

University of Tennessee Graduate Deans' Group Bylaws

Approved: October 4, 2001

Revised: February 5, 2009

Role/Function

The Graduate Deans' Group serves two specific roles or functions. First, the Group provides advice and counsel from an administrative perspective to the Graduate Council and its committees through the Associate Dean of the Graduate School on issues and policies related to graduate education and operations of the Graduate School. Second, members of the Group function to insure that information accruing from actions of the Graduate Council flows back to the individual academic units for implementation.

Members/Participants

The administrative officials who have primary day-to-day responsibility for graduate education, one each from the several colleges, make up the Graduate Deans' Group. Members are typically either the Dean or the Associate Dean who has graduate program responsibility. An alternate member for each unit is typically listed and participates when the regular member is unable to attend. In addition to the Deans or Associate Deans, the Group includes the Associate Dean of the Graduate School; and as Ex-Officio members, the Dean and Assistant Dean of the Graduate School, the Director of Graduate and International Admissions, the Chair of the Graduate Council, Chair of the Academic Policy Committee, and a representative from the Library.

Meetings

Meetings are normally scheduled prior to the scheduled meeting of the Graduate Council. The Graduate School publishes a list of meeting dates at the beginning of each academic year.

Presiding Officer

The Associate Dean of the Graduate School will serve as Chair of the Graduate Deans' Group and shall be responsible to convene and preside at meetings of the Group and subsequently to report on deliberations of the Group as appropriate.

Agenda

Members of the Graduate Deans' Group or the Associate Dean of the Graduate School may propose agenda items. A call for agenda items will be issued several days in advance of regularly scheduled meetings. The staff member of the Graduate School who has been assigned to serve as Secretary to the Graduate Deans' Group will have responsibility for compiling, publishing, and distributing the agenda.

Minutes

A written record of the deliberations of the Graduate Deans' Group shall be compiled. The Secretary to the Graduate Deans' Group shall be responsible on a continuing basis for compiling this written record, providing a copy to the Chair for review, and subsequently submitting a copy for the official records of the Graduate Council.

Reporting

The Chair of the Graduate Deans' Group reports regularly to the Graduate Council on behalf of the Group. The Chair's oral report typically summarizes the deliberations of the Graduate Deans' Group. This report of the Graduate Deans' Group shall follow the Graduate Dean's report at regularly scheduled meetings of the Graduate Council. In addition to an oral report to the Council by the Chair, a copy of the written record summarizing actions of the Group shall be submitted to Council to become part of the official record of the Council.