



Graduate Council

PRACTICES DOCUMENT

APPROVED: OCTOBER 26, 2020

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OVERVIEW & RESPONSIBILITIES

The LSU System Rules & Regulations calls for a Campus Graduate Council that advises the Dean of the Graduate School on academic affairs and policies of the Graduate School (GS). The rules and regulations states that each campus shall formulate a policy regarding the operation of the Graduate Council (GC), including membership, length of terms, and functions.

The Vice Provost & Dean of the GS, the Associate Dean of the GS, and the Vice Provost for Academic Programs & Support Services are *ex-officio* members of the GC. The Assistant to the Vice Provost & Dean of the GS serves as Meeting Secretary.

ACADEMIC POLICIES OF THE GRADUATE SCHOOL, GRADUATE CURRICULA, CONCENTRATIONS, & CERTIFICATES

Academic policies of the Graduate School including admission requirements, Graduate School academic actions, and Graduate School degree requirements are policies that are handled by the Graduate Council. [PS-45](#) establishes the role of the Graduate Council in the approval procedure for establishing new and making changes to existing departmental requirements for graduate curricula, new graduate certificates, graduate concentrations, and graduate minors. Excluded is the approval of individual graduate courses (approval is by the Vice Provost & Dean of the Graduate School and [Faculty Senate Courses & Curricula Committee](#), and not the Graduate Council). All members of the Graduate Council review new and modified Departmental graduate curricula, concentrations, certificates and minors and new or modified Graduate School admission and degree requirements. The workload is distributed across the calendar year with a slightly higher load in the Fall as faculty assess the need for new programs or changes to existing programs and wish to have those changes in place for the next academic year (the Graduate School Catalog deadline).

Proposed new or changes to existing graduate curricula, concentrations, and certificates must be received by the Assistant to the Dean of the Graduate School two weeks prior to the Graduate Council meeting. This allows time for the Graduate School staff to review the proposals and make sure that the proposals meet Graduate School requirements. For proposals that meet standards of the Graduate School, the Graduate Council Executive Committee will be asked to place those proposals on the agenda for consideration at the next Graduate Council meeting. For proposals that do not meet the Graduate School standard, the Associate Dean will expediently reach out to the department describing the needed changes and requesting a timeline for when the proposal will be resubmitted with the goal of having the proposal revised and moved to the agenda at the originally intended Graduate Council meeting bearing in mind that the Department must act quickly also. Materials for review of agenda items will be posted to the Moodle site at least one week prior to the next Graduate Council meeting.

GRADUATION & DIPLOMA CEREMONIES

The members of the Graduate Council represent the Graduate School at their respective College Diploma Ceremonies.

CHAIR & ASSOCIATE CHAIR OF GRADUATE COUNCIL

One member each year is elected to serve as Chair and one member is elected to serve as associate chair of the Graduate Council. The associate chair serves in the event that the Chair becomes unavailable.

Each spring, the Chair of Graduate Council leads the annual meeting of the Graduate Faculty of the University.

ELECTION OF MEMBERS

Faculty Senate Resolution 10-03 and 11-17 called for the Graduate Council to be an elected, not appointed, body. In the Spring of 2019, the Graduate Council voted to be an elected body. Representatives whose terms started Fall2019 were the first elected representatives.

All Colleges that offer graduate course work and award graduate degrees that are governed by the LSU Graduate Catalog are represented on Graduate Council¹. The number of representatives that a College is allotted is determined from a ten-year average of graduate enrollment in each College and Colleges with an average of more than 400 graduate students per year have two representatives, all other Colleges have one².

Each spring, the Associate Chair of the Graduate Council will determine which members have completed their term. The Associate Chair will initiate the election process by contacting the Chair of the College Policy Committee within the Colleges for which there will be a need for a new representative. Elections in the Colleges should be timed so that new members have been elected and are ready to serve in the following Fall semester. The College Policy Committee will insure that the Graduate Faculty of a College elect a new member for the Graduate Council and an alternant. (The Graduate Council does not manage the election process within College; however, the Graduate Council notes that only members of the Graduate Faculty within that College may vote.) The member is elected to a five-year term. The alternant serves if the member is on sabbatical or leaves LSU before the end of the five-year term. Neither the member nor the alternant may stand for immediate re-election at the end to the five-year term.

¹ LSU Law School has one representative even though the Graduate School Catalog does not govern the awarding of Law degrees. In addition, for the School of Veterinary Medicine, only the graduate students in the PhD program (those programs governed by the Graduate School Catalog), and not the DVM students, are counted in the tally of graduate students.

² The Faculty Senate resolutions called for representatives to be based on percentage with Colleges that more than 11% of graduate student population averaged over a ten-year period to have two representatives. At the time, there were ten Colleges. If each College had had the same number of graduate students, then all Colleges would have had 10% of the graduate population. Thus, the intent seemed to be to provide Colleges with large graduate populations two representatives. The Graduate Council decided that using a simple break of more or less than 400 (averaged over ten years) was an equally reasonable approach. In 2029, this breakpoint or percentage will have to be reassessed as the number of Colleges might have changed and the number of graduate students will have changed. The intent is that College with large graduate enrollments have two representatives.

COMMITTEE STRUCTURE

GRADUATE COUNCIL EXECUTIVE COMMITTEE

Along with the Dean and Associate Dean of the Graduate School, the chair and associate chair of Graduate Council serve on the Graduate Council Executive Committee until their time as chair or associate chair has ended. The Graduate Council Executive Committee meets monthly approximately two weeks before the monthly Graduate Council meeting to set the agenda, assess New and Old Business items, and review any needed reports.

SUBCOMMITTEES

Each member of the Graduate Council serves on one Graduate Council committee: Graduate Faculty, Promotion & Tenure, or Awards. The Chair of the Graduate Council serves as an *ex-officio* member on all the committees. Each Fall Semester, the Chair of the Graduate Council, working in concert with the members of the Graduate Council, assigns members of the Graduate Council to one of the committees. Members may serve on that committee for the entire duration of their term on the Graduate Council or members may ask to be reassigned to a different committee. If a member wishes to be reassigned, that reassignment should be timed with the annual committee assignment process.

GRADUATE FACULTY COMMITTEE

The LSU Board of Supervisors (see [Regulations of the LSU Board of Supervisors](#)) and the Faculty Senate (see the [Faculty Handbook](#)) define graduate faculty and the appointment process that includes recommendation from the Graduate Council. Thus, the Graduate Faculty committee is charged with making recommendations about who should hold affiliate graduate faculty status based on nominations from the departments. The workload is distributed across the entire calendar year. Details of how the committee operates are in another section of this document.

PROVOST'S ADVISORY/PROMOTION & TENURE COMMITTEE

The Faculty Handbook states "Members of the council (Graduate Council) also serve as a campus-wide faculty committee to evaluate recommendation for promotion of faculty." This is a committee of five members of the Graduate Council who review all promotion tenure cases each year. The members should represent as many different academic colleges as possible, and every effort is made to minimize the occurrence of two members from the same college serving on this committee. A chair of the Provost's Advisory Promotion & Tenure Advisory Committee (P&T Committee) is selected by the members of the P&T Committee. The committee's work is part of the [PS-36](#) and [PS-36-NT](#) processes.

Materials are released to the committee members via Community Moodle. Members review the cases independently and prepare notes about the cases. Members vote on each case. Cases that have received split votes from the committee membership, cases that have received split votes along the promotion process (for instance, when the Dean and the Department make different

decisions), or cases that have received negative votes (denying tenure or denying promotion) within the process are discussed at the meeting of the committee.

The large workload primarily occurs in the December-January timeframe as part of the campus promotion and tenure process. The Dean of the Graduate School prepares comments on individual cases based on the discussion of the members of the P&T committee. The Dean does not vote or participate in the discussion; the Dean simply prepares notes and readies comments for OAA that reflect the discussion of the P&T Committee. Therefore, notes from the committee meetings about split votes or otherwise difficult cases should be clearly but concisely expressed in a few sentences and reflect an overall sense of the committee's thoughts or even differences of opinions among members. Notes on unexceptional cases need not be extensive. Positive comments are encouraged.

AWARDS COMMITTEE

The Graduate School manages the Huel Perkins Fellowship (HPF), the Southern Regional Education Board Fellowship (SREBF), and the Dissertation Year Fellowship (DYF) programs and the Distinguished Dissertation of the Year Award (DDYA; Table 1)³. The Graduate School relies on the membership of the Awards Committee to serve as reviewers for these programs. The workload is heavier in the Spring semester than in the Fall as the dates, the proposals/applications are due and thus the dates that reviews would be due are in the Spring.

³ The Graduate School used to manage the Economic Development Assistantship program, which is currently under review and did not receive new applications during the AY2019-2020.

SUBCOMMITTEE OPERATING GUIDELINES

GRADUATE FACULTY COMMITTEE

The Graduate Faculty committee acting on behalf of the entire Graduate Council is charged with determining who should hold affiliate graduate faculty status based on nominations from the departments. The Chair of the Graduate Council appoints a Chair of the Graduate Faculty Subcommittee. Other members (an additional four or five member either volunteer or are appointed by the Chair of the Graduate Council to serve on this Subcommittee.

This committee reviews all nominations for affiliate graduate faculty status. The nomination materials that must be reviewed are distributed to all members of the Committee (Currently materials are posted to Community Moodle by the Assistant to the Dean of the Graduate School). Each member of the committee votes on each nomination. All votes are submitted to the Chair of the Graduate Faculty Committee who also counts the votes. A simple majority vote grants approval of Affiliate Graduate Faculty Status. Each month, the Graduate Faculty Committee reports to the Graduate Council about the number of nominations received, the number approved, and brings forward any that issues need to be discussed. Once the Graduate Council accepts the report, the Assistant to the Dean of the Graduate School informs the Department of the outcome of the vote.

The two categories along with the privileges, responsibilities, and criteria of Graduate Faculty that fall under the review of the Graduate Council and the Graduate Faculty subcommittee are on the next page.

PROFESSIONAL AFFILIATE

Privileges & Responsibilities

- May engage in instructional activities at the master's level, but not at the doctoral level except by permission of the college dean and dean of the Graduate School
- ⁴
- May serve as a member of Master's thesis committees but may not serve as chair of a thesis committee except by permission of the college dean and dean of the Graduate School.⁶

Terms & Criteria

- Individuals nominated for Professional Affiliate Membership may be appointed to a renewable, three-year term.
- Professional Affiliate Membership is available to individuals nominated by units offering work for graduate credit.
 - Professional Affiliate Membership is available to persons whose regular employment is not with LSU, yet who have a professional relationship the unit offering graduate credit.
 - Professional Affiliate Membership not available to a person who holds a tenure-track or non-tenure track position in a unit offering work for graduate credit.
 - Professional Affiliate Membership is not available to persons whose professional activities are a function of their LSU employment.
- Nomination and election to Professional Affiliate Membership is based on evidence of expertise or knowledge that is directly relevant and applicable to the professional (Master's) program in which the individual will be teaching.
 - Expertise is defined in terms of recent activities recognized by the focal area as indicative of excellence. Appropriate indicators may include but are not limited to terminal degrees in focal or relevant areas; professional certification; licensure, diplomas, or record of professional practice; and demonstrated professional excellence through performances, exhibitions, presentations, professional publications, or national awards.

RESEARCH AFFILIATE

Privileges & Responsibilities

- May engage in instructional activities at the master's and doctoral level.
- May serve as a member of thesis and dissertation committees but may not chair except by permission of the college dean and dean of the Graduate School⁶.

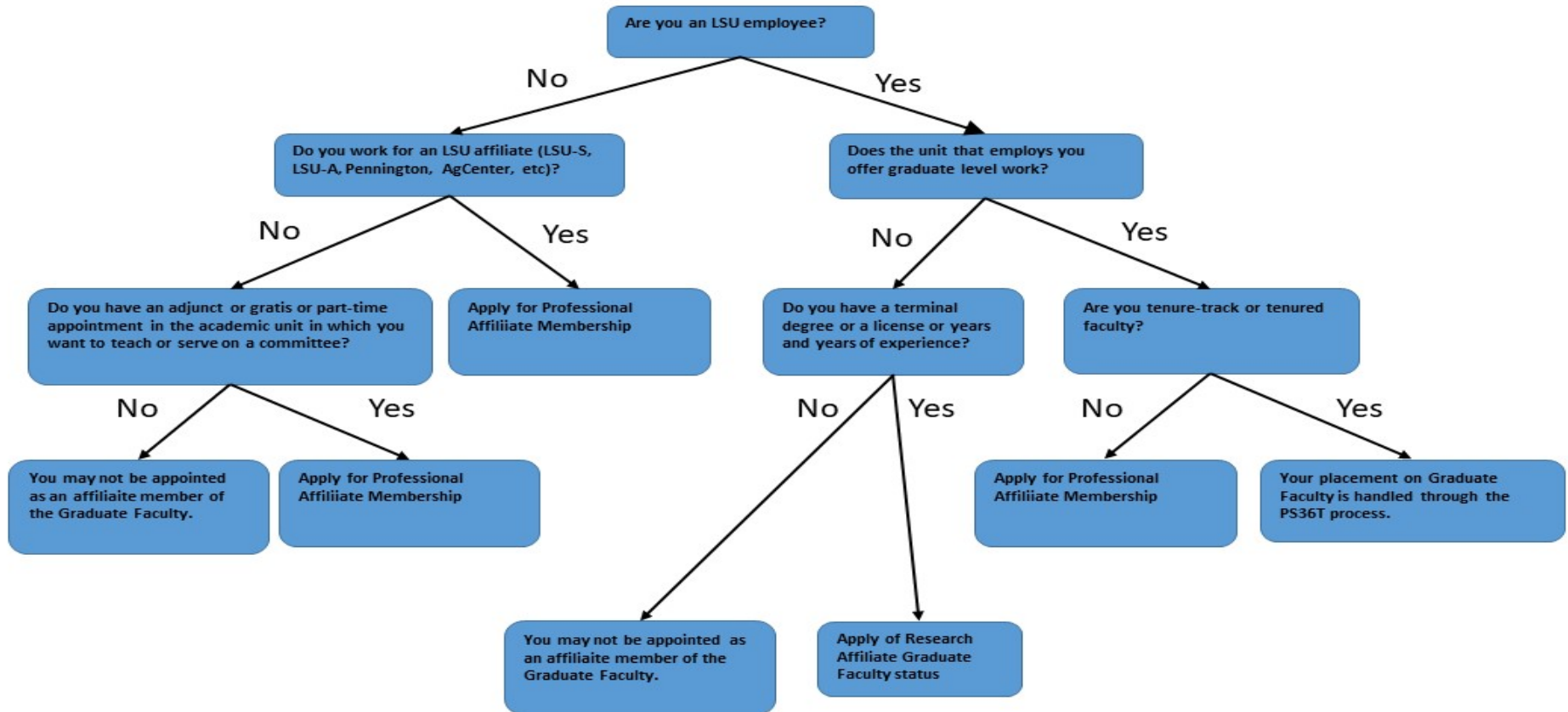
Terms & Criteria

- Individuals nominated for Research Affiliate Membership may be appointed to a renewable, three-year term.
- Research Affiliate Membership is available to individuals whose appointments reside in units not offering work for graduate credit
- Research Affiliate Membership is available to individuals who appointments are not tenure-track.
- Research Affiliate Members must possess the highest degree appropriate to the field or unquestionable evidence of comparable achievement in the field.
- Nomination and election to Research Affiliate Membership is based on demonstrated, current, and sustained record of scholarly or creative activities indicated by publications in recognized journals in the field, books, and exhibitions or performances.

A flowchart to help Departments determine if a person is eligible and if so, for which Affiliate category is on the next page.

⁴ Permission is sought through the Administrative Approval process.

AFFILIATE FLOWCHART



PROVOST'S ADVISORY/PROMOTION & TENURE COMMITTEE

The [Faculty Handbook](#) states “Members of the council (Graduate Council) also serve as a campus-wide faculty committee to evaluate recommendation for promotion of faculty.” Provost’s Advisory/Promotion & Tenure Committee (P&T Committee) consists of five Graduate Council members representing as many different academic colleges as possible, and every effort to minimize the occurrence of two members from the same college serving on this committee. Members review all promotion tenure cases each year. The committee’s work is part of the [PS-36](#) and [PS-36-NT](#) processes.

The P&T committee members select a chair.

Materials are released to the committee members via Moodle. Members review the cases independently and prepare notes about the cases. Members vote on each case. Cases that have received split votes from the committee membership, cases that have received split votes along the promotion process (for instance, when the Dean and the Department make different decisions), or cases that have received negative votes (denying tenure or denying promotion) within the process are discussed at the meeting of the committee. The large workload primarily occurs in the December-January timeframe as part of the campus promotion and tenure process.

The Dean of the Graduate School prepares comments on individual cases based on the discussion of the members of the P&T committee. The Dean does not vote or participate in the discussion; the Dean simply prepares notes and readies comments for the Office of Academic Affairs that reflect the discussion of the P&T Committee. Therefore, notes from the committee meetings about split votes or otherwise difficult cases should be clearly but concisely expressed in a few sentences and reflect an overall sense of the committee’s thoughts or even differences of opinions among members. Notes on unexceptional cases need not be extensive. Positive comments are encouraged. The Dean’s signature and input are required as part of the [PS-36](#) and [PS-36-NT](#) processes.

AWARDS COMMITTEE

The Graduate School manages the Huel Perkins Fellowship (HPF), the Southern Regional Education Board Fellowship (SREBF), and the Dissertation Year Fellowship (DYF) programs and the Distinguished Dissertation of the Year Award (DDYA; Table 1)⁵. The Graduate School relies on the membership of the Awards Committee to serve as reviewers for these programs.

Five or six members of the Graduate Council volunteer to serve on the Awards Committee. The Chair of the Graduate Council appoints the Chair of the Awards Committee. Each Fall, the members of the committee are responsible for reviewing the materials that are required for a nomination to be complete and making recommendations for needed changes. Each Spring, the members of this committee review and rank the nominations for each Fellowship or Award. As much as possible, the nominations are categorized by the Associate Dean of the Graduate School as STEM or non-STEM proposals and members of the committees with expertise are assigned appropriately.

The review and ranking process is handled in InfoReady. The final rankings are sent by the Associate Dean to the members of the committee. At least once in the fall and once in the Spring semesters, the Chair of the Awards Committee reports to the Graduate Council.

⁵ The Graduate School used to manage the Economic Development Assistantship program, which is currently under review and did not receive new applications during the AY2019-2020.

TABLE 1

Program	Purpose	Funding source	Typical Award level	Typical number of applications per year	Typical number of new awards made per year
HPF	Enhance diversity of graduate student population	BoR ⁶ & GS ⁷	\$20k/year for three years (\$10K from BoR and \$10K from GS)	40-50	2
SREBF	Enhance members of the graduate student population who enhance diversity of that population and who seek academic positions	BoR	\$25k/year for three years	5-10	5
DYF	Support graduate students in their final year of study as they prepare their dissertations	GS	\$18k for one year	30-40	About 10 (number awarded depends on resident/nonresident ratio)
DDYA	Honor one recipient in STEM and one in non-Stem for the best dissertations of the previous calendar year	GS	\$2k check and ceremony	11-22	2

⁶ BoR – Board of Regents

⁷ GS – Graduate School