Executive Committee, may constitute an ad hoc committee/working groups to address new, existing, or pressing issues or to meet a specific need.

- I. Ad hoc committee/working group members shall be drawn from the Graduate Council and, as needed, from graduate faculty and/or student groups.

- II. The Vice Provost for Graduate Education and Dean of the Graduate College or designee shall appoint a Chair and shall charge any such committees/groups.

2.6.6. Graduate Student Committees and Graduate Registered Student Organizations (GRSOs)

The Vice Provost for Graduate Education and Dean of the Graduate College, in consultation with the GPSA Manager and GPSA leadership and appropriate graduate faculty, may establish Graduate Student Committees and GRSOs to support UNLV graduate and professional students and fulfill the mission for the Graduate College and the institution.

- I. The behavior of all students and student organizations and committees, as members of the university community, is governed by the Nevada System of Higher Education (NSHE) and the UNLV Student Conduct Code. As a UNLV registered student organization, they are required to abide by campus policies. The RSO Manual outlines those policies. When submitting the GRSO form each year, it is acknowledged that the GRSO will follow all student conduct guidelines.

Article 3: The Graduate Faculty

The graduate faculty consists of all UNLV faculty members who are approved for Graduate Faculty Status. Graduate faculty members are housed in academic colleges and professional schools but are granted specific rights and responsibilities within the Graduate College, including but not limited to participation in graduate education, engagement in graduate student mentorship, and involvement in the work of the Graduate College, primarily through the Graduate Council. Please note that Graduate Faculty Status is not related to professorial ranking.

3.1 Graduate Faculty Status (GFS)

GFS affords the privilege to interact with students as a member of the UNLV graduate faculty. Qualified faculty must attain appropriately approved levels of GFS in order to be eligible to teach graduate courses, mentor students, and participate in graduate advisory committees. Approval of GFS privileges rests on the recommendation of departmental and academic unit bylaws as well as the department chair and academic dean in which the applicant is seeking GFS. Final approval is granted by the Vice Provost for Graduate Education and Dean of the Graduate College. Graduate faculty may participate in the faculty governance of the Graduate College through the Graduate Council and College committee service and participate in campus events for graduate faculty. Please note that GFS is not related to professorial ranking.

3.1.1 Hierarchy of Graduate Faculty Responsibilities and Privileges

GFS privileges will be organized as follows:

The privileges associated with a person's GFS shall reflect 1) their highest degree earned; 2) an assessment of qualifications by department peers, chair, and deans (academic and graduate), especially in regards to the individual's research, scholarship, and/or creative activities; and 3) their role(s) in graduate education.

- I. All faculty with GFS will be required to complete an online webinar when available on graduate teaching and mentorship, and periodically renew it to ensure that they are staying abreast of department, school, and Graduate College policies, procedures, and best practices.
- II. GFS will be approved by departments/schools, academic deans, and the Vice Provost for Graduate Education and Dean of the Graduate College or designee and linked to specific departments/schools that house graduate programs. Faculty may apply and be approved to hold GFS in multiple

departments/schools, as appropriate to their academic training and research/scholarship/performative or creative activity credentials and scholarship work that cross disciplines.

- III. No one may teach graduate-level courses unless they hold appropriate levels of GFS.
- IV. Faculty who hold GFS in a unit (department, school, or college) may serve in the role of Graduate College Representative (GCR) for any students in the said unit only if the faculty's primary GFS affiliation is outside of that unit. GCR is additive privilege and not automatically granted. If faculty hold GFS in multiple academic units, the faculty may only serve in the role of GCR for students in units where they do not hold their primary affiliation. Only full-time graduate faculty in academic units that have active graduate programs may be eligible to serve as GCRs for those students matriculating in academic units in which the faculty does not hold GFS.
- V. Professors-in-residence (PIR) or faculty-in-residence (FIR) are generally not eligible to hold GCR because of the nature of their teaching positions and heavy teaching load. However, if a PIR or FIR holds a terminal degree, is demonstrably research active, and is supported by their department and academic dean, the Graduate College may grant them GCR.
- VI. Only graduate faculty in academic units that have active graduate programs and committees may be eligible to serve as GCRs for students matriculating in other academic units. GCRs must be employed full-time at UNLV.
- VII. GFS should be reviewed by departments and deans during faculty annual evaluations each year. The Graduate College will provide each department with a list of their graduate faculty annually in early January to facilitate department review.
- VIII. GFS with all privileges is typically reserved for UNLV tenure-track and tenured faculty (an initial application is necessary for new hires so the Graduate College is aware that they are on campus and qualify) who have terminal degrees, research experience in their fields, demonstrated record of research and scholarly productivity, and the ability to successfully teach and mentor graduate students. This status enables faculty to chair graduate advisory committees, sit on graduate advisory committees, serve as the GCR on advisory committees, mentor students, and teach graduate-level courses. (Please see the list of privileges outlined in the Graduate Catalog.)
- IX. Retired Faculty/Faculty Emeritus/Faculty Who Have Left UNLV
 - a. With approval from the Academic dean, chair of the department, and senior associate dean or dean of the Graduate College via the Graduate Faculty Leaving Form, former faculty (who had GFS upon their departure) may continue to serve as Chair (for up to one year after departing the university) or committee members (indefinitely) on graduate student advisory committees they were on prior to leaving UNLV.
 - b. These requests will be reviewed on a case-by-case basis; sometimes, an on-campus, tenured, or tenure-track faculty member may be asked to co-chair graduate advisory committees with the former UNLV faculty member.
 - c. May NOT serve as Graduate College Representative on advisory committees.

- d. With approval from the Academic dean, chair of the department, and Vice Provost for Graduate Education, and Dean of the Graduate College, former faculty (who had appropriately approved GFS privileges upon their departure) may continue to teach graduate-level courses.
 - e. For faculty who are on leaves and/or temporary leaves, signatures on forms may not be skipped. Rather, the Graduate College must be notified of a faculty proxy. In the absence of a designated proxy, the Department Chair will sign on behalf of faculty while they are on leave. Upon return to UNLV, with respect to committee appointment forms impacting the faculty member on leave, faculty may opt to rescind decisions made during their absence.
- X. The graduate faculty shall be responsible for making recommendations on curricular, program, and program review matters relating to graduate education at UNLV. The graduate faculty shall delegate their authority for making such recommendations to the Graduate Council of the Graduate College, which shall, through its committee structure, conduct the faculty governance of the Graduate College.
 - XI. For additional details regarding the process associated with obtaining and maintaining GFS and for additional specific guidelines and requirements, please refer to the Graduate Faculty Status Guidelines on the Graduate College website.

3.2 Denial or Revocation of Graduate Faculty Status

The privilege of membership in the graduate faculty may be suspended or revoked upon review and recommendation of the faculty's Academic Dean and Chair/Director, per college guidelines, or by the Vice Provost for Graduate Education and Dean of the Graduate College if dereliction of graduate faculty responsibilities occurs.

3.2.1

An individual may lose GFS for unsatisfactory teaching in the graduate program; substandard graduate mentorship or evidence of consistently poor advising of graduate students; lack of research and/or creative activity; or failure to adhere to Graduate College policies and/or departmental policies and procedures concerning the graduate program.

3.2.2

If a faculty member's application for GFS is denied, or a graduate faculty member has their status revoked, the Chair/Director of the faculty member's department or program in which they were seeking GFS must provide, in writing, specified reasons as to why a person applying for membership in the graduate faculty was denied.

3.2.3

This shall include a statement as to what action may be taken for reconsideration and inclusion in the graduate faculty. This statement shall be signed by the Academic Dean, who may opt to include their own statement, and referred to the Vice Provost for Graduate Education and Dean of the Graduate College for review and final determination.

3.3 Appeal of GFS

A faculty member who has been denied membership in the graduate faculty may submit a written appeal to the Chair/Director of the department or program and submit a Graduate Faculty Appeal document to the Graduate College.

3.3.1

The application will be reviewed by the Chair/Director of the department or program in a meeting with the applicant, and a written decision must be provided to the faculty member within five regular business days.

3.3.2

If, upon appeal and further review, the faculty member is granted GFS, the appeal process ends. If, however, the faculty member remains dissatisfied with the Chair/Director's decision and is still denied membership in the graduate faculty, they may submit a Graduate Faculty Appeal document to the Graduate College with their written appeal attached to the written response from the Chair/Director to their Academic Dean within 30 days of receiving the department's decision in writing.

3.3.3

The Academic Dean will gather any additional information required for an informed decision and render a decision within 30 days. Again, if the faculty member's appeal is granted, this ends the appeal process; if they remain dissatisfied, they may submit the sum of all documentation of their appeal from the department and Academic Dean, along with their appeal letter, within 30 days to the Vice Provost for Graduate Education and Dean of the Graduate College for final review, consideration, and determination, in consultation with appropriate personnel.

3.4 Roster of Graduate Faculty

A roster of current graduate faculty with their associated faculty status, privileges, and college/unit shall be available for public review via the Graduate College website.

3.5 Meetings of the Graduate Faculty

The Vice Provost for Graduate Education and Dean of the Graduate College may call a meeting of the graduate faculty as needed. The agenda for the meeting shall be made available via email and the Graduate College website not less than one week prior to the scheduled meeting.

Article 4: Graduate Program Administration – Graduate Coordinators

The graduate coordinator serves a vital role in graduate education at UNLV. Graduate coordinators are members of the graduate faculty who are the primary point of contact in academic units for graduate students and a liaison between the academic unit and Graduate College. The department chair shall be deemed the default interim graduate coordinator for purposes of program continuity if there is no graduate coordinator identified.

- I. Every department offering graduate or professional certificates and/or degrees will identify at least one graduate coordinator. If there are multiple graduate coordinators, each should be responsible for one or more plans.
- II. Every degree and certificate/microcredential will have a designated coordinator who is responsible for all graduate coordinator responsibilities per the Graduate College bylaws and department/school bylaws.
- III. Every department and/or program may choose to have a plan administrator.
- IV. Each department should identify at least one Graduate Plan Support Staff.

- V. Each department should have additional graduate program leaders (from among the graduate faculty) to work with the graduate coordinator(s) on graduate recruitment, admissions, funding, mentorship, review of student appeals, etc.

4.1 Appointment and Term

Graduate coordinators may be elected or appointed in one of two ways, as delineated below. Once seated, graduate coordinators are subject to terms within their college or unit bylaws; or, if such guidelines do not exist, to the terms and conditions described herein.

4.1.1 Selection of Graduate Coordinators

- I. Department or College Bylaws: In cases where an academic unit, or the college in which a unit resides, have faculty bylaws delineating how graduate coordinators are selected, and their term of office, these rules and processes shall apply and take precedence.
 - A. Graduate College Bylaws: If an academic unit's or college's bylaws do not specify either how graduate coordinators are selected or their term of office, or provide related guidelines, then the Graduate College guidelines as specified herein shall take effect.
 - B. Candidates for graduate coordinator shall hold GFS.
 - C. Graduate coordinators shall be tenured faculty within the unit, unless staffing circumstances within a unit or the particular characteristics of the unit dictate otherwise. In case of the latter, the Chair/Director, Academic Dean, and Vice Provost for Graduate Education and Dean of the Graduate College must approve of the appointment.
 - D. Candidates for graduate coordinator shall be self-nominated or nominated by a faculty college, Chair/Director, or Academic Dean.
 - E. Graduate coordinators shall be elected by a majority of the academic unit's graduate faculty in a blind vote.

4.1.2 Terms and Conditions

If academic college or unit bylaws do not specify otherwise, the following guidelines shall prevail:

- I. Graduate coordinators shall serve three-year terms of service.
- II. Graduate coordinators shall uphold the highest standards in execution of their service. Please see the Graduate College website for additional information.
- III. Graduate coordinators shall faithfully and effectively serve their graduate faculty colleagues, department, program and graduate students and fulfill the expectations outlined herein.
- IV. Graduate coordinators shall be recognized for their contributions and leadership and receive appropriate compensation for their time and service by way of workload adjustments, salary supplement if available, and student, administrative, or professional support staff assistance where appropriate and viable.

- V. Graduate coordinators shall be reviewed on their performance in this role during their annual evaluation and recognized for the merits of their service.

- VI. Graduate coordinators who receive an unsatisfactory evaluation, who fail to effectively fulfill the requirements of the position, or commit an unethical act in violation of campus and community standards of research ethics, professional ethics, and the NSHE Code, or who for some other reason are deemed unfit to continue serving to the end of their term may be removed in one of the following ways:
 - A. By a simple majority vote of the academic unit's graduate faculty.
 - B. By written notice from the Chair/Director, signed by the Academic Dean, but only in the case of an unsatisfactory review, when there has been a documented ethical breach or a similar extreme situation that is documented, and that would prohibit the graduate coordinator from faithfully fulfilling their responsibilities.
 - C. By written notice from the Vice Provost for Graduate Education and Dean of the Graduate College and Academic Dean, but only in the rare case when there has been a documented ethical breach or a similar extreme situation that is documented and that would prohibit the graduate coordinator from faithfully fulfilling their responsibilities.
 - D. By written notice from the Department Chair, Academic Dean, Vice Provost for Graduate Education, and Dean of the Graduate College when the graduate coordinator has grievously neglected or mismanaged the responsibilities of their role. This can only happen after the chair and deans have issued a preliminary written warning to the graduate coordinator.
 - E. If a graduate coordinator's term of service is shortened by means of 4.1.2.VI.B or 4.1.2.VI.C. or 4.1.2.VI.D., they have the right to appeal through proper administrative channels to their Chair/Director, Academic Dean, and then to the Vice Provost for Graduate Education and Dean of the Graduate College who will review the appeal and attached documents and consult with the Graduate College Executive Committee, before rendering a final decision.

4.2 Role

Graduate coordinators are the official liaison between the department and the Graduate College on all matters related to the oversight and management of departmental graduate programs, prospective and current students, and policies governing graduate education.

4.3 Participation on the Graduate Council

Through their appointment to the Graduate Council, graduate coordinators also serve as members of at least one, and not more than two, Graduate Council committees or Graduate College committees each year and assist with the formation and implementation of key Graduate College policies and programs. As needed, graduate coordinators may be invited to provide advice and counsel to the Vice Provost for Graduate Education and Dean of the Graduate College on a variety of issues.

4.4 Responsibilities

4.4.1 Broad-Ranging Responsibilities to Graduate Students, Faculty, and Programs

Though the exact responsibilities of graduate coordinators vary between departments and graduate programs, coordinators are responsible for the management and oversight of the day-to-day operations of graduate programs and graduate students in their academic unit. This typically includes but is not limited to the following:

- I. Coordinating graduate student recruitment into department programs
- II. Providing oversight, coordination, or direct handling of graduate admissions, including coordination and oversight of the holistic, equitable, and fair evaluation of admissions applications according to best practices, Graduate College policies and procedures, and specific program guidelines and requirements
- III. Providing onboarding and orientation for new graduate students and ongoing opportunities for professional and career development
- IV. Managing communications between the department and graduate students, both new and continuing
- V. Providing graduate student mentorship and appropriate, timely matriculation, progression, and graduation
- VI. Appropriately handling and documenting program milestones
- VII. Coordinating, reviewing, and signing annual departmental evaluations of graduate students (individual development plans)
- VIII. Timely and accurate submission of required forms with careful review to ensure they are signed with integrity and ethical consideration
- IX. Timely reviewing and appropriately handling all graduate student forms, including graduate appeals
- X. Ensuring departmental FERPA protections and appropriately handling student documents, records, and information
- XI. Working with the Academic Dean, department chair, and Graduate College on the appointment, assignment, and supervision of graduate assistants
- XII. Applying ownership of and responsibility for the generic UNLVMail email accounts for their respective graduate program(s)
- XIII. Providing oversight of student graduation requirements - and proper procedures related to culminating experiences
- XIV. Recommending student probation and separation, when appropriate, through appropriate unit and college channels, and then on to the Graduate College
- XV. Educating students and colleagues about Graduate College policies and enforcing the same equitably

- XVI. Ensuring the accuracy of the graduate portion of the department website, the department's segment of the Graduate Catalog, the unit's handbook, and related informational materials and communications
- XVII. Working with the department chair and Academic Dean to establish, review, and revoke GFS as necessary
- XVIII. Managing communications between the department and graduate students, including new, continuing, and those who graduate.
- XIX. Working with the graduate faculty, Department Chair, and Academic Dean to regularly review and improve new and existing graduate courses and programs in the Graduate Catalog and Curriculog (the system of engagement for curricular approvals using the generic accounts)
- XX. Collaborating with the department Chair/Director and Academic Dean, as appropriate, to facilitate graduate student policies, assignment of lab and/or office space, and mediate graduate faculty and graduate student issues as necessary
- XXI. Serving as a conduit of information between the Graduate College and the Graduate Council to the academic unit faculty, staff, and graduate students. This includes conveying Graduate College news, information, events, and The Grad Academy and other opportunities for professional and career development to graduate students and faculty colleagues in a timely manner.
- XXII. Collaborating with the Chair/Director and faculty colleagues to ensure rigor, quality, and maintenance of high standards of scholarship and graduate instruction within the unit's graduate programs and the appropriate development of and modification to curriculum and programs
- XXIII. Serving as an active participant and fulfilling duties in at least one appointed position on the Graduate Council committees or the Graduate College committees and in Graduate Council meetings. Council and Committee meeting attendance, or designation of an appropriate proxy, is mandatory for members of the Graduate Council.
- XXIV. Participating in Graduate College events is encouraged.
- XXV. Accurately completing the Annual Graduate Coordinator Report each year in a timely manner.
- XXVI. Supporting timely graduate student time-to-degree, progression, and completion, including strong and clear advisement on degree progression, Plan of Study forms, etc.
- XXVII. Supporting and reasonably enforcing all deadlines among both unit students and faculty
- XXVIII. Graduate Coordinators must complete and submit the Graduate Coordinators' Annual Allocation agreement in order to be eligible for the annual payment from the Graduate College. Payment is only disbursed on an annual basis after the coordinator has fulfilled the responsibilities and role of a graduate coordinator during the term of appointment. Please note that refusal of the graduate coordinator allocation does not abdicate responsibility to fulfill the expectations and responsibilities of the role outlined herein.

4.4.1 Responsibility to Understand, Fairly Apply, and Enforce Standards

Graduate coordinators are required to know and follow the relevant State of Nevada and Federal laws; the NSHE Code; the University of Nevada, Las Vegas Bylaws; the Graduate College Bylaws; program handbooks; and the

Graduate College Handbooks, Catalog, and website. No policies or procedures employed in an academic unit or graduate program may supersede or contradict standing law or policy.

4.4.2 Responsibility to Coordinate and Collaborate with the Graduate College

Graduate coordinators shall be responsive to inquiries, emails, phone calls, and requests from the Graduate College and its staff. Close collaboration with the Graduate College is required to ensure proper and efficient integration. Any changes to graduate coordinator appointments or department chair appointments should be communicated immediately to the Vice Provost for Graduate Education and Dean of the Graduate College and the Associate Dean of the Graduate College.

Article 5: The Graduate Council

The UNLV Graduate Council (also the “Graduate Council” or “Council”) is the faculty governance branch of the Graduate College. The Council shall serve as the primary representative body for graduate faculty members, advocating for the interests of graduate students, faculty, and programs.

5.1 Council Membership

Membership on the Graduate Council shall consist of graduate faculty representatives as delineated in 5.1.1. As the shared faculty governance branch of the Graduate College, all members of the Graduate Council and Graduate College committees must hold GFS.

5.1.1 Representatives

- I. The Graduate Council shall be chaired by the elected Graduate Council Chairperson (see Section 5.2).
- II. Generally, each academic department, school, interdisciplinary program, or unit offering an advanced degree (graduate certificates, graduate degrees, professional degrees) shall be represented on the Graduate Council through their respective graduate coordinator (see Section 4.1). Some departments, schools, and units with multiple distinct graduate programs may have multiple graduate coordinators. Each representative shall be allotted a single vote.
- III. The Council shall invite one representative of the GPSA to serve as a voting member of the Graduate Council.
- IV. The Council shall invite one graduate faculty representative of the Faculty Senate to serve as a voting member of the Graduate Council.
- V. The Vice Provost for Graduate Education and Dean of the Graduate College, and any associate and assistant deans will serve as ex-officio, non-voting members of the Graduate Council.
- VI. Graduate Committee Chairs and Graduate College Fellows who are not graduate coordinators will serve as ex-officio, non-voting members of the Graduate Council.

5.1.2 Graduate Council Membership List

The list of graduate programs and their graduate coordinators shall be kept by the Graduate College and made available on the Graduate College website. Academic units are responsible for notifying the Vice Provost for

Graduate Education and Dean of the Graduate College or Associate Dean of the Graduate College when there is a change of graduate coordinator.

5.2 Graduate Council Chair

5.2.1 Election and Term

- I. Nominations for new Council Chair shall be submitted in writing via email to the Council Chair and Vice Provost for Graduate Education and Dean of the Graduate College. Qualified nominees must hold GFS with all privileges and be a current graduate coordinator to serve as Council Chair.
- II. The Graduate Council Chairperson shall be elected by either a simple majority of the Graduate Council members present at the last regular meeting of the spring semester in a confidential vote or a simple majority of the Graduate Council members submitting an electronic ballot. A quorum at a properly called and constituted Graduate Council meeting shall be required.
- III. If the Graduate Council Chairperson steps down, they may be replaced after a minimum one-week nomination period by either a simple majority of the Graduate Council members present at the Council meeting in a confidential vote or a simple majority of the Graduate Council members submitting an electronic ballot. The replacement Chair would serve the remainder of the term.
- IV. The Graduate Council Chairperson shall be elected for a two-year term with an additional one-year option, running from July 1 to June 30. No representative may serve for more than two consecutive years as Chair of the Council.

5.2.2

The Graduate Council Chairperson shall chair all meetings of the Graduate Council. In the absence of the Graduate Council Chairperson, the Vice Provost for Graduate Education and Dean of the Graduate College shall chair the meeting or appoint a Council representative to chair the meeting.

5.3 Business of the Council

The parliamentary authority of the Graduate Council shall be the latest edition of Robert's Rules of Order.

5.4 Meetings

5.4.1 Regular Meetings

The Graduate Council Chairperson shall call meetings of the Council as required to include at least two regular meetings each semester. Two-week advance notice must be provided via the Graduate College website, announcing that a Council meeting shall be convened. Regular meetings shall not be scheduled during the summer recess or on University holidays. Meetings may take place so that members may attend/participate in various formats: in-person (on campus), hybrid (on campus location plus a digital/online component for remote participation), or entirely online/digital meeting space.

5.4.2 Special Meetings

The Graduate Council Chairperson shall call a special meeting of the Council upon receipt of a signed petition from at least five current graduate faculty representatives to the Council. Such requests must state the purpose of the

meeting and provide an agenda. The special meeting will be held no later than two weeks following receipt of a valid petition. Meetings may take place so that members may attend/participate in various formats: in-person (on campus), hybrid (an on-campus location plus a digital/online component for remote participation), or entirely online/digital meeting space. Special meetings require at least three working days' notice via the Graduate College website and email to the Council members. Unless extraordinary circumstances prevail, as determined by a majority vote of the Graduate College Executive Committee and Vice Provost for Graduate Education and Dean of the Graduate College, special meetings shall not be scheduled during the summer recess or on University holidays.

5.4.3 Agendas and Minutes

- I. Council agenda items for regular meetings shall be submitted by Graduate Council representatives and the Vice Provost for Graduate Education and Dean of the Graduate College, or designee, to the Graduate Council Chairperson at least one week prior to any such meeting, and the agenda shall be posted on the Graduate College website and/or distributed to the graduate faculty at least two business days prior to the meeting.
- II. Minutes of all Council meetings shall be prepared by the Council Chair or designee and presented to the Vice Provost for Graduate Education and Dean of the Graduate College or designee no more than one week after each Council meeting. The minutes will be posted on the Graduate College website no more than two weeks after each Council meeting.

5.4.4 Attendance and Voting

Council meeting attendance, or designation of an appropriate proxy, is mandatory for members of the Graduate Council. A simple majority of the voting members of the Council present shall constitute a quorum. Voting may be conducted in person when meetings are conducted face-to-face or through virtual polling in person or online/digital meetings or using electronic ballots. Proxies shall be counted in determining a quorum. Proxies shall be governed by the following guidelines:

- I. A representative of the Graduate Council who is unable to attend a meeting must designate a graduate faculty from their academic unit or a fellow voting Council member as a proxy for that meeting.
- II. All proxies must present a written authorization by the designating member to the Graduate Council Chairperson at the outset of the Council meeting or up to 48 hours prior. This is usually completed by completing the proxy form.
- III. A proxy must hold GFS and be from the same academic department, program, or unit as the designating member or a fellow voting Council member.
- IV. No member of the Graduate Council shall hold more than one proxy per meeting.

5.5 Graduate Council Committees

The common goal of standing graduate Council committees shall be to maintain and encourage academic and professional standards, ensure graduate faculty engagement from schools and colleges, and shall recommend appropriate actions in regard to graduate programs and procedures to the Vice Provost for Graduate Education and Dean of the Graduate College. Meetings may take place so that members may attend/participate in various forms: face-to-face (on campus), hybrid (on campus location plus a digital/online component for remote participation), or an entirely online/digital meeting space.

5.5.1 Agendas

The Vice Provost for Graduate Education and Dean of the Graduate College shall charge Graduate Council Committees each semester. Meeting agendas for Council Committees must be made available to committee members in a timely manner prior to meetings, typically one week prior to the meeting date.

5.5.2 Minutes

Each Committee Chair or designee shall forward a report of business conducted at each meeting, including any recommendations, to the Vice Provost for Graduate Education and Dean of the Graduate College in the form of committee minutes within one week of each meeting. Copies of these minutes shall be available on the Graduate College website.

5.5.3 Voting

A simple majority of the voting members of the committee present shall constitute a quorum regardless of whether members are onsite in person or participating virtually. Proxies shall be counted in determining a quorum. Proxies shall be governed by the following guidelines:

- I. A representative who is unable to attend a meeting must designate a proxy for that meeting.
- II. All proxies must present a written authorization by the designating member to the committee chairperson at the outset of the meeting or up to 48 hours prior. This is typically done via the completed proxy form.
- III. A proxy must hold GFS.
- IV. A proxy must either be
 - a. From the same academic department, program, or unit as the designating member
 - b. From the same Graduate Council committee
- V. No committee member shall hold more than two proxies per meeting.

5.5.4 Graduate Council Committee Membership

The Vice Provost for Graduate Education and Dean of the Graduate College, in consultation with the Graduate College Executive Committee, shall appoint graduate coordinators to the Council's standing committees at the start of each academic year. If a graduate coordinator steps out of their role or is removed during the year, their replacement shall be assigned the same committee assignment for the remainder of the academic year.

- I. Each Council committee shall have, whenever possible, at least one representative from each academic college that houses graduate programs. Representatives from each of the academic colleges/schools are selected in accordance with the bylaws in their respective units.
- II. The Vice Provost for Graduate Education and Dean of the Graduate College, in consultation with the Graduate College Executive Committee (see Section 5.5.5), may appoint graduate faculty volunteers as additional committee members to guarantee representation from all Academic Colleges on each committee or to provide enough members to support the functioning of the committee.

- III. Each standing committee shall consist of at least eight graduate faculty members.
- IV. Graduate coordinator service on standing committees shall be a minimum of one, and not more than two, such assignments in a given academic year.
- V. The Vice Provost for Graduate Education and Dean of the Graduate College and Associate Dean shall be ex-officio, non-voting members of all Graduate Council committees.
- VI. The Vice Provost for Graduate Education and Dean of the Graduate College, upon recommendation of the Faculty Senate Chairperson, may appoint one graduate faculty member of the Faculty Senate to serve as a voting member on each Graduate Council committee.
- VII. The Vice Provost for Graduate Education and Dean of the Graduate College, upon recommendation of the GPSA President, may appoint one graduate student to serve as a voting member on each Graduate Council committee.

5.5.5 Graduate College Executive Committee (GCEC)

The GCEC is tasked with working with the Vice Provost for Graduate Education and Dean of the Graduate College and the Council to strategically lead the College forward to fulfill its mission. The Vice Provost for Graduate Education and Dean of the Graduate College may request consultation, input, and recommendations from the GCEC on matters related to graduate policies, procedures, and the business of the College.

- I. The GCEC shall consist of the Chairs (appointed by, and serving at the will of, the Vice Provost for Graduate Education and Dean of the Graduate College) of the Graduate Council Committees, the GPSA President or designee, and the Faculty Senate Chair or designee.
- II. Standing committee chairs will serve a maximum term of three years with an option of an additional year and possible extension of another term. The term for ad-hoc committee chairs is determined by the Vice Provost for Graduate Education and Dean of the Graduate College.
- III. The GCEC shall work with the Vice Provost for Graduate Education and Dean of the Graduate College, as needed, to assist with College and Council strategic planning.
- IV. The GCEC shall review Council committee assignments proposed by the Vice Provost for Graduate Education and Dean of the Graduate College.
- V. The GCEC shall make recommendations to the Vice Provost for Graduate Education and Dean of the Graduate College regarding appropriate membership on the Graduate Council, specifically as related to whether a graduate program or unit has the appropriate number of representatives.
- VI. The GCEC shall serve as an ad hoc advisory body to the Vice Provost for Graduate Education and Dean of the Graduate College in all areas of graduate education.

The rules governing proxies and quorum established in 5.4.4 shall apply.

5.5.6 Standing Council Committee: Graduate Course Review Committee (GCRC)

The Graduate Course Review Committee shall review and make recommendations about all graduate course changes, deletions, and new course proposals to the Vice Provost for Graduate Education and Dean of the Graduate College.

- I. The GCRC generally meets once per month during the academic year. In special circumstances, the GCRC may meet over break, at the discretion of the Vice Provost for Graduate Education and Dean of the Graduate College and the GCRC Chair, if there is time-sensitive business of the university that must be addressed and if a quorum can be reached.
- II. The GCRC reviews of course proposals shall occur after the department or academic unit vote, the academic college and Dean's review and approval, and final submission to the Graduate College. The GCRC's recommendations to the Vice Provost for Graduate Education and Dean of the Graduate College shall then be reviewed and implemented as appropriate in coordination with the Academic Affairs office, Registrar's office, and other relevant campus units.
- III. The GCRC shall work with the Registrar's office and the Graduate Curriculum team to conduct periodic reviews of existing courses for the purpose of coordinating interdepartmental or unit offerings, reducing redundancy, and ensuring that curricular offerings, including their credits, prerequisites, and descriptions, are accurate.
- IV. The Vice Provost for Graduate Education and Dean of the Graduate College may charge the GCRC with other special projects related to graduate instruction and curriculum, as needed.

The rules governing proxies and quorum established in 5.4.4 shall apply.

5.5.7 Standing Council Committee: Graduate Program Review Committee (GPRC)

The GPRC shall work closely with the Faculty Senate and the Academic Affairs office to undertake required program review of graduate programs per UNLV Bylaws. The GPRC shall ensure that there is a Council member on every graduate program evaluation team and shall keep the Vice Provost for Graduate Education and Dean of the Graduate College apprised of both the review process and the final outcome.

- I. The GPRC generally meets at least once per semester, but members participate in program review meetings on the schedule established by the Faculty Senate and Academic Affairs.
- II. The GPRC shall work with the Faculty Senate, Academic Affairs, and the Vice Provost for Graduate Education and Dean of the Graduate College to ensure that graduate programs are reviewed on an appropriate schedule, in an appropriate manner, and with findings and recommendations relayed to the Faculty Senate committee, the GPRC, the Vice Provost for Graduate Education and Dean of the Graduate College, the academic unit, and the Academic Dean.
- III. The Vice Provost for Graduate Education and Dean of the Graduate College may charge the GPRC with other special projects related to graduate program review, excellence, or educational quality issues, as needed.

The rules governing proxies and quorum established in 5.4.4 shall apply.

5.5.8 Standing Council Committee: Graduate Programs Committee (GPC)

The Graduate Programs Committee shall review and make recommendations on all properly routed graduate program changes, deletions, and holds, as well as new graduate program, certificate proposals, and credit-bearing microcredential proposals to the Vice Provost for Graduate Education and Dean of the Graduate College.

- I. The GPC generally meets once per month during the academic year. In special circumstances, the committee may meet over break, at the discretion of the Vice Provost for Graduate Education and Dean of the Graduate College and the GPC Chair, if there is time-sensitive business of the university that must be addressed, and if quorum can be attained.
- II. The GPC review of program proposals shall occur after the department or academic unit vote, the academic college and Dean's review and approval, and final submission to the Graduate College. The GPC recommendations to the Vice Provost for Graduate Education and Dean of the Graduate College shall then be reviewed and implemented as appropriate in coordination with NSHE, the Provost's Office, the Academic Affairs office, the Registrar's Office, and other relevant campus units.
- III. The Vice Provost for Graduate Education and Dean of the Graduate College may charge the GPC with other special projects related to graduate certificates, microcredentials, graduate program requirements and standards, and graduate program development, as needed.

The rules governing proxies and quorum established in 5.4.4 shall apply.

5.5.9 Standing Council Committee: Graduate Appeals & Legal Issues Committee (GALIC)

The GALIC shall review and make recommendations to the Vice Provost for Graduate Education and Dean of the Graduate College on graduate student and faculty appeals, and assist with the dissemination of information about timely legal issues and best practices that are pertinent to graduate education.

- I. The GALIC meets on an ad-hoc basis as needed in order to hear appeals, sometimes once per semester, sometimes several times. In special circumstances, the committee may meet over break, at the discretion of the Vice Provost for Graduate Education and Dean of the Graduate College, if there is extremely time-sensitive business of the university that must be addressed and if quorum can be attained.
- II. Upon request of the Vice Provost and Dean of the Graduate College, the GALIC shall review properly signed and submitted graduate student appeals. Committee members will have appeal materials at least one week prior to the appeal meeting. The meeting will begin with the graduate student or faculty member who submitted the appeal (the appellant may make a five-minute presentation summarizing their concern, any evidence or documentation they have submitted, and stating their specific request, followed by questions from the committee). After the GALIC is done with the appellant, the committee will invite the relevant faculty, staff, and/or administrators who are either part of the student's appeal or who reviewed and responded to the appeal prior to its submission to the Graduate College, for a question and answer session to ensure that the committee has complete information. Finally, the committee shall discuss and deliberate on the appeal in private and vote on a recommendation to the Vice Provost for Graduate Education and Dean of the Graduate College. The committee may choose to present just the majority recommendation or both the majority and minority opinion and recommendation(s).
- III. Recommendations from the GALIC shall be sent to the Vice Provost for Graduate Education and Dean of the Graduate College within one week of the committee meeting in the format specified by the Graduate College GALIC worksheet.

- IV. GALIC shall be responsible for assisting the Graduate College with the dissemination of legal decisions and best practices that prevail in graduate education to the Graduate Council and graduate faculty.
- V. The Vice Provost for Graduate Education and Dean of the Graduate College may charge the GALIC with other special projects related to graduate student issues, appeals, policies, or legal matters related to graduate education, as needed.

The rules governing proxies and quorum established in 5.4.4 shall apply.

Article 6: Academic Deans and Academic Unit Leadership

Beyond Graduate College responsibilities for graduate faculty, programs, and students as outlined herein and in the Graduate Catalog, Academic Deans offering graduate programs in their college/school shall be responsible for the faculty and staff administration of these programs in cooperation with the Vice Provost for Graduate Education and Dean of the Graduate College and faculty in the corresponding school, department, or unit, according to the bylaws of the unit, college/school, Graduate College, University, and NSHE.

6.1 Graduate Program Leadership

In general, the Deans are concerned with the maintenance of academic integrity and quality of programs within their academic units; compliance with programmatic requirements and rigor; achievement of disciplinary educational objectives; planning for coherent program development and assessment; student outcomes and employment placements; and strategic resource deployment to support graduate faculty, graduate educational and research experiences, and graduate students. Academic Chairs/Directors directly supervise the graduate coordinator, graduate faculty, and graduate students and provide coordination and oversight of graduate programs within the unit.

6.2 Collaboration with the Graduate College

6.2.1 Academic Deans

Academic Deans, or their designees, shall provide leadership in the area of graduate education and collaborate with the Graduate College to do so. Examples of specific responsibilities include, but are not limited to, the following:

- I. Participate, as dictated by bylaws and appropriate, in appointment, review, and recognition of graduate coordinators.
- II. Approve or disapprove and forward proposals for new degree programs or changes to existing programs, with the proper vote and endorsement of the appropriate unit faculty per University, College, and Department Bylaws.
- III. Participate in periodic external evaluations of graduate programs within their divisions, as mandated by University Bylaws and policies, with the substantive participation of the appropriate department or unit leadership, faculty, and other campus review committee(s).
- IV. Participate in internal reviews, assessments, and evaluations for graduate programs within their divisions, as mandated by UNLV Bylaws and Graduate College policies, with the substantive participation of the appropriate department or unit leadership, faculty, and other campus review committee(s). This includes but is not limited to low-yield reviews, NSHE reports, graduate enrollment management reports, etc.

- V. Approve or disapprove and forward proposals for new graduate courses and revisions to existing courses with the proper vote and endorsement of the appropriate unit faculty, per University, College and Department Bylaws
- VI. Serve as the normal avenue through which graduate student documents and required forms, including but not limited to probation and separation requests and academic appeals, are reviewed, approved, and processed.
- VII. Be fully engaged and participate in the management of the internal GA allocation process by judiciously enforcing appropriate management for the GA program with the Graduate College.
- VIII. Review and make recommendations regarding membership in the graduate faculty and ensure appropriate GFS for College faculty.
- IX. Enforce College, Graduate College, University, and NSHE Bylaws and policies and all state and federal laws related to appropriate expectations of graduate faculty, ethical professional behavior, and engagement in graduate education that is consistent with appropriate policies and procedures.

6.2.2 Chairs/Directors

Department or unit Chairs/Directors with graduate programs shall provide leadership in the area of graduate education and collaborate with the graduate coordinator and the Graduate College to do so. Examples of specific responsibilities include, but are not limited to, the following:

- I. Participate, as dictated by Bylaws and appropriate, in appointment, review, and recognition of graduate coordinators.
- II. Oversight of appropriate faculty mentorship to ensure graduate student success.
- III. Collaborate with the graduate coordinator and graduate faculty to ensure appropriate graduate course offerings on a schedule that ensures student access to necessary classes and timely matriculation through coursework requirements.
- IV. Approve or disapprove and forward proposals for new degree programs or changes to existing programs, with the proper vote and endorsement of the appropriate unit faculty per University, College, and Department Bylaws.
- V. Participate in periodic external evaluations of graduate programs within their divisions, as mandated by University Bylaws and policies, with the substantive participation of the appropriate faculty and other campus review committee(s).
- VI. Participate in internal reviews, assessments, and evaluations for graduate programs within their departments, as mandated by UNLV Bylaws and Graduate College policies, with the substantive participation of the appropriate department leadership, faculty, and other campus review committee(s). This includes but is not limited to low-yield reviews, NSHE reports, graduate enrollment management reports, etc.
- VII. Approve or disapprove and forward proposals for new graduate courses and revisions to existing courses with the proper vote and endorsement of the appropriate unit faculty per University, College, and Department Bylaws.

- VIII. Serve as the normal avenue through which graduate student documents and required forms, including but not limited to probation and separation requests and academic appeals, are reviewed, approved, and processed.
- IX. Be fully engaged and participate in the management of the internal GA allocation process by judiciously enforcing appropriate management for the GA program with their unit Academic Dean's office and the Graduate College. This includes the collaboration with the graduate coordinator and graduate faculty to ensure the timely appointment of state-funded GA funds and externally funded GAs, to encourage faculty to fund GAs through external grants and contracts and to monitor faculty supervision of GAs to ensure adherence to GA policies.
- X. Collaborate with the graduate coordinator to ensure that students complete their mandatory annual student reviews (individual development plans), exit surveys, and other campuswide surveys and assessments.
- XI. Review and make recommendations regarding membership in the graduate faculty and ensure appropriate GFS for unit faculty.
- XII. Enforce College, Graduate College, University, and NSHE Bylaws and policies and all state and federal laws related to appropriate expectations of graduate faculty, ethical professional behavior, and engagement in graduate education that is consistent with appropriate policies and procedures.

Article 7: Graduate College Policies and Procedures

Graduate College policies are outlined in the Graduate Catalog and Graduate College website. These sources are supplementary to the Bylaws but carry the full force and effect of this document.

7.1 The Graduate Catalog

The Graduate College Catalog is updated and published annually each August; it is the official source of policies and procedures governing graduate education at UNLV, and it shall be consistent with, subservient to, and an extension of the Articles in these Bylaws.

7.1.1

All Graduate College Handbooks, academic unit handbooks, websites (e.g., program or student handbooks), and university policies shall reflect and reinforce the policies and procedures outlined in the Catalog and herein.

7.1.2

Once the Graduate Catalog is posted to the Graduate College website and made public, the only modifications or updates to the live Catalog are those that correct a grievous error; otherwise, the Catalog is a fixed document reflecting approved policies, procedures, and program guidelines at the time of publication.

7.2 Graduate Student Adherence to Catalog

Graduate students are subject to the full force and effect of the degree program requirements as specified in the Plan of Study and Graduate Catalog.

7.2.1

Students must fulfill all of the requirements for their degree as stated in the Graduate Catalog that was in effect in the first semester in which they started their program.

7.2.2

Students may, with an advisor, graduate coordinator or chair/director, and Graduate College permission, change their program of study to conform to the degree program requirements in the Graduate Catalog that are in effect the semester in which they graduate or on appropriate approval of any Catalog between admission and term of graduation.

7.3 Graduate Program Handbooks

7.3.1

Every graduate degree program must submit a Program Handbook that meets UNLV accessibility standards to the Graduate College for review and approval annually. Program Handbooks are optional for certificate and credit-bearing microcredential programs. Once finalized, this Handbook will be made available online and via a link on the UNLV website (e.g. Degree Directory or Graduate Catalog) for student reference. Handbooks should cover all department expectations and requirements other than those already included in the Graduate Catalog. Department expectations and requirements shall neither conflict with nor supersede any NSHE, UNLV, or Graduate College policies.

7.3.2

Handbooks may be updated annually at the same time as the Graduate College undertakes updates to the Graduate Catalog, generally in late winter/spring, for publication mid-summer for the next academic year.

7.4 Resources for Graduate Policies

For Graduate College policies and procedures governing admissions, matriculation, enrollment, probation, separation, appeals, GAs, graduate advisory committees, GFS, and related matters, please refer to the Graduate Catalog, Graduate Handbooks, and the UNLV Graduate College website.

Article 8: The Graduate and Professional Student Association (GPSA)

The GPSA is the student governance body for the graduate and professional student population. The Vice Provost for Graduate Education and Dean of the Graduate College will support the GPSA, including but not limited to providing supervision of and coordination with the GPSA Manager; ensuring designated GPSA membership on the Graduate Council and all Graduate Council Committees; provision of assistance with the GPSA Research Forum and related workshops, graduate student training sessions, and professional development events; and close communication and coordination with the GPSA Executive Board. The GPSA shall function in accordance with its own Bylaws, which shall not conflict with the policies, procedures, or guidelines herein or in the Graduate Catalog.

Article 9: Approval, Amendment, and Suspension of Bylaws

9.1 Approval

9.1.1.

These Bylaws shall be considered adopted and in full force and effect upon approval by all the following:

- I. A two-thirds majority of the Graduate College Executive Committee.
- II. A two-thirds majority of those were present in a properly called and constituted Graduate Council meeting.
- III. A simple majority of graduate faculty employed full-time at UNLV who vote online via electronic ballot.
- IV. Approval of the Vice Provost for Graduate Education and Dean of the Graduate College, the Senior Vice Provost for Academic Affairs, and the Executive Vice President and Provost.

9.1.2.

Once approved, these Bylaws shall be made available to the University community via the Graduate College website.

9.2 Amendments

9.2.1

The authority for amending these bylaws shall be jointly held by the graduate faculty employed full-time at UNLV and the Graduate Council. Bylaw amendments may be proposed by any member of the graduate faculty employed full-time at UNLV or the Graduate Council. The process for amending bylaws is as follows:

- I. A graduate faculty member employed full-time at UNLV may submit a written proposal to amend these Bylaws to the Graduate Council Chairperson, Vice Provost for Graduate Education, and Dean of the Graduate College for placement on the agenda for a meeting of the Graduate Council.
- II. The proposed amendment must be made available to all members of the Graduate Council at least five business days prior to the meeting.
- III. A quorum at a properly called and constituted Graduate Council meeting and a two-thirds majority vote of the Graduate Council members present shall be required to move the amendment forward to the graduate faculty.
- IV. A simple majority of full-time graduate faculty employed at UNLV vote online via electronic ballot.
- V. Approval of the Vice Provost for Graduate Education and Dean of the Graduate College, the Senior Vice Provost for Academic Affairs, and the Executive Vice President and Provost.
- VI. If the Vice Provost for Graduate Education and Dean of the Graduate College disapproves of the proposed amendment, the final decision will fall to the UNLV Executive Vice President and Provost.

9.2.2

If passed, the Bylaws change(s) shall be posted on the Graduate College website. Amendments take effect on the first day of the next month or as specified in the Resolution properly made and passed to affect the Amendment.

9.3 Suspension

9.3.1

Bylaws cannot be suspended unless there is a conflict among them. When bylaws conflict with one another, one or multiple may be suspended by the Graduate Council until an amendment can be made. A quorum at a properly called and constituted Graduate Council meeting and a simple majority vote of the Graduate Council members who are present or vote via electronic ballot shall be required.

Revision History

October 2015 (approved September 2015 Grad Council).

- i. Added Section 2.5
- ii. Added section 5.1.1.5

March 2017

- i. Revised Section 2.3.2
 - 1. Updated leadership titles and positions
- ii. Revised Committees Section
 - 1. New GCCC name
 - 2. New GCNP&PR name

September 2018 (approved September 2018 Grad Council).

- i. Revised GCEC membership
- ii. Revised Section 5.5.8 name change

January 2024 (significant revisions throughout due to UNLV structural reorganization)

- i. Updated relevant sections to comply with the reorganization of the unit
- ii. Updated relevant sections to align with best practices to support and strengthen graduate education
- iii. Updated all sections to match the current process aligned to Catalog policies.

These bylaws were ratified on 1-31-2024 by the Graduate Council