BYLAWS OF THE GRADUATE COLLEGE

UNIVERSITY OF ILLINOIS AT CHICAGO


Article I: Name and Object.

Section 1. The name of this college is the University of Illinois at Chicago Graduate College herein called Graduate College.

Section 2. The objectives of the Graduate College are prescribed by the University of Illinois Statutes. These Statutes state that “it is the responsibility of the Graduate College to develop and safeguard standards of graduate work and to promote and assist in the advancement of research in all fields.”

The Graduate College recognizes that the standards of academic excellence must remain at the highest level consistent with individual unit standards. Standards will be maintained without discriminating against a faculty member on unlawful grounds and without limiting the University of Illinois' guarantee of academic freedom and equal opportunity.

Article II: Membership.

Section 1. The faculty of the Graduate College shall be prescribed by the University of Illinois Statutes. Ex officio members include the President, the Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Health Affairs, and the Graduate Dean. Faculty membership in the Graduate College is granted by the Dean of the Graduate College or his/her designee on behalf of the Executive Committee of the Graduate College. Standards for admission to membership in the Faculty of the Graduate College shall be determined jointly by the Graduate Dean and the Executive Committee subject to Graduate Faculty review. Full and associate membership may be granted for the term of employment by the University to faculty members at the rank of Assistant Professor and above who meet the standards for admission and who continue to fulfill their responsibilities as Graduate Faculty. Members need not hold appointments in departments with Graduate College programs. Only full members may vote.
Section 2. Responsibilities of the Graduate Faculty include (1) establishing and maintaining high quality graduate education and research programs within the academic units of the University, (2) developing and teaching of graduate level courses and curricula, (3) advising graduate students, (4) serving on examination committees as a member, director of research, and/or chair, (5) electing members of the Graduate College Executive Committee, (6) serving on Graduate College committees, and (7) providing advice to the Graduate Dean and the Executive Committee.

Section 3. Nominations for Membership. In departments or other equivalent units with a graduate program, nominations for membership shall be made by the Executive Officer of the unit.

Section 4. Categories of Membership. There are four categories of faculty membership in the Graduate College:

1) Full Membership: Full membership is granted to tenured and tenure track faculty who are nominated by a UIC department that houses a program under the umbrella of the Graduate College and approved by the Graduate Dean. In the College of Medicine recommendations for full membership are limited to appointments in the Research Track.

Full Membership Privileges

Full members who have attained tenure are eligible to serve on the Graduate College Executive Committee. All full members are eligible to serve on the Awards Committee, serve as a primary advisor for graduate students and be the chair or a member of student committees. All full members hold voting rights, and only full members are eligible to vote in Graduate College elections and at Graduate College faculty meetings.

2) Associate Membership: Associate members are typically clinical track or non-tenure system faculty whose program wishes to grant them the right to serve as primary advisors to students in that program. Once appointed, associate members retain their membership so long as they continue to fulfill their responsibilities as Graduate Faculty (See Article II, Section 2). Associate membership is granted upon recommendation to the Graduate Dean by the Executive Officer of the department or equivalent unit. The nominating department must take a vote of the Full members of the Graduate Faculty on the question of the candidate’s membership. The results of that vote must accompany the membership request. In exceptional circumstances, distinguished individuals without a UIC appointment may be proposed for associate membership and approved for a fixed term.
Associate Membership Privileges

Associate members are eligible to serve as a primary advisor for graduate students and be a member, but not chair, of student committees.

3) Adjunct Membership: Adjunct members are typically UIC faculty or other employees who possess expertise that makes it likely and desirable for them to serve repeatedly on graduate student committees. Adjunct members must be UIC employees. They are appointed for three-year (renewable) terms through a recommendation to the Graduate Dean from the Executive Officer of the department or equivalent unit.

Adjunct Membership Privileges

Adjunct members are eligible to serve as a member of student committees, but not as advisor or chair.

4) Courtesy Membership: Courtesy members are typically non-UIC employees who possess some expertise that makes them desirable members of a particular graduate student committee. There are two types of courtesy membership: (A) Courtesy members who are appointed to sit on a specific committee, and need to be reappointed for each committee; (B) courtesy members who will most likely be re-occurring members of committees due to an expertise they possess that is useful to the department, and are appointed to one year terms. Courtesy members are appointed through a recommendation to the Graduate Dean from the Executive Officer of the department or equivalent unit.

5) Retired faculty with full or associate membership automatically retain their memberships at the same level for three years after retirement. In special cases membership can be extended upon request to the Graduate Dean by the Executive Officer attesting to the fact that the nominated faculty is still active in graduate education.

Section 5. Changes in Graduate College Membership:

1) A Graduate Faculty member may resign from the Graduate Faculty voluntarily by submitting a letter of resignation to the Dean of the Graduate College.

2) A faculty member who resigns from the University is automatically terminated from membership in the Graduate Faculty unless the unit asks that the faculty member continue for a specified period of time.

3) A member may be removed from the Graduate Faculty if the member has
been grossly neglectful of, or grossly inefficient in, the performance of responsibilities as a Graduate Faculty member as enumerated under Article II section 2. A motion for sanction or removal may be made by the unit executive officer, or may be initiated by the Dean of the Graduate College, and must state reasons for the action. The faculty member under consideration for sanction or removal will be given the opportunity to provide a written statement in response to the motion. The motion and the faculty statement will be considered by the Graduate College Executive Committee and the Dean of the Graduate College. The Dean shall make the decision on sanction or removal, which may be appealed to the Provost and Vice Chancellor for Academic Affairs.

**Article III: Definition of Graduate Programs.**

Section 1. The Graduate College shall have jurisdiction over all programs leading to doctoral and masters’ degrees, as determined by Senate action and approved by the Board of Trustees. The Senate and the Board of Trustees shall have the advice of the Graduate College Executive Committee regarding a change in status with regard to Graduate College jurisdiction for any post-baccalaureate program.

Section 2. Program Areas Within the Graduate College.

Programs under Graduate College jurisdiction are divided into the following four divisions: 1) Arts and Humanities, 2) Engineering, Mathematics, and Physical Sciences, 3) Life Sciences, and 4) Behavioral and Social Sciences. Programs which bridge two or more of the divisions may request oversight by all relevant divisions, but must choose a voting affiliation.

**Article IV: Administration.**

Section 1. As prescribed by the University of Illinois Statutes, “the college shall be governed in its internal administration by the faculty.” The responsibilities of the Graduate Faculty and the Graduate College Executive Committee are described in Articles V and VI.

Section 2. The Graduate Dean. The Dean of the Graduate College is the principal administrative officer of the Graduate College. The duties of the Graduate Dean include those of chief executive officer of the Graduate College; the Graduate Dean shall preside at meetings of the Executive Committee and of the Faculty, and call meetings of these bodies as is deemed necessary. The Graduate Dean shall appoint members to standing
subcommittees of the Executive Committee and any ad hoc committees. The Graduate Dean shall formulate and present policies to the Executive Committee and the Faculty for their consideration and shall perform other appropriate duties prescribed in the University of Illinois Statutes.

Section 3. The Graduate Dean may delegate the duties described in these bylaws to a senior staff member.

**Article V: The Executive Committee.**

Section 1. There shall be an Executive Committee of the Graduate College as prescribed by the University of Illinois Statutes. The Executive Committee shall be the agency of formulation of Graduate College policies and shall act for the Faculty of the Graduate College in all matters, subject to final approval by the Faculty. It shall advise the Graduate Dean on all matters brought before it. These matters include but are not limited to policies relating to graduate education, approval and review of graduate courses, curricula, programs and their interrelation, faculty membership, and issues affecting the relationship between graduate education and research. The Executive Committee has the responsibility to take initiative to foster the development and insure the quality of graduate education.

Section 2. Executive Committee Membership. The Executive Committee shall consist of the Dean of the Graduate College, or his/her designee, and fourteen full members of the Graduate Faculty who have achieved the rank of Associate Professor or Professor, eight elected and six appointed. Members serve for two years, with seven members chosen each year. Four new members shall be elected by the Graduate Faculty each spring, one from each of the divisions. Three members shall be appointed by the Graduate Dean. Members shall not serve more than two terms in succession, and no more than one member from a single department or degree granting unit may serve simultaneously.

Section 3. Nomination and Election Procedures. Each year, during the Spring Semester, a notice will be sent to all tenured full members, asking whether they would be willing to serve on the Executive Committee. Candidates who hold joint faculty appointments will be classified under the department of their primary appointment. The candidates will be placed on a sample ballot which will be posted to the Graduate College website, along with the agenda for the annual spring meeting. An announcement with the website URL will be emailed to the full members of the Graduate Faculty. At the meeting, nominations from the floor will be accepted if there is a statement from the nominee attesting to the
candidate’s willingness to serve, and approved by those present. Shortly after the final ballot is ratified at the annual faculty meeting, the online ballot will be posted and online voting announced via email. All full members are entitled to a single vote for candidates in each of the four divisions.

Section 4. Vacancies. Should an elected member of the Executive Committee resign, the Graduate Dean shall appoint as his/her replacement to fill out the unexpired term the person from the relevant division who received the next highest vote total in the previous election. If there is no available candidate, the Graduate Dean shall appoint a qualified replacement to fill out the unexpired term.

Article VI: Graduate Faculty Meetings

Section 1. One regular meeting of the Graduate Faculty shall be held each Spring. Special meetings of the Graduate Faculty may be called at the Graduate Dean’s discretion or at the discretion of the Executive Committee, or upon written request to the Graduate Dean, signed by twenty-five Graduate Faculty members. Business at such a meeting shall be limited to items specified in the call for the meeting.

Section 2. A written notice of any regular meeting or special meetings of the Graduate Faculty shall be sent to all Graduate Faculty members at least two weeks prior to the date of the meeting.

Section 3. A quorum for any duly called meeting of the Graduate Faculty shall consist of those members present and eligible to vote.

Section 4. Faculty meetings shall be conducted according to Robert’s Rules of Order, Newly Revised.

Article VII: The Awards Committee

Section 1. There shall be a Graduate College Awards Committee. The Committee shall advise the Graduate Dean on the selection of graduate fellows and on other graduate student financial support issues.

Section 2. Awards Committee Membership. The Graduate College Awards Committee shall be composed of the Graduate Dean or his/her designee and sixteen elected members [four per division] who shall serve three year staggered terms. In addition, the Graduate Dean shall appoint two members per division to serve one-year terms after the election to balance the constituency of the divisional subcommittees. Awards
Committee members must be full members of the Graduate Faculty. Two members of the same department or program may not serve simultaneously.

Section 3. Nomination and Election Procedures. Nomination and election procedures shall parallel those for the Executive Committee.

**Article VIII: The Diversity Awards Committee**

Section 1. There shall be a Graduate College Diversity Awards Committee. The Committee shall advise the Graduate Dean on the selection of graduate diversity awards and on other diversity initiatives.

Section 2. Diversity Awards Committee Membership. The Graduate College Diversity Awards Committee shall be composed of the Graduate Dean or his/her designee and eight elected members [two per division] who shall serve two year staggered terms. Diversity Awards Committee members must be full members of the Graduate Faculty. Two members of the same department or program may not serve simultaneously.

Section 3. Nomination and Election Procedures. Nomination and election procedures shall parallel those for the Executive Committee.

**Article IX: Amendments.**

Section 1. Any proposal for amendment or amendments of these bylaws may be made by the Executive Committee or by written request signed by twenty-five full Graduate Faculty members. Such a proposal shall be submitted to all full members at least two weeks prior to a meeting of the Graduate Faculty. For adoption, bylaw amendments must receive a two-thirds majority of the votes cast by full members present at a Graduate Faculty Meeting.
### GRADUATE COLLEGE DIVISIONAL COMMITTEES

#### ARTS AND HUMANITIES
- Architecture
- Art
- Art History
- Design
- English
- French & Francophone Studies
- Germanic Studies
- History
- Hispanic & Italian Studies
- Linguistics
- Philosophy
- Slavic & Baltic Languages & Literatures

#### BEHAVIORAL AND SOCIAL SCIENCES
- Accounting
- Anthropology
- Business Administration
- Communication
- Criminology, Law, & Justice
- Economics
- Education
- Environmental & Urban Geography
- Finance
- Latin American & Latino Studies
- Medical Education
- Political Science
- Psychology
- Public Administration
- Social Work
- Sociology
- Urban Planning & Policy

#### ENGINEERING, MATHEMATICS AND PHYSICAL SCIENCES
- Bioengineering
- Chemical Engineering
- Chemistry
- Civil & Materials Engineering
- Computer Science
- Electrical & Computer Engineering
- Earth & Environmental Sciences
- Information & Decision Sciences (MIS)
- Mathematics, Statistics, & Computer Science
- Mechanical & Industrial Engineering
- Physics

#### LIFE SCIENCES
- Anatomy & Cell Biology
- Biochemistry & Molecular Genetics
- Biological Sciences
- Biomedical & Health Information Sciences
- Biomedical Sciences
- Biopharmaceutical Sciences
- Disability & Human Development
- Kinesiology & Nutrition
- Medical Laboratory Sciences
- Medicinal Chemistry & Pharmacognosy
- Microbiology & Immunology
- [Learning Sciences]*
- [Neuroscience]*
- Nursing
- Occupational Therapy
- [Oral Sciences]
- Pathology
- Pharmacology
- Pharmacy Systems, Outcomes, & Policy
- Physical Therapy
- Physiology & Biophysics
- Public Health Sciences
- [Rehabilitation Sciences] (PhD)
- Surgery

Listed above are departments that house a graduate degree program within the Graduate College. Programs that house graduate programs and are not in departments are designated as such - [ ] = Programs

* = Interdisciplinary programs that have faculty from more than one division; Faculty’s home department determine appropriate division.