

LSU Graduate Council Bylaws

The LSU Board of Supervisors' [Rules & Regulations](#) call for a Graduate Council (GC) “which shall advise the Dean of the Graduate School in the administration of the academic affairs and policies of the Graduate School,” further noting that “each campus shall formulate a policy regarding the operation of the Graduate Council, including membership, length of terms, and functions.” These Bylaws formulate this policy.

Article I: Membership

1. Representation: Faculty Senate Resolutions [10-03](#) and [11-17](#) call for the GC to be an elected, not appointed, body. All colleges that offer graduate course work and award graduate degrees governed by the LSU Graduate Catalog are represented on the GC.¹ The number of representatives of a college is determined by the ten-year average of graduate enrollment in each college. Colleges with an average of more than 400 graduate students per year have two representatives; all other colleges have one.²
2. Eligibility: Any full professor who holds Member (M) status on the Graduate Faculty and does not hold any administrative position (i.e., department chair, director, or higher) is eligible to serve on the GC.
3. Nominations: Each spring, the Associate Chair of the GC determines which members have completed their term. The Associate Chair initiates the nomination process by contacting the dean or associate dean for graduate studies of the college requiring a new representative. The dean or associate dean then issues a call for nomination of a new member and alternate (see I.4a, below). Any full-time faculty member (including administrators) of the respective college or school may nominate a candidate.
4. Elections: The dean or associate dean of the respective college or school ensures that the Graduate Faculty of a college elect a new member and alternate for the GC. The alternate serves if the member cannot attend an individual meeting, is on sabbatical, leaves LSU before the end of their term, or withdraws from the GC. In the latter two cases, the Associate Chair will contact the college/school and request the election of a new member. The alternate remains the alternate. The GC does not manage the election process within a college; however, the GC notes that only members of the Graduate Faculty within that college may vote.
5. Terms: A member of the GC and the alternate are elected to a five-year term and may serve up to two consecutive terms.
6. Ex-officio members: The 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.

¹ The 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 required that colleges with more than 10% of the university's graduate student population (averaged over a ten-year period) should 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. The intent seemed to have been to allot colleges with large graduate populations two representatives. The GC decided that a minimum of 400 graduate students (averaged over a ten-year period) was an equally reasonable bar for allotting two representatives. In 2029, and every 10 years thereafter, this bar will have to be reassessed as the number of colleges and the number of graduate students may have changed. The intent is that colleges with large graduate enrollments have two representatives.

Article II: Leadership

1. Chair. Chair presides over the meetings of the GC and normally becomes Chair after having served as Associate Chair the preceding year. If for some reason the Chair did not serve as Associate Chair during the preceding year, they must be elected at the first meeting of the year of service. At the end of the year, the Chair, in consultation with the Associate Chair, identifies a candidate for incoming Associate Chair. During each spring semester, the Chair presides over the annual meeting of the University's Graduate Faculty and will become Past Chair for the subsequent year. The Chair serves for one year but may be reelected Associate Chair once during their five-year term on the GC.
2. Associate Chair: The Associate Chair serves as Chair in the event that the actual Chair is unavailable. Candidates for Associate Chair may be nominated by the Chair or any other member of the GC, and an actual Associate Chair is elected during the first meeting of the year of service. The Associate Chair will become Chair in the subsequent year.
3. Executive Committee: Along with the Dean and Associate Dean of the Graduate School (GS), the Chair, Associate Chair, and Past Chair of the GC serve on the GC Executive Committee. The GC Executive Committee meets monthly, approximately one week before the GC meeting to set the agenda, assess new and old business items, and review any needed reports.

Article III: Roles and Responsibilities

1. Academic Policies: The GC reviews and advises on academic policies of the GS including admission requirements, GS academic actions, and GS degree requirements and policies. [PS-45](#) defines the role of the GC in establishing new and making changes to existing departmental requirements for graduate curricula, new graduate certificates, graduate concentrations, and graduate minor fields. Excluded is the approval of individual graduate courses (approval is by the Dean of the GS and Faculty Senate Courses & Curricula Committee, not the GC). All members of the GC review new and modified departmental graduate curricula, concentrations, certificates and minor fields and new or modified GS admission and degree requirements.
2. Graduate Curricula, Concentrations, and Certificates: Proposals for new or changes to existing graduate curricula, concentrations, and certificates must be received by the Assistant to the Dean of the GS two weeks prior to the GC meeting. This allows time for the GS staff to review the proposals and make sure that they meet GS requirements. The GC Executive Committee then places on the agenda for consideration at the next GC meeting the proposals that meet the standards of the GS. For proposals that do not meet these standards, the Associate Dean expediently reaches out to the department, describing the changes needed and requesting a timeline for resubmission of the proposal. The goal is to have the proposal revised and moved to the agenda at the originally intended GC meeting, bearing in mind that the department must act quickly. Materials for review are posted at least one week prior to the next GC meeting.
3. Graduation and Diploma Ceremonies: It is expected that the members of the GC represent the GS at their respective College Diploma Ceremonies. If the GC faculty representative cannot attend, any graduate faculty representative of that college or school may serve as an alternate.
4. Meetings
 - a. Procedure: The Chair presides over the meetings; the Assistant to the Vice Provost & Dean of the GS serves as meeting secretary, prepares the minutes, and, upon their approval by the

GC, makes them available on the Graduate School's Web site. Meetings follow Robert's Rules of Order.

- b. Voting: Because the GC serves as an advisory body to the administration, the representatives of this administration (i.e., the ex-officio members) do not vote. To maintain impartiality, the Chair exercises their voting right only when it would affect the outcome, as in the case of a tie. Proxy voting or voting in absentia is not allowed because voters are expected to be present for discussion of the motion(s).
- c. Exception to Robert's Rules: If the GC approves a document, pending specific changes, approval of their implementation is delegated to the GS.

Article IV: Committees

1. Standing Committees

- a. Selecting Members: Each member of the GC serves on one GC committee: (1) Graduate Faculty, (2) Promotion & Tenure, or (3) Awards. The Chair of the GC serves as ex-officio member on all the committees. Each Fall Semester, the Chair of the GC, working in concert with the members of the GC, assigns members of the GC to one of the committees. Members may serve on that committee for the entire duration of their term on the GC or 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. The Chair of the GC retains discretion in committee assignments, notwithstanding requests for particular assignments. At the beginning of the academic year, each committee elects a chair from the assigned members and reports the results to the Chair of the GC, who in turn reports them to the Assistant to the Dean for record keeping.
- b. Graduate Faculty Committee (GFC)
 - i. Charge: The LSU Board of Supervisors' Rules and Regulations and the Faculty Senate's [Faculty Handbook](#) call on the recommendation of the GC in the appointment of Graduate Faculty. The GFC, acting on behalf of the entire GC, is charged with determining who should hold affiliate graduate faculty status based on nominations from the department and adjudicating when a faculty member appeals a decision made by their dean. This committee, made up of five members, reviews all nominations for affiliate graduate faculty status.³
 - ii. Meetings and Routing: The GFC does not meet as a group. Nomination materials to be reviewed are distributed to all members of the GFC. Each member votes on each nomination or appeal. A simple majority vote grants approval of Affiliate Graduate Faculty Status. Each month, the GFC reports to the GC the number of nominations and appeals received and approved and brings forward any issues that need to be discussed by the GC at large. Once the GC accepts the report, the GS informs the department of the outcome of the vote.
- c. Provost's Promotion & Tenure Committee (PPTC)
 - i. Charge: According to the Faculty Handbook, members of the GC also serve as a campus-wide faculty committee to evaluate recommendations for promotion and tenure of faculty. This is a committee of five members of the GC who review all promotion and tenure cases each year. The members should represent as many different academic

³ The full guide for Graduate Faculty Status for the LSU A&M Campus along with the privileges, responsibilities, and criteria of Graduate Faculty that fall under the review of the GC and the Graduate Faculty Committee are provided in the "[Graduate Faculty Status](#)" document.

- colleges as possible, and every effort is made to minimize the occurrence of two members from the same college serving on this committee. The committee's work is part of the PS-36 and PS-36-NT processes.
- ii. Meetings and Routing: Materials are released to the committee members. Members review the cases independently and prepare notes about the cases. Members vote on each case. Special cases that have received split votes from the committee, cases that have received split votes along the promotion process (for instance, when the Dean and the department make conflicting decisions), or cases that have received negative votes (denying tenure or denying promotion) within the process are discussed at the meeting of the PPTC. A quorum of 3 out of 5 members must vote before the decision can be submitted. In the absence of a quorum, the GC Chair (or Associate Chair if the Chair is not available) will vote, solicit another GC member, or invite a missing member's alternate. The Dean does not vote or participate in the discussion. The chair of the PPTC, in consultation with the committee members, will prepare notes on special cases and send them along with the votes to the Dean of the GS. The cases discussed at the meeting will be provided in the committee report. Notes on unexceptional cases need not be extensive. Positive comments are encouraged.
- d. Awards Committee (AC)
 - i. Charge: The GS conducts reviews for the Huel D. Perkins Fellowship, the Southern Regional Education Board Fellowship, the Dissertation Year Fellowship, and the Distinguished Dissertation of the Year Award. The GS relies on the membership of the AC to serve as reviewers for these programs.
 - ii. Meetings and Routing: Each spring semester, the members of the AC are responsible for reviewing the nomination materials and ranking the nominees for each fellowship and award. As much as possible, the nominations are categorized by the Associate Dean of the GS as either STEM or non-STEM proposals, and members of the committee are assigned to review nomination materials in accordance with their area of expertise. A common rubric for all proposals is used to review and rank the nominations. The collective rankings are sent by the GS to the members of the AC, who subsequently meet to finalize fellowship and award recommendations to the highest ranked nominees. The AC may also make recommendations for changes to the nomination process, the evaluation process, and any other aspects of determining the awardees. At least once in the fall and once in the spring semesters, the chair of the AC reports to the GC.
 2. Ad hoc Committees: Ad hoc committees are created, modified, or terminated upon suggestion from one or more members of the GC and a majority affirmative vote.
 3. Procedures for Changing Standing Committees: Standing committees are created, modified, or terminated upon suggestion from one or more members of the GC and a two-thirds affirmative vote.

Article V: Amending the Bylaws

1. Amendments to the Bylaws must be approved by the Dean of the GS and a two-thirds affirmative vote of the GC. The vote must be conducted in person at one of the GC's regular meetings. The amended Bylaws will take effect immediately upon their approval.

Article VI: Ratification of the Bylaws

These bylaws regulate the business of the GC. For this reason, and because the GC is an elected body serving in an advisory capacity to the Dean of the GS, the GC and Dean of the GS are solely responsible for their ratification. These bylaws were ratified at the GC meeting of 19 November 2025 and are to be published on the GS Web site.