

U N I V E R S I T Y O F
SOUTH CAROLINA

**GRADUATE COUNCIL
MANUAL**

Revised August 20, 2026

I. DEFINITIONS

A. THE GRADUATE COUNCIL

The Graduate Council is the governing body acting on behalf of the Graduate Faculty of the University. Graduate Council's authority is derived from its definition and charge in the Faculty Manual to make advisory recommendations to the Dean of the Graduate School on graduate programs and curriculum, formulation and implementation of Graduate School policies, and the establishment and enforcement of standards of graduate work.

Graduate Council has 21 members and is comprised of 18 Graduate Faculty members, one graduate student representative, Dean of the Graduate School, and the Senior Associate Dean of the Graduate School who serves as Council Secretary. Nine Graduate Faculty members are elected by the Graduate Faculty and nine Graduate Faculty members are appointed by the President of the University. The student member is appointed by the President of the University who has designated the responsibility of electing the student member to the Graduate Student Association. The 18 Graduate Faculty members and the one student member are voting members. The Dean of the Graduate School and the Council Secretary are non-voting members. Term of service for Graduate Faculty members is three years with terms staggered to maintain continuity with three members elected and three members appointed each year. The term of the student member is set by the bylaws of the Graduate Student Association. No Graduate Faculty Council member can be elected to successive terms and only one member can come from an individual department. There are five standing Graduate Council Committees.

B. DEAN OF THE GRADUATE SCHOOL

Responsibilities of the Dean of the Graduate School are found in the *Faculty Manual*. The Dean is appointed by the Vice President for Academic Affairs and Provost and confirmed by the President. The Dean establishes and enforces standards of graduate work, recommends and coordinates plans for the development of graduate programs, and formulates policies to implement such plans. The Dean of the Graduate School is responsible for defining minimum standards for graduate work and for ensuring that both University-wide and program-specific standards are observed. The Dean of the Graduate School oversees Graduate Directors of the various degree programs and maintains close contact with them. The Dean chairs, or designates a chair, of called-meetings of the Graduate Faculty, coordinates graduate curricula, has administrative responsibility for admission of students to graduate study, and nominates candidates for graduate degrees. The Dean of the Graduate School reports directly to the Vice President for Academic Affairs and Provost.

The Dean of the Graduate School and the Secretary of Graduate Council serve as the Graduate Council's chief advisors and are non-voting members. As the administrator of the graduate programs of the University, the dean identifies and refers program issues to the Graduate Council. As a matter of practice, the dean seeks the Council's approval or endorsement of major policy statements affecting graduate programs. The dean assumes

responsibility for the dissemination and/or implementation of most actions of the Graduate Council. Issues addressed to the Graduate Council by students, faculty, programs, administrators, or outside agencies are received by the dean, who may provide needed information and/or resolve administrative matters without referral to the Graduate Council.

C. THE GRADUATE FACULTY

The principal responsibilities of members of the Graduate Faculty are to teach graduate students effectively, to conduct scholarly research and/or engage in creative activity of high quality, and to direct the research of graduate students. There are three categories of graduate faculty.

Regular Graduate Faculty: Faculty members holding the Ph.D. or other terminal degree in their respective field of study are regular members of the graduate faculty upon appointment to a tenured or tenure-track position at the University's Columbia campus. Regular members of the graduate faculty on the Columbia campus shall include the president; provost; dean of the Graduate School; associate deans of graduate studies; and chairs of academic departments offering degrees conferred by the Graduate School.

Associate Graduate Faculty: Non-tenure-track USC faculty members and scholars who hold the PhD or other terminal degree in their respective field of study may be appointed to associate membership in the Graduate Faculty. Requests for associate membership require nomination by the nominee's academic unit that grants the PhD (or other terminal degree that requires a dissertation or thesis) to the Graduate Council. If the nominee does not belong to an academic unit, then the nomination may be from an academic unit that grants the PhD (or other terminal degree that requires a dissertation or thesis) with which the nominee's area of research aligns. These nominations shall include a report that the nominee received a majority favorable vote by both the unit's current regular Graduate Faculty and by the unit's current combined regular and associate Graduate Faculty. The granting of associate membership is by vote of the council, subject to its procedures and criteria, and is based on the candidate's scholarly credentials, involvement in graduate academic affairs (such as teaching of graduate courses, serving as a member of thesis or dissertation committees, and serving on committees overseeing the department's academic programs), and expected continual appointment at USC. Associate membership is valid for a period of 6 years, also expiring if the faculty member leaves USC. Persons with associate membership are eligible for renomination and reappointment. Associate membership is appropriate for full time USC clinical faculty, research faculty, and other USC scholars holding an appropriate terminal degree.

Term Appointment Graduate Faculty: Faculty members and scholars not otherwise eligible for regular or associate membership in the Graduate Faculty may be appointed to Term Appointments. Term appointments to the Graduate Faculty are granted upon nomination by an academic unit to the Dean of the Graduate School for a period not to exceed 3 years and may be renewed upon expiration. Term Appointments confer the rights only to teach graduate courses and to serve on graduate student committees.

Term Appointments are appropriate for USC faculty in the School of Law and the School of Medicine, USC faculty emeriti, clinical faculty, research professors, faculty members at other institutions (including other campuses of the USC system), and others holding an appropriate terminal degree or other credentials. Term appointments are not necessary for faculty from other institutions serving as outside members of doctoral committees.

Only regular and associate members of the Graduate Faculty are eligible for membership on the Graduate Council, and no more than six members of the Graduate Council may have Associate Membership.

All nominations of eligible faculty for appointment to the Graduate Faculty are made by the appropriate academic unit (college, department, or school) to the Dean of the Graduate School. The appointment is made by the Dean of the Graduate School in consultation with the Graduate Council.

II. RESPONSIBILITIES OF THE GRADUATE COUNCIL

The Graduate Council's authority derives from its definition in the *Faculty Manual*:

The Graduate Council shall serve in an advisory capacity to the Dean of the Graduate School. For this purpose and for the transaction of business, it shall meet on the call of its Chair or at the request of any three of its members.

Regular duties of the Graduate Council and its committees shall include:

- Recommendations to the Dean of the Graduate School on proposed programs and courses numbered 700 and above;
- Recommendations to the Dean of the Graduate School on course and program changes, including degree requirements;
- Recommendations to the Dean of the Graduate School of new policies, procedures and regulations for graduate education;
- Consideration of and action on graduate student grievances, appeals and petitions;
- Encouragement of research and creative production;
- Continual review and evaluation of graduate programs;
- Recommendations to the administration for recipients of Graduate School fellowships, scholarships, and grants; and
- The execution of other duties as assigned by the administration of the Graduate School and/or the University.

III. OFFICERS AND COMMITTEES OF THE GRADUATE COUNCIL

A. OFFICERS

The Graduate Council operates with three officers. The chair and vice chair are elected from among the Council's members. The Senior Associate Dean of the Graduate School is designated by the Dean of the Graduate School to serve as the Secretary of the Graduate Council. The Council officially elects its chair and vice chair for the following academic year at the last meeting in the spring semester. It has been the Council's practice for some years to consider the vice chair as the *de facto* chair for the following academic year with election by acclamation at that last spring meeting.

B. COMMITTEES

Standing Committees of the Graduate Council are:

- Curriculum Committee on Humanities, Social Sciences, Education, and Related Professional Programs;
- Curriculum Committee on Science, Math, Engineering, Health Sciences, and Related Professional Programs;
- Grievances, Appeals and Petitions Committee;
- Academic Policy and Practices Committee; and
- Fellowships and Scholarships Committee.

One additional committee is appointed as necessary by the Dean of the Graduate School:

- Program Evaluation Committee

The Dean of the Graduate School, the Senior Associate Dean and the Secretary of Graduate Council are *ex officio* members of all standing committees. The members and chairpersons of standing committees are appointed by the Dean of the Graduate School in consultation with the Graduate Council Chair. Standing committees are chaired by a member of the Graduate Council. Committee members must be a regular or associate member of the Graduate Faculty. The practice followed in the staffing of committees is intended to choose faculty broadly representative of the disciplines and interests of the Graduate Faculty as a whole. No committee member may serve for more than four consecutive years on one committee.

IV. OPERATIONAL PROCEDURES OF THE GRADUATE COUNCIL

A. ANNUAL CYCLE OF WORK

The Graduate Council meets regularly from August to May or at the call of the Chair or Dean of the Graduate School in the summer months. At the first fall meeting, the Council organizes for the year and takes up any pending matters.

Graduate Studies Bulletin changes and course scheduling deadlines contribute to an uneven work load and longer agendas for Council meetings prior to those deadlines. Curriculum and Policies and Practices Committees meet regularly throughout the Fall and Spring terms, usually two weeks prior to Council meetings. Other committees meet or are constituted as needed. Actions of Council do not become final until thirty (30) days from the posting date of the Council minutes.

Additionally, actions requiring Council of Higher Education (CHE) or Southern Association of Colleges and Schools (SACS) notification and/or approval should be submitted in time to allow 90 to 180 days after Graduate Council action for final approval by CHE or SACS. Directions for submitting academic program actions are available on the web page of the Office of the Provost.

B. MEETING SCHEDULE

Graduate Council meets on the 4th Monday of each month at 2 PM in the Graduate Council Conference Room, Byrnes 311, unless otherwise posted. Committees of Graduate Council usually meet the second week of each month and/or are convened as needed. Meeting dates and times are posted to the Graduate Council section of the Graduate School website.

Special meetings of the Council can be called by the Provost, the Dean of the Graduate School, the Chair of Graduate Council, or upon the request of any three members of the Graduate Council. Regularly scheduled meetings may be canceled when the agenda does not justify a meeting. Notification of meeting cancellation is posted to Graduate Council section of the Graduate School web site. During the summer, Graduate Council meetings are called only if necessary to conduct essential business.

Graduate Council members should notify the Chair of Graduate Council and the Council Secretary when they cannot attend a meeting. Committee chairs that cannot be present for a meeting may have their reports presented by another member of that committee or by a Graduate School representative who meets with the committee. An absent member may ask another Graduate Faculty member to attend a meeting in his/her stead, but that individual cannot vote.

C. AGENDA AND MEETING MATERIALS

The agenda for each Council meeting is normally posted no later than the Thursday preceding the Council meeting. The agenda, the minutes of the previous meeting, and materials for Council consideration are posted to the Graduate Council section of the Graduate School's website.

Committee chairs planning to present reports to the Council should transmit the scope and particulars of the report and any materials for distribution to members of the Graduate Council no later than the Tuesday preceding the scheduled meeting for inclusion on the agenda. Items not listed on the agenda should be presented to the

Council only when a decision is urgent and/or a majority of the Council approves the agenda change.

D. CONDUCT OF MEETINGS

Meetings of the Graduate Council are public and open to all interested persons in accordance with the provisions of the Freedom of Information Act, except for agenda items pertaining to personnel or student actions.

The Council may invite specific individuals from inside or outside the University to provide information that will assist the Council in its deliberations. The Graduate Council is required to go into closed session when considering matters that concern the academic records or status of individual students (e.g., grievances, appeals and petitions) and all matters concerning personnel. The quorum necessary for the Council to conduct official business is a simple majority of its membership.

The approved minutes are posted to the Graduate Council section of the Graduate School's website within the week following the Graduate Council meeting. The minutes become official after being posted 30 days without challenge and are then distributed to the Office of the Provost, the Office of the Registrar, and the *Graduate Studies Bulletin* editor. The official minutes of the Graduate Council are maintained on permanent file in the Graduate School.

E. REVIEW OF 500-600 COURSE PROPOSALS

Courses numbered 500-699 carry graduate credit when taken by graduate students and are subject to review and approval (by formal agreement with Faculty Senate) by the Graduate Council. That responsibility is delegated to the Dean of the Graduate School or the Dean's appointee (usually the Senior Associate Dean) who meets with the Curricula and Courses Committee of Faculty Senate to affirm that 500-600 level courses reviewed by that Committee meet the requirements and rigor necessary for graduate students to receive graduate credit and that the syllabi of such courses contain all the elements required on the Graduate-Level Syllabus Template. Syllabi for 500-600 level course proposals are also evaluated for distinct differentiation of workload, academic rigor, and stronger assessment for graduate students enrolled in the course.

If proposals for 500-600 Level Courses, Distance Education and Special Topics Courses are acceptable to the dean (or appointee), notification is provided for the Graduate Council, and the Curricula and Courses Committee of Faculty Senate submits a recommendation to the Faculty Senate for final action. If unacceptable, the dean (or appointee) negotiates appropriate revisions to the submission. Curricular actions for 500-600 level courses, distance education and special courses recommended for approval are provided to Graduate Council in the 500-600 Level Courses, Distance Education, and Special Courses report and appear in the Council minutes. The report is for information only and requires no action by the Graduate Council.

When evaluating undergraduate/graduate (500-699) course proposals and syllabi for differentiation and graduate level rigor the following questions are asked:

- Is there an appropriate rationale and documented need for adding this course (when it is a new course proposal)?
- Is there overlap with other courses or programs? Have affected programs, if any, reviewed the proposal and provided a memo of concurrence?
- Is the syllabus properly formatted and does it contain all the elements required on the Graduate-level Syllabus Template?
- Are the content and level of presentation of the course sufficiently advanced to warrant graduate credit?
- Do the course readings indicate adequate inclusion of primary references and/or research experiences expected in graduate course work?
- Does the proposal specify additional graduate-level work, preferably research-based work, to be assigned to graduate students in the course and describe how that additional work will be weighted, assessed, and calculated in the final course grade?
- Is the grading and assessment of work for graduate students more rigorous than grading and assessment of work for undergraduate students?
- Is there a separate learning outcome for graduate students, tied to any additional work?

F. DISTRIBUTED LEARNING DELIVERY

Distributed Learning Delivery refers to the delivery of courses to students using some type of delivery other than face-to-face traditional instruction, such as via satellite, the internet, streaming, or by delivery of some other media format to the students. Distributed Learning may be delivered in either synchronous or asynchronous mode. Individual graduate credit courses must receive Graduate Council approval for remote delivery before they can be advertised and offered as such. (*Note: Use of BlackBoard as a course management tool does not necessarily mean that the course is being delivered via distributed learning.*)

Directions for submitting academic program actions, including distributed learning, are available on the web page of the Office of the Provost. Proposals for distributed learning delivery should include a course syllabus and demonstrate that students will receive the same rigor of course content and level of instruction, including comparable instructional time, as in face-to-face traditional course.

The proposal should show evidence that adequate opportunities are provided for students to interact directly with the course instructor. The Graduate Council has authorized the Dean of the Graduate School (or appointee) to approve administratively DED requests for existing courses. DED requests for new course proposals are included with the new course proposal request. The Office of the Provost maintains a listing of all courses approved for distributed learning delivery.

G. SPECIAL TOPICS COURSES

Special topics courses are courses that have been approved by the Graduate Council as umbrella courses to allow for rotation and timeliness of discipline specific course content. Once the special topics umbrella course is approved by the Graduate Council for a department, individual special topics requests are submitted to the Graduate School with a distinct title using the Special Topics Course Approval Form accompanied by a course syllabus for inclusion in a specific term's course offerings. The course syllabus must contain all the elements required for approval of any graduate level course as indicated on the Graduate-level Syllabus Template. Once approved, notification of the offering is reported to the Graduate Council and forwarded to the Office of the Registrar for inclusion in the schedule of course offerings.

V. WORK OF THE STANDING COMMITTEES

A. CURRICULUM COMMITTEES

There are two standing curriculum committees of the Graduate School: 1) The Committee on Humanities, Social Sciences, Education and Related Professional Programs and 2) The Committee on Science, Math, Engineering, Health Sciences and Related Professional Programs. Curriculum committees are charged with review of all program, curriculum and *Graduate Studies Bulletin* change submissions. Submissions are divided between the two committees by discipline.

1. CURRICULUM AND BULLETIN CHANGE SUBMISSIONS

All curriculum additions and changes in graduate programs must be approved by the Graduate Council. Proposed changes are to be submitted electronically through the academic programs website of the Office of the Provost. Electronic submission of forms and documents are the only format for considering curricular changes.

Course proposals for distance delivery of 500-600 level courses are submitted to the Instructional Development Committee of the Faculty Senate; new course proposals and course change proposals are submitted to the Committee on Curricula and Courses of the Faculty Senate, not to the Graduate Council.

Course proposals submitted electronically for 700-level and above are routed to the appropriate curriculum committee, either the Committee on Humanities, Social Sciences, Education and Related Professional Programs or the Committee on Science, Math, Engineering, Health Sciences and Related Professional Programs. A complete proposal should be submitted by the first day of the month for which the academic unit seeks review. If the first day of the month falls on a weekend, submissions must be entered into the system by the first Monday of the month. The curriculum committees carefully and critically review submissions and may approve/disapprove or return the submission to the

originating unit for revisions before the committee makes its final recommendation to The Graduate Council.

The chairs of the curriculum committees are responsible for reporting, the committee's recommendations for the Graduate Council to consider at its next meeting. The chair transmits committee recommendations to both the proposers and the Graduate School. Committee chairs may invite a program spokesperson to answer questions or provide additional information to the committee at the meeting of the committee and/or at the meeting of the Graduate Council at which time the proposal will be considered for action. Chairs should be prepared to present the report of the committee at each Graduate Council meeting or designate another member of the committee to present the report.

The actions of the Graduate Council, which are published in the Graduate Council's minutes and posted to the Graduate School's web site, become final 30 days after posting unless challenged.

2. EVALUATION OF COURSE PROPOSALS

The curriculum committees review course proposals using the following questions:

- Is the course subject matter properly placed within the discipline of the proposing unit?
- Is appropriate rationale and justification for the course supplied?
- Are the course title and description accurate and informative?
- Is the course syllabus properly formatted and does it include all required elements as indicated on the Graduate-level Syllabus Template?
- Are course objectives stated as student learning outcomes?
- Is the proposed credit justified by the course requirements?
- Is the course rigor and quality of assignments appropriate for graduate level education?
- Is assessment of appropriate rigor for graduate level education?
- Is there potential overlap with other courses and/or are other departments affected by the proposal? Have affected departments, if any, reviewed the proposal and provided a memo of concurrence?

B. GRIEVANCES, APPEALS AND PETITIONS COMMITTEE

The policies and regulations of the Graduate School and the graduate programs serve as purposeful guidelines and standards for graduate students as they pursue degree objectives. Occasionally, individual students may feel they have grounds to seek exception from the uniform application of such regulations and policies. These students may file written grievances, appeals or petitions with the graduate director of the academic area responsible for those standards, which will forward, if supportive, those petitions to the Dean of the Graduate School as appropriate. Grievances, appeals or petitions seeking to reverse or modify decisions made at a lower level of authority should be filed with and pursued according to the established procedures of the student's academic unit. Students should file

their grievance, appeal or petition with the Dean of the Graduate School only after the internal processes for grievances, appeals and petitions at the academic unit and school or college level have been exhausted.

The Graduate School accepts only grievances, appeals or petitions for exception to regulations and policies that concern graduate program academic matters (including Senior Privilege and the Accelerated Bachelor's/ Graduate Study Plan). Grievances, appeals or petitions must be filed in writing and must either (a) carry the endorsement of the student's program graduate director (or program chair for Senior Privilege and the Accelerated Bachelor's/ Graduate Study Plan students), or (b) provide documentation that a decision was reached at the lower level of authority if the dispute is with those regulations. A grievance, appeal or petition accepted by the Graduate School is reviewed by the Dean of the Graduate School, who may act on the request or refer the matter to the Graduate Council Committee on Grievances, Appeals and Petitions. The academic standards policies of the Graduate School and guidelines for grievances, appeals and petitions are found on the Graduate School website and in the *Graduate Studies Bulletin*.

Generally, the Graduate School receives three categories of academic grievances, appeals and petitions from, or on behalf of, individual graduate students:

- 1) Student petitions for waiver of, or exception to, Graduate School or program regulations and/or requirements;
- 2) Student appeals of decisions or actions taken within the academic unit (not, however, appeals for change of grade originated by the student); and
- 3) Requests for change of grade in courses taken for graduate credit originated by faculty, usually the course instructor.

As indicated in the Graduate Studies Bulletin, petitions and appeals are submitted to the Dean of the Graduate School, who may act on the petition unless substantial deviation from established policies is requested or extraordinary circumstances warrant referral. In such cases, the requests are referred to the Grievances, Appeals and Petitions Committee.

The Grievances, Appeals and Petitions Committee's deliberations on a specific petition or appeal involve fact-finding, application of pertinent Graduate School and/or program policies and regulations, and the review of accepted policies of the Graduate School and the Graduate Council. The Committee may request to interview the petitioner; and, during the Committee review of the case, the petitioner has the right to be assisted by an advisor of the student's choice at the student's own expense. The advisor may be an attorney. The petitioner is responsible for presenting the case; therefore advisors are not permitted to speak or to participate directly in any hearing. Relevant faculty members and/or program representatives may also be interviewed by the Committee. The Committee's recommendations are presented to the Graduate Council in closed session. The Graduate Council, voting in open session, may support, amend or reject the Committee's recommendation, or return the matter to the Committee with instruction for new inquiries or additional deliberation. The Graduate Council's recommendations are advisory to the Dean of the Graduate School.

Faculty requests to change a grade in a course taken for graduate credit require a specific justification for the change and are subject to the academic regulations of the Graduate School and University. Requests are submitted on the Grade Change Form available from the Office of the Registrar. Changes based on ordinary errors (transcription, computation, etc.) do not require Committee or Council review if submitted within 12 months of the date of grade assignment. Requests made more than a year after assignment of the final grade and those with justifications that do not fall within the usual guidelines are referred, at the discretion of the Dean of the Graduate School, to the Grievances, Appeals and Petitions Committee for examination and recommendation to the Graduate Council.

C. ACADEMIC POLICIES AND PRACTICES COMMITTEE

The charge of the Academic Policies and Practices Committee is to study, review, and propose policies, practices, and regulations of the Graduate School. The topics and policies for consideration and review may arise during deliberations of the Graduate Council or its committees or may be referred to the Policies and Practices Committee by the Dean of the Graduate School, the Graduate Faculty, or individual graduate faculty members. The Committee makes recommendations to the Dean of the Graduate School or to the Graduate Council as appropriate. The vice chair of the Graduate Council shall chair the Academic Policies and Practices Committee and the chair and the immediate past chair of the Graduate Council shall serve as members of the committee.

D. FELLOWSHIPS AND SCHOLARSHIPS COMMITTEE

The charge of the Fellowships and Scholarships Committee is to review and recommend graduate students for fellowship and scholarship awards given or administered by the Graduate School and to make recommendations to the Graduate School and Graduate Council regarding policies for fellowship and scholarship offerings. The Committee makes recommendations to the Dean of the Graduate School, who authorizes the awards to the recipients. The staff of the Graduate School assists the Committee in the process and in assembling information on the nominees'/applicants' credentials.

E. PROGRAM EVALUATION COMMITTEE

The Program Evaluation Committee is convened as necessary by the Dean of the Graduate School and is responsible for the review of graduate programs or any aspect of graduate education as charged by the dean. The dean may recommend to the Graduate Council programs to be reviewed in a given academic year and may instruct the Committee to consider and propose changes in the scope or format of the program evaluation process. The dean, or the dean's appointee, prepares, in collaboration with the Chair and/or Graduate Director of the program, data for any program selected. Members of the Program Evaluation Committee analyze the data and present summaries and conclusions for the Graduate Council's deliberations. The primary purpose of review is to assure that the programs are maintaining the standards of graduate education set by the Southern Association of Colleges and Schools (SACS), the South Carolina Commission on Higher Education (CHE), and the Graduate School of the University of South Carolina.

The Program Evaluation Committee may be charged by the Dean of the Graduate School with special projects concerning graduate education or graduate research not designated specifically to another Graduate Council committee.

VI. ELECTION AND APPOINTMENT

A. ELECTION PROCEDURES

Three members of the Graduate Council are elected by a vote of the Graduate Faculty each year in the Spring term. Nominations for the elected seats of the Graduate Council are solicited from all graduate academic units. A ballot is used for electing Council members for the three elected seats. Once nominations are finalized, ballots are mailed to all Graduate Faculty. Ballots may be either paper or electronic as long as the voting process is secure and anonymous to the election tellers. Tellers are appointed by the sitting Chair of the Graduate Council. Candidates receiving the largest number of votes fill the vacant elected seats. In the event of a tie, the candidate(s) to be seated will be determined by lot. Ideally, there should be twice as many candidates as seats, but if the number of candidates does not exceed the number of seats to be filled, the Graduate Council may vote to elect the candidates by acclamation rather than conduct the election by ballot. This vote of the Graduate Council is subject to the same process of challenge as other Council decisions. Elected members take office at the beginning of the Fall term following the election. Graduate Council terms are three years.

B. APPOINTMENT PROCEDURES

Three members of the Graduate Council are appointed each year in the spring term by the President of the University. The Dean of the Graduate School nominates to the President of the University members of the Graduate Faculty to fill the appointed seats of the Graduate Council. The dean makes recommendations for appointment based on factors such as willingness to serve, broad representation of academic disciplines, unit size, individual experience, diversity of representation, etc. Appointed members take office at the beginning of the fall term. Graduate Council terms are three years.

In the event that a current elected or appointed Graduate Council member cannot fulfill the duties of the term, the Dean of the Graduate School, with agreement of the current Graduate Council Chair, appoints a member of graduate faculty to fulfill the duties of the term. The specially appointed member must hold a tenured faculty appointment at the rank of Associate Professor or above and must be in a graduate unit that is not currently represented on the Council, but need not be in the same unit as the individual being temporarily or permanently replaced. Additionally, members who miss three meetings unexcused in an academic calendar year may be asked by the Dean of the Graduate School, with the agreement of the current chair of the Graduate Council, to resign from the Graduate Council with a replacement to be specially appointed as above by the Dean of the Graduate School for the remainder of that member's term. It has been recent practice

to invite the chair of the same unit as the individual being temporarily or permanently replaced to recommend a person from the unit to fill the unexpired term. The special appointment exempts the special appointee from the Graduate Council policy that “no Council member can be appointed/elected to successive terms” unless the appointee has filled the unexpired term for more than two years of the three year term, in which case, the appointee will not be allowed a successive term. The special appointee shall have full voting privileges.