Missouri University of Science and Technology

Graduate Council Meeting

Nov. 4th, 2026

Call to Order

Agenda

1. Roll Call

2. Approval of minutes from Oct. 7th, 2026, Graduate Council Meeting

3. President's Report
   - End-of-Year Awards Committee Nominations
     - Nominations and self-nominations are requested for the 2026–2027 End-of-Year Awards Committee. Nominations should be submitted to mstgradfacpres@mst.edu.
   - Research Policy Committee (2026-2027)
     - https://facultysenate.mst.edu/committees/researchpolicy/
     - 4 members to be chosen by the Graduate Council

Agenda

4. Graduate Faculty Membership Issue and Revision Suggestions

5. Graduate Faculty Regulation Issue and Revisions Suggestions

6. New Business

7. Adjourn

Background

The University of Missouri System delegates authority for graduate education at Missouri S&T to the Graduate Faculty

- *From the Collected Rules & Regulations of the University of Missouri System:*

"Chapter 300.030 Faculty Bylaws of the Missouri University of Science and Technology, Section D. Faculty Organizations, Subsection 3. Graduate Faculty:

a. Responsibility and Authority -- The Graduate Faculty is responsible for maintaining an environment that will encourage the pursuit of scholarly work beyond the Bachelor's degree and for implementing the policies of the University of Missouri in the administration of graduate studies at Missouri S&T.

b. Membership and Activities -- Rules regarding membership, activities, and subcommittees of the Graduate Faculty are established by the Rules and Regulations of the Graduate Faculty."

Research Advisors, Dissertation & Thesis Committees

Membership in the Graduate Faculty matters

- Primary privileges of Graduate Faculty members include serving as research advisors and on the advisory committees of Doctoral and Master's students:

- *From the Graduate Catalog:*
  - Committee Requirements for the Doctor of Philosophy Degree (Ph.D.): "The committee must consist of a minimum of five members and the academic advisor and at least three others must be members of the Missouri S&T graduate faculty."
  - Committee Requirements for the Master of Science Degree with Thesis: The advisor and at least half of the other committee members must be members of Missouri S&T graduate faculty."

Two Types of Graduate Faculty Membership

- Graduate Faculty are classified as Full or Associate Members
- The only functional difference is that Full Members can vote on Graduate Faculty matters whereas Associate Members cannot

What Problems Are We Trying To Solve?

Problem #1

Expiring membership of Graduate Faculty

- Currently, membership in the Graduate Faculty regularly expires, even though qualifications to serve as research advisors and committee members do not. This leads to chaos and unnecessary work for:
  - Faculty, who must remember to reapply for membership
  - Students, whose advisors and committees periodically become invalid
  - Graduate School staff, who ensure the academic integrity of S&T degrees

- This was discussed in October meeting.
- Does the Graduate Council agree that Problem #1 exists?

Proposed Solution #1:

See details in agenda materials

- **Continuous membership.** Membership would continue as long as the individual remains eligible.
- **Eligibility-triggered review.** Membership would be reviewed only when a change in employment status or other information indicates that an individual may no longer meet the qualifications for their current membership category.
- **Membership approval.** The Membership Committee, which is composed of Graduate Council members, would have final authority to approve Full and Associate Membership. Individual memberships would no longer require a vote of the full Graduate Faculty.
- Does the Graduate Council agree with the proposed solution? Why or why not?

"Rules and Regs3.5.25 Proposed Changes membership.docx"

Problem #2
Who should be eligible for Associate Membership?

- Background:
  - Recall that Full Members (tenure/tenure track faculty) and Associate Members can serve as research advisors or committee members for Doctoral and Master's students.
  - Current rule IIID1 for Associate Members states: "research, adjunct, or visiting professors, lecturers, etc." and "term equal to the normal review period or the length of their stay at S&T, whichever is shorter".
- Problems:
  - Solution #1 eliminates regular expiration of Graduate Faculty membership and thus calls into question how to handle visiting scholars.
  - Teaching faculty are not explicitly included but currently serve as Associate Members.
- Does the Graduate Council agree that Problem #2 exists?

Proposed Solution #2:

Distinguish between fixed-term and truly temporary appointments in defining eligibility for Associate Membership.

- Research, teaching, and adjunct faculty; Lecturers, and similar personnel with fixed-term appointments are eligible.
- Visiting and guest personnel, as well as postdoctoral scholars with temporary appointments at Missouri S&T are not eligible. Faculty members with emeritus status shall automatically transition to Associate Membership
- If appropriate, such individuals may still serve on committees with program approval though the Form 5/5-A (or 1/1-A)." This provision ensures that a majority of committee members are S&T Graduate Faculty.
- Postdoctoral scholars are not eligible.
- Does the Graduate Council agree with the proposed solution? Why or why not?

"Rules and Regs3.5.25 Proposed Changes membership.docx"

Responsibility & Authority of Graduate Faculty

- *From the Graduate Faculty Rules & Regulations:*

  "Section II. RESPONSIBILTY AND AUTHORITY:

  The Graduate Faculty, acting in accordance with the Rules and Regulations of the Board of Curators and with Campus Policy legislated by the General Faculty, is responsible for the establishment of the policies, rules, and regulations governing all Missouri University of Science and Technology graduate studies. Specific functions of the Graduate Faculty are:

  B. To have special regard for Campus problems involving graduate students, to make regulations concerning eligibility and requirements for graduate degrees, graduate certificate programs and graduate/undergraduate dual enrollment, and to consider and to act on recommended curricula and course offerings within the graduate programs.

Problem #3
Infrequent and non-representative Graduate Faculty meetings

- The new Graduate School would like to partner with the Graduate Faculty to refine academic policies in a way that improves graduate education across campus. However:
  - The Graduate Faculty has Regular Meetings only once per semester.
  - Poor attendance leads to non-representative decisions by the Graduate Faculty because "A quorum shall consist of those members in attendance when considering items included in an agenda sent to members at least one week in advance of the meeting".
- To rise to the level of graduate education expected of a Carnegie R1 university, we need a far more robust mechanism of faculty governance to enact academic policy changes.
- Does the Graduate Council agree that Problem #3 exists?

Proposed Solution #3:

Move decision making authority for graduate education from the Graduate Faculty to the Graduate Council.

- 1. Move the paragraph below from Section IIB Graduate Faculty Responsibility & Authority to Section VIC Graduate Council Authority & Responsibility of the Graduate Faculty Rules & Regulations.

  "To have special regard for Campus problems involving graduate students, to make regulations concerning eligibility and requirements for graduate degrees, graduate certificate programs and graduate/undergraduate dual enrollment, and to consider and to act on recommended curricula and course offerings within the graduate programs."

"Rules and Regs3.5.25_Revision_GradFaculty.docx"

Proposed Solution #3:

Move decision making authority for graduate education from the Graduate Faculty to the Graduate Council.

- 2. Add text to Section VIC, immediately following the moved paragraph: "Changes can only be approved (i) for items included in an agenda sent to members at least one week in advance of the meeting, (ii) when a quorum consisting of at least fifty percent of the members of the Graduate Council is present (either in person on online), and (iii) by majority vote of those present."
- 3. Delete Section VIC2: "The Graduate Council is an advisory body and possesses only that authority which is specifically delegated to it by the Graduate Faculty."
- Does the Graduate Council agree with the proposed solution? Why or why not?

"Rules and Regs3.5.25_Revision_GradFaculty.docx"

The Path Forward

A vote by the Graduate Faculty in December on any proposed solutions recommended by the Graduate Council

- *From the Graduate Faculty Rules & Regulations:*

  Section VII. AMENDMENTS TO THE RULES:

  "A. Additions to or deletions from these rules shall require approval by a majority of the Members of the Graduate Faculty.

  B. Voting shall be by secret ballot at an official meeting of the Graduate Faculty or by mail or e-mail ballot after the motion to amend is made at a duly called meeting."
- *Motions to the Proposed Solutions?*

Agenda

4. Graduate Faculty Membership Issue and Revision Suggestions

5. Graduate Faculty Regulation Issue and Revisions Suggestions

6. New Business

7. Adjourn

BACKUP

Committee Requirements for Master of Science with Thesis

For students pursuing the master of science degree with thesis, the committee will be designated on the plan of study (Form 1/1-A). The committee must consist of a minimum of three members. The academic advisor will serve as the chairperson of the thesis advisory committee. The advisor and at least half of the other committee members must be members of Missouri S&T graduate faculty. If a committee member is not a member of the Missouri S&T graduate faculty, a vita verifying equivalent level (or higher) of education must be provided with the Form 1/1-A.

Students are encouraged to make effective use of their advisory committee members by:

- Submitting a written description of the proposed research to the members of the committee as soon as the topic is decided.
- Obtaining written approval of the committee indicating that the proposed research is of the appropriate level of caliber.
- Submitting periodic progress reports to the committee and discussing these reports with individual committee members or with the committee as a group. The frequency of reports and the method of discussion should be determined by the committee.

https://catalog.mst.edu/graduate/admissionsandacademicprogramprocedures/mastersdegrees/

Committee Requirements for the Doctor of Philosophy Degree (Ph.D)

For students pursuing the doctor of philosophy degree, the committee will be designated on the plan of study (Form 5/5-A). The academic advisor will also serve as the chairperson of the dissertation advisory committee. The committee must consist of a minimum of five members and the academic advisor and at least three others must be members of the Missouri S&T graduate faculty. The advisory committee must include at least one member from outside the student's major department. If a committee member is not a member of the Missouri S&T graduate faculty, a vita verifying equivalent level of education must be provided with the Form 5/5-A.

Students are encouraged to make effective use of their advisory committee members by:

- Submitting a written description of the proposed research to the members of the committee as soon as the topic is decided.
- Obtaining written approval of the committee indicating that the proposed research is of the appropriate level of caliber.
- Submitting periodic progress reports to the committee and discussing these reports with individual committee members or with the committee as a group. The frequency of reports and the method of discussion should be determined by the committee.

https://catalog.mst.edu/graduate/admissionsandacademicprogramprocedures/doctoratedegrees/

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AMENDMENT TO THE RULES

I. PURPOSE

The purpose of the Graduate Faculty shall be:

A. To implement the policies of the Board of Curators of the University of Missouri in the administration of graduate studies at Missouri University of Science and Technology.

B. To create and maintain an environment which will encourage and implement the pursuit of scholarly work beyond the Baccalaureate degree. The evidence of successful pursuit of this purpose is the conferral of the Master's degree, the degree of Doctor of Engineering, or the degree of Doctor of Philosophy on scholars who have demonstrated that they have attained significantly greater competence in some discipline beyond the undergraduate level of achievement.

II. RESPONSIBILITY AND AUTHORITY

The Graduate Faculty, acting in accordance with the Rules and Regulations of the Board of Curators and with Campus Policy legislated by the General Faculty, is responsible for the establishment of the policies, rules, and regulations governing all Missouri University of Science and Technology graduate studies. Specific functions of the Graduate Faculty are:

A. To exercise responsibility for research and for creative or scholarly work at the graduate level and to make recommendations to the Chancellor and the General Faculty concerning the fostering of these activities.

B. To have special regard for Campus problems involving graduate students, to make regulations concerning eligibility and requirements for graduate degrees, graduate certificate programs and graduate/undergraduate dual enrollment, and to consider and to act on recommended curricula and course offerings within the graduate programs.

C. To make regulations regarding graduate admission.

D. To recommend to the Chancellor, for presentation for approval to the General Faculty, names of acceptable candidates for graduate degrees.

III. MEMBERSHIP

A. The membership of the Graduate Faculty shall consist of the following: The President of the University of Missouri, the Chancellor, the Provost, all academic Vice Provosts, chairs of departments authorized to offer graduate degree programs, and other ranked members of the instructional and research faculty, who are accepted under the rules of the Graduate Faculty to assume the responsibilities and authorities delegated to it.

B. Graduate Faculty membership will be granted automatically to individuals newly hired to a tenured or tenure-track position at the rank of Assistant Professor, Associate Professor, or Professor, provided they hold the highest degree typically awarded in their field. Graduate Faculty Membership shall remain in effect as long as the individual continues to satisfy the eligibility requirements applicable to their membership category, unless the membership is otherwise terminated or modified in accordance with applicable university policies. ~~Graduate Faculty membership will be granted automatically to individuals newly hired for a position of Assistant Professor or higher, provided they hold the highest degree typically awarded in their field. Their membership will be subject to reappointment regulations outlined in Article IV.D.~~

CB. No person who is a candidate for a degree at the Missouri University of Science and Technology shall be eligible for membership in the Graduate Faculty.

D~~C~~. Full Membership Qualifications: Other than individuals holding the administrative positions enumerated in Article III.A., the qualifications for Full M~~m~~embership in the Graduate Faculty shall be:

1. The candidate shall hold the highest degree ordinarily awarded in his or her field. Exceptions may be approved by the Membership Committee of the Graduate Faculty based on the individual's academic, scholarly, professional, or graduate educational

qualifications.~~Exceptions can be made on the recommendation of the Membership Committee of the Graduate Faculty or upon two-thirds vote of the members present and voting at a regular meeting or a special meeting called for that purpose.~~

2. He or she shall hold a Tenured/Tenure-track position of Assistant Professor, Associate Professor, or Professor at the Missouri University of Science and Technology.

3. He or she shall have shown evidence of activity in research or in creative or scholarly work beyond that comprised in earning his or her own higher degree. Such evidence may consist of:

a. Appropriate publications in refereed journals, or proceedings of technical or research conferences where the participants have been selected by a program committee.

b. An active research program which has either received support on the basis of a research proposal judged by competent scholars, or which the Membership Committee of the Graduate Faculty, after careful consideration, evaluates to be of high quality. If the program has been active for several years, it must have resulted in publications to be admissible as evidence.

c. Teaching and development of new courses at the graduate level, which may include the authorship of textbooks.

E~~D~~. Associate Membership:

1. A qualified individual who does not satisfy the criteria for Full Membership may apply for Associate Membership if they hold an active fixed-term appointment at Missouri University of Science and Technology. Eligible individuals may include research faculty, teaching faculty, adjunct faculty, lecturers, and personnel in comparable appointments. Visiting and guest personnel, as well as postdoctoral scholars holding temporary appointments at Missouri S&T, are not eligible for Associate Membership. An Associate Member is a non-voting member of the Graduate Faculty. Applications for Associate Membership shall be reviewed and decided upon by the Membership Committee of the Graduate Faculty.~~A person not satisfying the above criteria for membership may apply to become an Associate member. Upon the recommendation of the Membership Committee and approval by the Graduate Faculty, associate membership will be granted. Examples of such persons are research, adjunct, or visiting professors, lecturers, etc. An Associate Member is a non-voting member with a term equal to the normal review period or the length of their stay at S&T, whichever is shorter.~~

2. In the above, "non-voting" refers only to deliberations of the entire Graduate Faculty. Associate members shall enjoy all other privileges and responsibilities of voting

members, including the privilege to chair, serve on, and vote in graduate advisory committees.

FE. Terminal Appointments:

1. Upon attaining Emeritus status, a Full Member of the Graduate Faculty shall automatically transition to Associate Membership. Emeritus faculty shall retain Associate Membership for the remainder of their affiliation with the University. Emeritus faculty who wish to resign their membership in the Graduate Faculty may do so by notifying the Graduate School.~~Any member of the Graduate Faculty who is granted Emeritus status shall retain their existing membership rights and privileges for the remainder of their affiliation with the University. Emeritus faculty who wish to resign their membership in the Graduate Faculty may do so by notifying the Vice Provost of Graduate Education.~~

2. Any member of the Graduate Faculty who terminates employment with the University shall retain Associate Membership status for two (2) years after their departure from the University. ~~Should they wish to extend this appointment further, they will need to apply for Associate Membership as outlined in Article III.D~~.

GF. ~~Removal~~ Review of Membership:

Graduate Faculty Membership shall be subject to review when a change in employment status, appointment, or other relevant circumstances indicates that an individual may no longer satisfy the eligibility requirements for their current membership category. Membership reviews shall be conducted in accordance with Article IV.~~A Department Chair may request that a faculty be removed from Graduate Faculty Membership or Associate Membership if they are found to no longer be meeting the requirements of membership as outlined in Articles III.C., III.D. To do so, they must submit an official petition for removal of membership including evidence and justification for the removal to the Office of Graduate Studies. Review of the petition will follow the same guidelines as outlined for a member not receiving a recommendation by the Membership committee as outlined in Article IV.D.~~

IV. APPOINTMENT AND REVIEW OF ~~ELECTION TO~~ MEMBERSHIP

A. Applications for Graduate Faculty Membership that is not granted automatically under Article III.B shall be submitted to the Graduate School in accordance with procedures established by the Graduate School.~~Petitions for membership in the Graduate Faculty shall be submitted to the Vice Provost of Graduate Education by the Chairs of the Departments concerned no later than the first day of October during the Fall Semester and the first day of March during the Spring Semester. The petition shall be accompanied by evidence that~~

~~the department chair feels necessary to substantiate the qualifications of the individual being considered for membership.~~

B. Applications for Graduate Faculty Membership shall be reviewed and decided upon by the Membership Committee of the Graduate Faculty.~~The Membership Committee of the Graduate Faculty shall consider the petitions and submit the names of the candidates who meet the qualifications to the President of the Graduate Faculty along with the recommendation that they be elected to membership. The President of the Graduate Faculty will then forward the recommendations of the Membership Committee to all members of the Graduate Faculty.~~

C. When a review of Graduate Faculty Membership is initiated under Article III.G, the individual shall be notified and provided an opportunity to respond. The Membership Committee of the Graduate Faculty shall review the relevant information and determine whether the individual's membership shall continue, be modified, or be terminated. ~~The petitions and accompanying evidence of the candidates who are recommended for membership by the Membership Committee shall be made available to the members of the graduate faculty at least three days prior to the date of the membership election.~~

~~D. Graduate Faculty members shall be reviewed six years after the initial appointment and every five years thereafter by the Membership Committee in order to ascertain whether the member is continuing to be active in graduate work. The name of a member who, in the opinion of the membership committee, has ceased to meet the requirements as described in Section III.C.3a-c shall be submitted to the President of Graduate Faculty with the recommendation that their membership not be renewed provided the member in question does not withdraw their application before the membership election ballot is distributed.~~

~~1. In the event that a recommendation to not renew is made by the Membership Committee, the President of Graduate Faculty shall notify the member and the member's Department Chair to notify them of the recommendation. The member will be given a minimum of five working days to prepare a rebuttal to the Membership Committee's recommendation to be given to the President of Graduate Faculty. If not done so already, the Department Chair will be asked to provide the name of a member of the Graduate Council to act as an advocate for the member filing the rebuttal.~~

~~2. The Membership Committee, Graduate Council advocate, and the President of Graduate Faculty will meet to consider the rebuttal to reach a final decision. The recommendation from this group will then be forwarded to the member being considered for renewal and that member's Department Chair no later than five working days before the membership election ballot is distributed.~~

~~E. All voting pertaining to the membership of individuals in the Graduate Faculty shall be by secret ballot.~~

V. OFFICERS

A. President: The President of the Graduate Faculty shall be elected by the Graduate Faculty from among its members at the May meeting of the Graduate Faculty. The term of office shall be for one year beginning on the first day of the academic year following the election. If the President is vacated, the Secretary shall call a special meeting of the Graduate Faculty and elect a new President to serve the remainder of the term. The duties of the President shall be:

1. To preside at meetings of the Graduate Faculty.

2. To prepare an agenda for Graduate Faculty meetings.

3. To maintain current membership lists of the Graduate Faculty.

4. To appoint an acting Secretary to record the minutes of the Graduate Faculty meetings when the elected Secretary is absent.

5. To maintain files of Graduate Faculty minutes and committee reports or reference.

6. To be the Chair of the Graduate Council.

B. Secretary. The Secretary of the Graduate Faculty shall be elected by the Graduate Faculty from among its members at the May meeting of the Graduate Faculty. The term of office shall be for one year beginning on the first day of the academic year following the election. If the position of Secretary is vacated, the President shall call a special meeting of the Graduate Faculty and elect a new Secretary to serve the remainder of the term. The duties of the Secretary shall be:

1. To record the minutes of Graduate Faculty meetings.

2. To distribute copies of the minutes of Graduate Faculty meetings to members of the General Faculty.

3. To be the Secretary of the Graduate Council.

C. Parliamentarian. The Parliamentarian of the Graduate Faculty shall be appointed by the President of the Graduate Faculty. The parliamentarian of the Graduate Faculty shall also be the Parliamentarian of the Graduate Council. The duties of the Parliamentarian shall be:

1. To rule on points of order at Graduate Faculty and Graduate Council meetings.

2. To ensure that Graduate Faculty and Graduate Council meetings are conducted according to Robert's Rules of Order.

VI. THE GRADUATE COUNCIL

A. Purpose:

1. To provide a smaller representative body which is adequate to represent the opinion and philosophy of the membership of the Graduate Faculty.

2. To provide the President of the Graduate Faculty with a means of continuously sampling Graduate Faculty attitudes concerning policy and procedures between regular meetings of the Graduate Faculty.

3. To provide a forum for the development of changes in Graduate School procedures, policies, and programs, and to recommend action items to the Graduate Faculty.

B. Organization.

1. The Council shall consist of the President of the Graduate Faculty, as Chair, and one representative for each graduate degree granting program and from each department offering graduate courses (5000+ level) not otherwise represented.

2. In May of alternate years, the Graduate Faculty by departments or programs, shall elect one of their members to serve a two year term on the Graduate Council commencing with the start of the next academic year.

Graduate Council Representatives

Program	**Department**	**Election Cycle**
Aerospace Engineering	Mechanical & Aerospace Engineering	Odd Years
Applied & Environmental Biology	Biological Sciences	Even Year
Biomaterials	Materials Science & Engineering	Even
Business Administration	Business & Information Technology	Odd
Ceramic Engineering	Materials Science & Engineering	Even

Chemical Engineering	Chemical & Biological Engineering	Even
Chemistry	Chemistry	Odd
Civil Engineering	Civil, Architectural & Environmental Engineering	Odd
Computer Engineering	Electrical & Computer Engineering	Even
Computer Science	Computer Science	Odd
Economics (MA with UMSL)	Economics & Finance	Even
Electrical Engineering	Electrical & Computer Engineering	Even
Engineering Management	Engineering Management & Systems Engineering	Even
English (MA w/UMSL)	English & Technical Communication	Even
Environmental Engineering	Civil, Architectural & Environmental Engineering	Odd
Geological Engineering	Geological Sciences & Engineering	Even
Geology & Geophysics	Geological Sciences & Engineering	Even
Geotechnics	Geological Sciences & Engineering	Even
History (MA w/UMSL)	History & Political Science	Odd
Information Science & Technology	Business & Information Technology	Odd
Interdisciplinary Engineering	Interdisciplinary Engineering	Odd
Manufacturing Engineering	Interdepartmental	Odd
Materials Science & Engineering	Materials Science & Engineering	Odd
MS for Teachers	Mathematics & Statistics	Odd

Applied Mathematics	Mathematics & Statistics	Odd
Mechanical Engineering	Mechanical & Aerospace Engineering	Even
Engineering Mechanics	Mechanical & Aerospace Engineering	Odd
Metallurgical Engineering	Materials Science & Engineering	Even
Mining Engineering	Mining & Nuclear Engineering	Odd
Nuclear Engineering	Mining & Nuclear Engineering	Odd
Petroleum Engineering	Geological Sciences & Engineering	Even
Physics	Physics	Odd
Psychology	Psychological Science	Odd
Systems Engineering	Engineering Management & Systems Engineering	Odd
Technical Communication	English & Technical Communication	Even

3. Committees.

a. Membership Committee. At the beginning of each academic year, the Chair of the Graduate Council shall appoint a Membership Committee from among the departmental representatives serving on the Graduate Council and shall designate one member as Chair of the Committee. The Membership Committee shall include at least one representative from an engineering department, at least one from a science department, at least one from a department associated with arts, humanities, and social sciences, and at least one from a business-related department. The Membership Committee shall have final authority to review and decide applications for Graduate Faculty Membership and shall conduct membership reviews in accordance with Articles III and IV.~~At the beginning of each academic year, the Chair of the Graduate Council shall appoint a Membership Committee and designate one member as Chair of the Committee. The Membership Committee will be selected from departmental representative serving on the Graduate Council. The Chair will attempt to select at least one individual from an engineering department, at least one from a science department, at least one from a department associated with arts, humanities and social sciences, and at least one from a business related department. The~~

~~department chair for each individual being reviewed for graduate faculty membership renewal may forward the name of a specific faculty member currently serving on the graduate council to serve as an advocate for the individual being reviewed. The purpose of the advocate is to participate in the discussion when the candidate's dossier is being considered by the Membership Committee. The advocate may participate in the discussion but will not be allowed to vote when the Membership Committee makes its recommendation to the Graduate Faculty.~~

b. As deemed necessary and at his or her discretion, the Chair of the Graduate Council may appoint other committees from the membership of the Graduate Council or Graduate Faculty. All committees shall contain at least one individual from an engineering department, at least one from a science department, at least one from a department associated with arts, humanities and social sciences, and at least one from a business related department.

C. Authority and Responsibilities

1. The Graduate Council shall be responsible for analyzing, evaluating, preparing, and presenting to the Graduate Faculty that information which is required for its intelligent consideration of topics upon which action is required.

2. The Graduate Council is an advisory body and possesses only that authority which is specifically delegated to it by the Graduate Faculty.

D. Chair of the Graduate Council. The President of the Graduate Faculty shall be the Chair of the Graduate Council. The duties of the Chair of the Graduate Council shall be:

1. To preside at Graduate Council meetings.

2. To appoint an acting Secretary to record minutes of Graduate Council meetings when the elected Secretary is absent to ensure that matters brought before the Graduate Council and their disposition are recorded for future reference.

3. To maintain current membership lists of the Graduate Council.

4. To bring before the Graduate Council any matter requested by a member of the Graduate Faculty.

5. To appoint and dissolve committees of the Graduate Council.

6. To maintain files of the approved minutes of Graduate Council meetings and reports of Committees of the Graduate Council for reference.

7. To present to the Graduate Faculty resolutions or referred items requiring action by the Graduate Faculty.

E. Meetings of the Graduate Council. The Chair of the Graduate Council shall call meetings of the Graduate Council on an as needed basis. An agenda for the meetings shall be prepared and circulated to members of the Graduate Council at least two (2) days prior to the meetings.

VII. OFFICIAL MEETINGS OF THE GRADUATE FACULTY

A. Official meetings of the Graduate Faculty shall be of two types:

1. Regular meetings. Regular meetings of the Graduate Faculty shall be held, upon the call of the President of the Graduate Faculty, at least once each semester. The call and agenda for the meeting shall be mailed to all members of the Graduate Faculty at least one week in advance of the meetings.

2. Special meetings. Special meetings are called by (a) the President of the Graduate Faculty as deemed necessary at his or her discretion or by (b) written petition of five (5) percent of the membership of the Graduate Faculty. Special meetings shall be held within twenty (20) school days after the request has been made. Special meetings shall be for a specific purpose, announced in advance by written notice to the Members, and no business other than that for which the meeting is called shall be transacted.

B. Conduct of Meetings

1. The President of the Graduate Faculty shall normally preside at all meetings of the Graduate Faculty. In the absence of the President of the Graduate Faculty, the Chair of the Membership Committee shall preside.

2. A quorum shall consist of those members in attendance when considering items included in an agenda sent to members at least one week in advance of the meeting. No business shall be conducted on other items without a quorum consisting of fifty (50) percent of the members of the Graduate Faculty.

3. Items of new business brought before the Graduate Faculty are normally referred by the President to the Graduate Council for consideration. After due consideration, the Graduate Council shall present the item to the Graduate Faculty with their recommendation.

4. Meetings shall be conducted according to Robert's Rules of Order.

5. Official minutes shall be recorded for each meeting of the Graduate Faculty by the Secretary. Minutes of all meetings shall be approved by the Graduate Faculty.

6. Minutes of Graduate Faculty meetings shall be distributed to all members of the General Faculty within twenty (20) school days.

VIII. AMENDMENTS TO THE RULES

A. Additions to or deletions from these rules shall require approval by a majority of the Members of the Graduate Faculty.

B. Voting shall be by secret ballot at an official meeting of the Graduate Faculty or by mail or e-mail ballot after the motion to amend is made at a duly called meeting.

May 2019

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OFFICIAL MEETINGS

AMENDMENT TO THE RULES

I. PURPOSE

The purpose of the Graduate Faculty shall be:

A. To implement the policies of the Board of Curators of the University of Missouri in the administration of graduate studies at Missouri University of Science and Technology.

B. To create and maintain an environment which will encourage and implement the pursuit of scholarly work beyond the Baccalaureate degree. The evidence of successful pursuit of this purpose is the conferral of the Master's degree, the degree of Doctor of Engineering, or the degree of Doctor of Philosophy on scholars who have demonstrated that they have attained significantly greater competence in some discipline beyond the undergraduate level of achievement.

II. RESPONSIBILITY AND AUTHORITY

The Graduate Faculty, acting in accordance with the Rules and Regulations of the Board of Curators and with Campus Policy legislated by the General Faculty, is responsible for the establishment of the policies, rules, and regulations governing all Missouri University of Science and Technology graduate studies. Specific functions of the Graduate Faculty are:

A. To exercise responsibility for research and for creative or scholarly work at the graduate level and to make recommendations to the Chancellor and the General Faculty concerning the fostering of these activities.

~~B. To have special regard for Campus problems involving graduate students, to make regulations concerning eligibility and requirements for graduate degrees, graduate certificate programs and graduate/undergraduate dual enrollment, and to consider and to act on recommended curricula and course offerings within the graduate programs.~~

Commented [LJ1]: Moved from Section II B to Section VI C.

C. To make regulations regarding graduate admission.

D. To recommend to the Chancellor, for presentation for approval to the General Faculty, names of acceptable candidates for graduate degrees.

III. MEMBERSHIP

The membership of the Graduate Faculty shall consist of the following: The President of the University of Missouri, the Chancellor, the Provost, all academic Vice Provosts, chairs of departments authorized to offer graduate degree programs, and other ranked members of the instructional and research faculty, who are accepted under the rules of the Graduate Faculty to assume the responsibilities and authorities delegated to it.

Graduate Faculty membership will be granted automatically to individuals newly hired for a position of Assistant Professor or higher, provided they hold the highest degree typically awarded in their field. Their membership will be subject to reappointment regulations outlined in Article IV.D.

B. No person who is a candidate for a degree at the Missouri University of Science and Technology shall be eligible for membership in the Graduate Faculty.

C. Other than individuals holding the administrative positions enumerated in Article III.A., the qualifications for membership in the Graduate Faculty shall be:

1. The candidate shall hold the highest degree ordinarily awarded in his or her field. Exceptions can be made on the recommendation of the Membership Committee of the Graduate Faculty or upon two-thirds vote of the members present and voting at a regular meeting or a special meeting called for that purpose.

2. He or she shall hold a Tenured/Tenure-track position of Assistant Professor, Associate Professor, or Professor at the Missouri University of Science and Technology.

3. He or she shall have shown evidence of activity in research or in creative or scholarly work beyond that comprised in earning his or her own higher degree. Such evidence may consist of:

a. Appropriate publications in refereed journals, or proceedings of technical or research conferences where the participants have been selected by a program committee.

b. An active research program which has either received support on the basis of a research proposal judged by competent scholars, or which the Membership Committee of the Graduate Faculty, after careful consideration, evaluates to be of high quality. If the program has been active for several years, it must have resulted in publications to be admissible as evidence.

c. Teaching and development of new courses at the graduate level, which may include the authorship of textbooks.

D. Associate Member:

1. A person not satisfying the above criteria for membership may apply to become an Associate member. Upon the recommendation of the Membership Committee and approval by the Graduate Faculty, associate membership will be granted. Examples of such persons are research, adjunct, or visiting professors, lecturers, etc. An Associate Member is a non-voting member with a term equal to the normal review period or the length of their stay at S&T, whichever is shorter.

2. In the above, "non-voting" refers only to deliberations of the entire Graduate Faculty. Associate members shall enjoy all other privileges and responsibilities of voting members, including the privilege to chair, serve on, and vote in graduate advisory committees.

E. Terminal Appointments:

1. Any member of the Graduate Faculty who is granted Emeritus status shall retain their existing membership rights and privileges for the remainder of their affiliation with the University. Emeritus faculty who wish to resign their membership in the Graduate Faculty may do so by notifying the Vice Provost of Graduate Education.

2. Any member of the Graduate Faculty who terminates employment with the University shall retain Associate Membership status for two (2) years after their departure from the University. Should they wish to extend this appointment further, they will need to apply for Associate Membership as outlined in Article III.D.

F. Removal of Membership:

A Department Chair may request that a faculty be removed from Graduate Faculty Membership or Associate Membership if they are found to no longer be meeting the requirements of membership as outlined in Articles III.C., III.D. To do so, they must submit

an official petition for removal of membership including evidence and justification for the removal to the Office of Graduate Studies. Review of the petition will follow the same guidelines as outlined for a member not receiving a recommendation by the Membership committee as outlined in Article IV.D.

IV. ELECTION TO MEMBERSHIP

A. Petitions for membership in the Graduate Faculty shall be submitted to the Vice Provost of Graduate Education by the Chairs of the Departments concerned no later than the first day of October during the Fall Semester and the first day of March during the Spring Semester. The petition shall be accompanied by evidence that the department chair feels necessary to substantiate the qualifications of the individual being considered for membership.

B. The Membership Committee of the Graduate Faculty shall consider the petitions and submit the names of the candidates who meet the qualifications to the President of the Graduate Faculty along with the recommendation that they be elected to membership. The President of the Graduate Faculty will then forward the recommendations of the Membership Committee to all members of the Graduate Faculty.

C. The petitions and accompanying evidence of the candidates who are recommended for membership by the Membership Committee shall be made available to the members of the graduate faculty at least three days prior to the date of the membership election.

D. Graduate Faculty members shall be reviewed six years after the initial appointment and every five years thereafter by the Membership Committee in order to ascertain whether the member is continuing to be active in graduate work. The name of a member who, in the opinion of the membership committee, has ceased to meet the requirements as described in Section III.C.3a-c shall be submitted to the President of Graduate Faculty with the recommendation that their membership not be renewed provided the member in question does not withdraw their application before the membership election ballot is distributed.

1. In the event that a recommendation to not renew is made by the Membership Committee, the President of Graduate Faculty shall notify the member and the member's Department Chair to notify them of the recommendation. The member will be given a minimum of five working days to prepare a rebuttal to the Membership Committee's recommendation to be given to the President of Graduate Faculty. If not done so already, the Department Chair will be asked to provide the name of a member of the Graduate Council to act as an advocate for the member filing the rebuttal.

2. The Membership Committee, Graduate Council advocate, and the President of Graduate Faculty will meet to consider the rebuttal to reach a final decision. The recommendation from this group will then be forwarded to the member being considered for renewal and that member's Department Chair no later than five working days before the membership election ballot is distributed.

E. All voting pertaining to the membership of individuals in the Graduate Faculty shall be by secret ballot.

V. OFFICERS

A. President: The President of the Graduate Faculty shall be elected by the Graduate Faculty from among its members at the May meeting of the Graduate Faculty. The term of office shall be for one year beginning on the first day of the academic year following the election. If the President is vacated, the Secretary shall call a special meeting of the Graduate Faculty and elect a new President to serve the remainder of the term. The duties of the President shall be:

1. To preside at meetings of the Graduate Faculty.

2. To prepare an agenda for Graduate Faculty meetings.

3. To maintain current membership lists of the Graduate Faculty.

4. To appoint an acting Secretary to record the minutes of the Graduate Faculty meetings when the elected Secretary is absent.

5. To maintain files of Graduate Faculty minutes and committee reports or reference.

6. To be the Chair of the Graduate Council.

B. Secretary. The Secretary of the Graduate Faculty shall be elected by the Graduate Faculty from among its members at the May meeting of the Graduate Faculty. The term of office shall be for one year beginning on the first day of the academic year following the election. If the position of Secretary is vacated, the President shall call a special meeting of the Graduate Faculty and elect a new Secretary to serve the remainder of the term. The duties of the Secretary shall be:

1. To record the minutes of Graduate Faculty meetings.

2. To distribute copies of the minutes of Graduate Faculty meetings to members of the General Faculty.

3. To be the Secretary of the Graduate Council.

C. Parliamentarian. The Parliamentarian of the Graduate Faculty shall be appointed by the President of the Graduate Faculty. The parliamentarian of the Graduate Faculty shall also be the Parliamentarian of the Graduate Council. The duties of the Parliamentarian shall be:

1. To rule on points of order at Graduate Faculty and Graduate Council meetings.

2. To ensure that Graduate Faculty and Graduate Council meetings are conducted according to Robert's Rules of Order.

VI. THE GRADUATE COUNCIL

A. Purpose:

1. To provide a smaller representative body which is adequate to represent the opinion and philosophy of the membership of the Graduate Faculty.

2. To provide the President of the Graduate Faculty with a means of continuously sampling Graduate Faculty attitudes concerning policy and procedures between regular meetings of the Graduate Faculty.

3. To provide a forum for the development of changes in Graduate School procedures, policies, and programs, and to recommend action items to the Graduate Faculty.

B. Organization.

1. The Council shall consist of the President of the Graduate Faculty, as Chair, and one representative for each graduate degree granting program and from each department offering graduate courses (5000+ level) not otherwise represented.

2. In May of alternate years, the Graduate Faculty by departments or programs, shall elect one of their members to serve a two year term on the Graduate Council commencing with the start of the next academic year.

Graduate Council Representatives

Program	**Department**	**Election Cycle**
Aerospace Engineering	Mechanical & Aerospace Engineering	Odd Years

Applied & Environmental Biology	Biological Sciences	Even Year
Biomaterials	Materials Science & Engineering	Even
Business Administration	Business & Information Technology	Odd
Ceramic Engineering	Materials Science & Engineering	Even
Chemical Engineering	Chemical & Biological Engineering	Even
Chemistry	Chemistry	Odd
Civil Engineering	Civil, Architectural & Environmental Engineering	Odd
Computer Engineering	Electrical & Computer Engineering	Even
Computer Science	Computer Science	Odd
Economics (MA with UMSL)	Economics & Finance	Even
Electrical Engineering	Electrical & Computer Engineering	Even
Engineering Management	Engineering Management & Systems Engineering	Even
English (MA w/UMSL)	English & Technical Communication	Even
Environmental Engineering	Civil, Architectural & Environmental Engineering	Odd
Geological Engineering	Geological Sciences & Engineering	Even
Geology & Geophysics	Geological Sciences & Engineering	Even
Geotechnics	Geological Sciences & Engineering	Even
History (MA w/UMSL)	History & Political Science	Odd
Information Science & Technology	Business & Information Technology	Odd

Interdisciplinary Engineering	Interdisciplinary Engineering	Odd
Manufacturing Engineering	Interdepartmental	Odd
Materials Science & Engineering	Materials Science & Engineering	Odd
MS for Teachers	Mathematics & Statistics	Odd
Applied Mathematics	Mathematics & Statistics	Odd
Mechanical Engineering	Mechanical & Aerospace Engineering	Even
Engineering Mechanics	Mechanical & Aerospace Engineering	Odd
Metallurgical Engineering	Materials Science & Engineering	Even
Mining Engineering	Mining & Nuclear Engineering	Odd
Nuclear Engineering	Mining & Nuclear Engineering	Odd
Petroleum Engineering	Geological Sciences & Engineering	Even
Physics	Physics	Odd
Psychology	Psychological Science	Odd
Systems Engineering	Engineering Management & Systems Engineering	Odd
Technical Communication	English & Technical Communication	Even

3. Committees.

a. At the beginning of each academic year, the Chair of the Graduate Council shall appoint a Membership Committee and designate one member as Chair of the Committee. The Membership Committee will be selected from departmental representative serving on the Graduate Council. The Chair will attempt to select at least one individual from an engineering department, at least one from a science department, at least one from a department associated with arts, humanities and social sciences, and at least one from a business related department. The department chair for each individual being reviewed for

graduate faculty membership renewal may forward the name of a specific faculty member currently serving on the graduate council to serve as an advocate for the individual being reviewed. The purpose of the advocate is to participate in the discussion when the candidate's dossier is being considered by the Membership Committee. The advocate may participate in the discussion but will not be allowed to vote when the Membership Committee makes its recommendation to the Graduate Faculty.

b. As deemed necessary and at his or her discretion, the Chair of the Graduate Council may appoint other committees from the membership of the Graduate Council or Graduate Faculty. All committees shall contain at least one individual from an engineering department, at least one from a science department, at least one from a department associated with arts, humanities and social sciences, and at least one from a business related department.

C. Authority and Responsibilities

1. The Graduate Council shall be responsible for analyzing, evaluating, preparing, and presenting to the Graduate Faculty that information which is required for its intelligent consideration of topics upon which action is required.

~~2. The Graduate Council is an advisory body and possesses only that authority which is specifically delegated to it by the Graduate Faculty.~~

2. To have special regard for Campus problems involving graduate students, to make regulations concerning eligibility and requirements for graduate degrees, graduate certificate programs and graduate/undergraduate dual enrollment, and to consider and to act on recommended curricula and course offerings within the graduate programs.

Commented [LJ2]: Moved from Section II B to Section VI C.

3. Changes can only be approved (i) for items included in an agenda sent to members at least one week in advance of the meeting, (ii) when a quorum consisting of at least fifty percent of the members of the Graduate Council is present (either in person on online), and (iii) by majority vote of those present."

D. Chair of the Graduate Council. The President of the Graduate Faculty shall be the Chair of the Graduate Council. The duties of the Chair of the Graduate Council shall be:

1. To preside at Graduate Council meetings.

2. To appoint an acting Secretary to record minutes of Graduate Council meetings when the elected Secretary is absent to ensure that matters brought before the Graduate Council and their disposition are recorded for future reference.

3. To maintain current membership lists of the Graduate Council.

4. To bring before the Graduate Council any matter requested by a member of the Graduate Faculty.

5. To appoint and dissolve committees of the Graduate Council.

6. To maintain files of the approved minutes of Graduate Council meetings and reports of Committees of the Graduate Council for reference.

7. To present to the Graduate Faculty resolutions or referred items requiring action by the Graduate Faculty.

E. Meetings of the Graduate Council. The Chair of the Graduate Council shall call meetings of the Graduate Council on an as needed basis. An agenda for the meetings shall be prepared and circulated to members of the Graduate Council at least two (2) days prior to the meetings.

VII. OFFICIAL MEETINGS OF THE GRADUATE FACULTY

A. Official meetings of the Graduate Faculty shall be of two types:

1. Regular meetings. Regular meetings of the Graduate Faculty shall be held, upon the call of the President of the Graduate Faculty, at least once each semester. The call and agenda for the meeting shall be mailed to all members of the Graduate Faculty at least one week in advance of the meetings.

2. Special meetings. Special meetings are called by (a) the President of the Graduate Faculty as deemed necessary at his or her discretion or by (b) written petition of five (5) percent of the membership of the Graduate Faculty. Special meetings shall be held within twenty (20) school days after the request has been made. Special meetings shall be for a specific purpose, announced in advance by written notice to the Members, and no business other than that for which the meeting is called shall be transacted.

B. Conduct of Meetings

1. The President of the Graduate Faculty shall normally preside at all meetings of the Graduate Faculty. In the absence of the President of the Graduate Faculty, the Chair of the Membership Committee shall preside.

2. A quorum shall consist of those members in attendance when considering items included in an agenda sent to members at least one week in advance of the meeting. No business shall be conducted on other items without a quorum consisting of fifty (50) percent of the members of the Graduate Faculty.

3. Items of new business brought before the Graduate Faculty are normally referred by the President to the Graduate Council for consideration. After due consideration, the Graduate Council shall present the item to the Graduate Faculty with their recommendation.

4. Meetings shall be conducted according to Robert's Rules of Order.

5. Official minutes shall be recorded for each meeting of the Graduate Faculty by the Secretary. Minutes of all meetings shall be approved by the Graduate Faculty.

6. Minutes of Graduate Faculty meetings shall be distributed to all members of the General Faculty within twenty (20) school days.

VIII. AMENDMENTS TO THE RULES

A. Additions to or deletions from these rules shall require approval by a majority of the Members of the Graduate Faculty.

B. Voting shall be by secret ballot at an official meeting of the Graduate Faculty or by mail or e-mail ballot after the motion to amend is made at a duly called meeting.

May 2019