

RUTGERS UNIVERSITY  
BYLAWS OF THE SCHOOL OF GRADUATE STUDIES

**Article I. Organization of the Graduate Faculty**

Section 1. The Dean of the School of Graduate Studies (SGS) shall be chief administrative officer of the School and shall serve as the principal spokesperson for programs of the School to all relevant officers of the University as well as to outside individuals and agencies.

Section 2. The Dean will work with the Executive Council to discuss and approve SGS policies, programs, and initiatives. The Executive Council shall represent broad disciplinary areas of the faculty and the faculty units (typically schools) that share responsibility for School of Graduate Studies programs (hereafter these shall be referred to as the faculty units and their deans as the unit deans). All Standing Committees of the Graduate Faculty shall report to the Dean through the Executive Council.

Section 3. The Dean will formulate an Advisory Committee to provide an external perspective and review as well as advocacy and support for SGS programs and objectives. The Dean's Advisory Council shall be comprised of leading individuals, including alumni and others from the constituent groups served by the SGS.

Section 4. The basic educational unit of the Graduate Faculty shall be the Graduate Program. Each program shall be governed under bylaws approved by the membership of the program and the Dean of the School of Graduate Studies. All program bylaws shall provide for the selection of a Graduate Program Director (GPD) and for the designation of an Executive Committee which shall be representative of the program members. The unit dean may appoint an academic administrator from that school's faculty to oversee the graduate programs in their school. The Graduate Program Director, with the concurrence of the Executive Committee, will formulate policy and implement actions of the program in conformance with the regulations of the School of Graduate Studies and the bylaws of the Graduate Program. The Graduate Program Director will submit a report to the program faculty and to the Dean of the School of Graduate Studies every year.

Section 5. The bylaws of the graduate programs shall provide for the following:

- A) A clear set of criteria for membership in the program and a procedure for nomination, review, and acceptance of individuals to Membership, Associate Membership, or Affiliate Membership (see Article II for membership categories).
- B) A clear set of criteria and a process for review of faculty membership in the program at a frequency of at least every five years.
- C) A process by which retiring faculty or faculty leaving the University can continue their membership in the program for a set period of time.
- D) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, quorum, and the privilege of calling extraordinary meetings.

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- E) Procedures for student representation, solicitation of student opinion, and engagement of graduate students and graduate student organizations.
- F) A procedure for the nomination of the Graduate Program Director and a definition of the term and functions of that position.
- G) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis, and dissertation committees.
- H) Program organization, including committees, their functions, and procedures for the appointment of their members.
- I) Procedures for admissions, advising, and review of student progress.
- J) Procedures for student appeals and grievances.
- K) Procedure for faculty appeals.
- L) A procedure for amendment of the program bylaws.

Section 6. New Graduate Programs may be offered upon the recommendation of the SGS Executive Council, subject to approval of the graduate program by the SGS Dean, the relevant unit dean or deans, the relevant Chancellor or Chancellors, and the Board of Governors of the University.

**Article II. Membership**

Section 1. The SGS includes Members, Associate Members, and Affiliate Members. The basic unit of the SGS is the Graduate Programs. Members of Graduate Programs are Members of SGS, Associate Members of Graduate Programs are Associate Members of SGS, and Affiliate Members of Graduate Programs are Affiliate Members of SGS. All faculty of Rutgers University with appointments at or above the rank of Assistant Professor, Assistant Research Professor, or Assistant Practice Professor are eligible to become Graduate Program Members. Rutgers faculty with appointments at or above the rank of Assistant Teaching Professor who are active in research or creative activity are also eligible to become Graduate Program Members. Other Rutgers faculty members and persons outside of Rutgers who have established a record of scholarship or creative activity, or are conducting original research in the context of their professional or clinical practice, are eligible to become Graduate Program Associate or Affiliate Members. Nominations of faculty or outside scholars for Membership, Associate Membership, or Affiliate Membership in the SGS are initiated by the Graduate Director in consultation with the faculty of the program and in accordance with the relevant provisions of the graduate program's bylaws. Member, Associate Member, and Affiliate Member nominations to the SGS are reviewed and approved by the SGS Dean or Dean's designate and, where necessary, the appropriate Academic Cluster Committee

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Section 2. By virtue of their office, the President, the Chancellors of Rutgers University-New Brunswick and Rutgers Biomedical and Health Sciences, the Senior Vice President for Academic Affairs, the Senior Vice President for Research and Economic Development, the University Librarian, the Dean of the School of Graduate Studies, and the unit Deans of the schools based at New Brunswick and at Rutgers Biomedical and Health Sciences are Members of the SGS.

Section 3. Any Member of a graduate program at Rutgers is eligible to chair masters and doctoral committees for students in the program(s) to which they belong, vote at SGS meetings, and serve on SGS committees. It is the responsibility of each graduate program to ensure that the chair and members of student committees have the appropriate expertise and experience to undertake their responsibilities. Any Member of a graduate program at Rutgers is also eligible to serve as representative of the SGS to the University Senate and to the Faculty Council of Rutgers-New Brunswick.

Section 4. Associate Members are appointed by a graduate program to 5 year terms. Associate Members of a graduate program at Rutgers may serve on masters and doctoral committees and other program committees and teach graduate courses. Associate Members may chair masters committees but may not chair doctoral committees. Associate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Associate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. In some instances it may be desirable for an Associate Member to supervise a Ph.D. student's thesis or dissertation research. In such instances, and with approval of the program director, the SGS Dean, or the Dean's designate, will appoint a Member of the SGS and of the student's graduate program to serve as "mentor of record." The "mentor of record" is responsible for the academic progress of the student. Associate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

Section 5. Affiliate Members are appointed by a graduate program to 5 year terms. Affiliate Members of a graduate program at Rutgers may serve on masters committees but not doctoral committees. Affiliate Members may not chair masters committees. Affiliate members may serve on graduate program committees and teach graduate courses. Affiliate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Affiliate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. Affiliate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

Section 6. Faculty who leave the University or who retire from the university may retain Membership in their graduate program(s) for a period of up to 4 years after the official termination of their appointment at the University. Such faculty may be appointed as Associate Members upon request of a program's Graduate Director.

Section 7. Members of graduate programs are expected to be active scholars and regularly participate in their program as teachers of graduate students, thesis and dissertation supervisors

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or committee members, or in another substantive, scholarly way defined by the program. Those who are members of more than one program are expected to actively participate in each. All graduate programs will review their membership at least every 5 years based on program-established criteria. Members who are inactive in any program may, by vote of the program faculty, be asked to withdraw. Program-established criteria must be approved by the Dean of SGS and the SGS Executive Council. The review process must include a statement of criteria agreed upon by the program's faculty, as well as processes for notification, preparation of materials for review, right of rebuttal, and right of appeal.

**Article III. Meetings of the Graduate Faculty**

Section 1. The Graduate Faculty shall hold at least one regular meeting annually. The Dean may call additional faculty meetings as needed.

Section 2. A special meeting of the faculty shall be convened upon receipt by the Dean of the SGS of a signed petition from forty (40) voting faculty members setting forth the reason(s) for the meeting. A special meeting can also be convened by a majority vote of the Executive Council.

Section 3. Annual and special meetings of the faculty shall be convened by the Dean upon at least ten working days' advance notice to the graduate faculty and the Executive Council.

Section 4. A quorum shall consist of at least eighty (80) voting members. Voting will be by simple majority except as otherwise specified in these bylaws. Meetings shall be conducted by Robert's Rules of Order.

Section 5. An agenda set by the Dean and the Executive Council will be circulated at least one week prior to a called meeting. Any original motion from the floor, or new business in the hands of the Dean not on the agenda, requires a two-thirds vote of members present to be placed on the agenda for discussion. An approved motion from the floor shall be placed last on the agenda.

Section 6. Graduate students representing the SGS on the University Senate, or serving on a Standing Committee of a Graduate Program, or serving on the SGS Executive Council may attend faculty meetings with the privilege of voice but without vote.

Section 7. Members of other Rutgers University faculties and all graduate students may attend meetings as observers. However, the faculty may at any time, by majority vote of those in attendance at a meeting, move to close a meeting to all except members of the SGS Graduate Faculty.

Section 8. All minutes of Graduate Faculty meetings shall be distributed to members in a timely fashion, and shall be available to other members of the University community on request.

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**Article IV. Officers and Duties**

Section 1. The Dean of the School of Graduate Studies (SGS).

- A) The Dean is the chief academic and educational administrator and will have the primary responsibility for implementing the mission of the school.
- B) The Dean shall preside at all meetings of the Graduate Faculty and the Executive Council. The Dean, in consultation with the Executive Council, shall have academic oversight of the graduate programs and be responsible for ensuring that high academic standards are maintained across the SGS.
- C) The Dean, Vice Dean and Senior Associate Deans shall be ex officio members of all Standing Committees of the SGS.
- D) The Dean will exercise a liaison function among the department chairpersons, the faculties, and the Deans of the schools based in Rutgers-New Brunswick and in Rutgers Biomedical and Health Sciences. The Dean will also exercise a liaison function with the Senior Vice President for Research and Economic Development, the Directors of Graduate Programs, and the SGS Executive Council. The Dean will also represent the SGS in its relationships with extramural academic, civic, governmental, and other professional organizations.
- E) The Dean shall use the resources of his or her office, the Standing Committees of the SGS, and any other source that he or she may choose to prepare an annual report for the Executive Council and for the graduate faculty.

Section 2. Subordinate Administrative Officers of SGS

- A) The Dean shall appoint a Vice Dean for SGS. The role of the Vice Dean will be to deputize for the Dean and to ensure balance across the major units comprising SGS.
- B) The Dean may appoint additional academic administrative officers, and delegate authority and responsibilities to such administrative officers as may be deemed necessary for the effective administration of the School.
- C) Academic administrative officers may also be appointed by the Dean of SGS in conjunction with the deans of the other schools at Rutgers-New Brunswick and Rutgers Biomedical and Health Sciences to oversee the graduate programs affiliated with those units and to act as a liaison between the unit deans and the Dean of SGS.

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**Article V. Committees**

Section 1. Executive Council

A) Membership and Selection: The Executive Council shall be comprised of forty (40) Members of the graduate faculty. Sixteen of these members will be nominated and elected for four-year terms on a rotating basis, one new member being elected each year from each of the following areas: (1) Biological, Biomedical and Health Sciences, (2) Arts and Humanities, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Social and Behavioral Sciences. No member who has served one four-year term may be nominated to succeed himself/herself without an intervening election. From the election slate, the member receiving the second highest number of votes in each area shall serve as alternate for any member of the Executive Council unable to represent his/her area; the Dean shall be empowered to install the alternate as needed to fill an area vacancy. Twenty members of the Executive Council will be drawn from the ranks of the Graduate Program Directors on a rotating basis of Graduate Programs. The SGS dean will arrange the rotating mandatory four year terms to ensure balance among the graduate programs. If a Graduate Directorship changes hands midterm the incoming Graduate Director shall replace the outgoing Graduate Director on the Executive Council. In addition to these 36 members, the Dean will appoint an additional 4 members (who are also Members of the graduate faculty) to ensure broad representation on the Executive Council of the disciplines and academic units with which the SGS is affiliated. The appointed members will serve one-year terms. Three student representatives, appointed by the Dean, shall serve as nonvoting members for one-year terms.

B) The Executive Council shall be the final decision making body for the SGS and shall act for the Graduate Faculty to:

- (1) Advise the Dean on school-wide academic policies and other matters concerning graduate education.
- (2) Receive and evaluate all reports from the Academic Cluster Committees on curricular matters and make appropriate recommendations to the faculty and senior leadership of the Graduate School.
- (3) Review reports on programs and recommend appropriate action to the Dean and Vice Dean.
- (4) Engage with graduate students and graduate student groups.
- (5) Consider issues and proposals for action with regard to academic planning and program development, in its capacity as the Planning Committee of the School of Graduate Studies.
- (6) Prepare, collaboratively with the Dean, the Agenda for faculty meetings on all routine and policy matters requiring faculty discussion.

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(7) Initiate additional activities, as necessary, in collaboration with the Dean.

C) The Executive Council shall meet once each month of the academic year (September through May); a majority of the Executive Council shall constitute a quorum. The Dean, the Vice Dean or a member of the Executive Council appointed by the Dean, shall preside at all meetings of the Council. The Dean or his/her designee shall cast a tie-breaking vote when needed. The Senior Associate, Associate and Assistant Deans shall attend meetings of the Council as ex officio members without voting privilege.

D) Summaries of Executive Council minutes shall be distributed to all graduate faculty members in a timely fashion.

## Section 2. Academic Cluster Committees

A) There shall be four Academic Cluster Committees that represent the broad areas of study within the SGS. The Academic Cluster Committees will be chaired by a dean's representative and will be comprised of six (6) members of the relevant graduate faculty appointed for staggered two-year terms. Academic Cluster Committee members will be nominated by the dean's representative and subject to approval by the Executive Council. The following Academic Cluster Committees will be formed:

- (1) Biological, Biomedical and Health Sciences
- (2) Arts and Humanities
- (3) Physical and Mathematical Sciences and Engineering
- (4) Social and Behavioral Sciences

B) Each Academic Cluster Committee shall make recommendations for new programs in its area and make appropriate proposals to the Executive Council.

C) Each Academic Cluster Committee is the final decision making body for reviewing and approving new or revised courses, options, tracks, graduate certificates, and programmatic requirements. The review will include an evaluation as to their intrinsic merit and with regard to their relationship to other courses and programs at Rutgers. In cases where a proposal sits at the interface between two Academic Cluster Committees or spans two or more Academic Cluster Committees then the proposal will be reviewed by all relevant Committees. The Committees shall report all of their actions to the Executive Council.

D) Each Academic Cluster Committee is responsible for reviewing and approving graduate program Member, Associate Member, and Affiliate Member nominations to the SGS if requested to do so by the SGS Dean or Dean's designate. The review will consist of the appropriateness of the nomination to the membership category proposed. Appropriate recommendations will be made to the Dean or the Dean's designate.

E) Each Academic Cluster Committee shall meet in person at least once each semester. Recommendations will be voted on in person or electronically by a simple majority of the

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members on the Academic Cluster Committee. Any Member of the Graduate Faculty may attend meetings of the Academic Cluster Committee, without vote.

F) Minutes of the Academic Cluster Committee meetings shall be made available to the graduate faculty in a timely fashion. A list of all courses approved by the Academic Cluster Committees should be circulated to all Graduate Program Directors so that relevant new courses can be offered to the graduate students as electives in as many graduate programs as possible.

### Section 3. Nominating Committee

A) The Nominating Committee shall be composed of twelve full members of the faculty, nominated and elected for three-year terms on a rotating basis, four new members being elected each year, one from each of the four areas: (1) Biological, Biomedical and Health Sciences, (2) Arts and Humanities, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Social and Behavioral Sciences.

B) The Committee shall prepare slates of nominees, all of whom have been polled on their willingness to stand for election, for the annual elections of members to the Executive Council, the Nominating Committee, the Appeals Committee, and the Graduate School representatives to the University Senate and to the Faculty Council of Rutgers-New Brunswick. Members who have served a three-year term on any committee or the Senate or the Faculty Council may be nominated to succeed themselves.

C) The Committee shall meet each academic year in February to prepare a slate of nominees which shall be sent to the Graduate Faculty two weeks before the elections, to allow for additional nominations by petition; each petition must be signed by at least twenty (20) members of the graduate faculty and have the assent of the nominee. At the election date, ballots shall be circulated, and the results will be reported by the Committee to the graduate faculty.

### Section 4. Planning Committee

The Executive Council shall act as the Planning Committee of the SGS.

### Section 5. Appeals Committee

A) The Appeals Committee shall consist of three tenured members of the graduate faculty elected by the faculty to staggered three year terms, and two tenured members appointed by the Dean. An additional ad hoc member may be appointed by the Dean to ensure representation by the disciplinary area from which an appeal arises.

B) The Appeals Committee shall serve to hear complaints by graduate students regarding the performance of members of the graduate faculty in their roles as advisers, teachers, research supervisors, and mentors.

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C) The Appeals Committee will also address concerns related to academic integrity and student conduct in accordance with procedures outlined in the relevant codes of academic integrity and student conduct of Rutgers University.

Section 6. New Standing Committees may be recommended by the Dean or the Executive Council. New Standing Committees shall be established by a two-thirds vote of those present at a regular meeting of the Executive Council. The membership of new Standing Committees shall be constituted in accordance with procedures established for the Nominating Committee.

Section 7. Ad Hoc Committees, when required, shall be appointed by the Dean for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Section 8. The Dean, or the Dean's designate, shall appoint replacements to Standing Committees as needed between elections.

**Article VI. Amendments**

Section 1. These bylaws may be amended by the Graduate Faculty following discussion and electronic voting. Written notice of the intent to amend and the text of the proposed amendment must be sent to all members at least one week prior to a meeting of the Graduate Faculty where a discussion of the proposed bylaws will take place. Amendments may be initiated by the Dean, by a simple majority of the Executive Council, or by the written petition of fifteen voting members of the Graduate Faculty. Voting on proposed Amendments will be by electronic polling of the Graduate Faculty and must be approved by two-thirds of the members voting.

*Adopted by the School of Graduate Studies faculty, 13 April 2018*