

1 Bylaws of the Graduate and Professional Studies Committee of the Faculty Senate
2 University of Houston

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4 Adopted: November 1982
5 Amended: May 1984; April 1986; May 1987; November 1991;
6 May 1996; November 1996; April 2000;
7 March 2003; June 2005; February 2014;
8 February 2022
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11 **I. PURPOSE and CHARGE**
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13 The Graduate and Professional Studies Committee (GPSC) is the shared governance
14 committee responsible for advising the Faculty Senate and University Administration
15 about the quality and uniform surveillance of graduate and professional programs at
16 the University of Houston. It is also charged with recommending changes in existing
17 policies or suggesting the need for new ones, approving new programs, and
18 approving new courses, course changes and/or deletions for submission to the Texas
19 Higher Education Coordinating Board.

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21 Specifically, the GPSC will address matters relating to:

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23 A. The admission and selection of graduate and professional students as well as
24 other policies affecting graduate and professional students;
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26 B. Review of new degree program proposals, program changes, and on-going
27 programs;
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29 C. Review of and recommendations for graduate and professional programs
30 policies and procedures.
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33 **II. MEMBERSHIP**
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35 The GPSC shall consist of members representing the faculty, student body, and
36 academic administration of the University of Houston. Every faculty member of the
37 University of Houston including chairs, directors, assistant deans, and associate
38 deans, but excluding those with administrative rank of dean or above, shall be
39 eligible for membership.
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- 41 A. The faculty shall be represented by:
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43 1. Up to two faculty members from each college, and up to two librarians from
44 the University Libraries, elected to serve, who shall have voting privileges.
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46 a. Membership shall be for three years beginning with the fall semester.
47 Approximately one-third of the committee's faculty representatives

48 shall be elected each year.

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50 b. Members shall be eligible for re-election
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52 2. One optional ex-officio faculty member appointed by each College, and one
53 optional ex-officio librarian appointed by the University Libraries, who shall
54 have voting privileges within the GPSC and serve for a 3-year term.
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56 B. The student body shall be represented by two graduate or professional students,
57 one to be appointed by the Student Government Association and the other to be
58 appointed by the Graduate and Professional Student Association, for terms of
59 one year beginning with the fall semester and who shall have voting privileges.
60 Student appointees are expected to represent the student body's interests and
61 be an intermediary between the GPSC and the student associations.
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63 C. The administration (ex-officio, non-voting members) shall be represented by:

64 1. Vice-Provost for Graduate and Professional Education/Dean of the
65 Graduate School
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67 2. Registrar
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70 D. Elected members shall attend meetings regularly. Such members who are
71 absent from either three consecutive meetings of the GPSC or one-half the
72 regularly scheduled meetings of the GPSC or its committees during a one-year
73 period beginning with the first day of the Fall semester (as defined by the
74 University class schedule) may be removed from the GPSC for excessive
75 absences. The Faculty Senate will oversee and conduct election for a
76 replacement. In the case where an elected member will be absent for an entire
77 semester due to a time conflict or absence from the campus, the Faculty
78 Senate will be notified to procure a temporary replacement, so that the relevant
79 constituency is represented at the meetings.
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82 **III. OFFICERS**

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84 A. The GPSC shall have a chair and a vice-chair who shall be members of the
85 GPSC.
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87 1. These officers shall be elected members of the GPSC and shall be elected by
88 the GPSC as a whole for a term of one year. The vice-chair serves the first
89 year as GPSC chair-elect and the second year as GPSC chair. The duties of
90 these officers are described below. During the last meeting of the Spring
91 semester, the GPSC shall elect a new chair-elect from among those elected
92 members of the GPSC who will be returning to the GPSC the following year. If
93 the vice chair serves as chair-elect in the last year of their faculty senate term,
94 their term as faculty senator will automatically be extended to the end of their

95 official duties as Chair. Such an extension will effectively delay the election for
96 the college seat currently occupied by the sitting Chair by one year. At the first
97 meeting of the Fall semester, the chair of the GPSC is assumed by the vice-
98 chair.
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100 2. The duties of the chair are:

- 101 a. In consultation with the GPSC, to set dates for meetings of the GPSC
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- 103 b. To set the agenda for the meetings of the GPSC;
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- 105 c. To preside at all meetings of the GPSC;
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- 107 d. To appoint the chairs and members of the standing sub-committees
- 108 or ad hoc subcommittees of the GPSC;
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- 110 e. To ensure that the approved minutes of the GPSC, including its
- 111 actions, are transmitted to the Dean of the Graduate School and
- 112 President of the Faculty Senate.
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- 114 f. To appoint three faculty members to the ad-hoc Graduate and
- 115 Professional Studies Grievance Committee (GPSGC); and to select
- 116 the two student members to serve on the GPSGC from a pool of
- 117 graduate students provided by the Dean of the Graduate School.
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- 119 g. To monitor the full staffing and representation of the GPSC and seek
- 120 appropriate replacements as vacancies arise.
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123 3. The chair may:

- 124 a. Call special meetings of the GPSC and set the agenda for those
- 125 meetings.
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- 127 b. Participate in the discussion of the GPSC at its meetings, unless
- 128 prohibited from doing so by a vote of two-thirds of the members of the
- 129 GPSC present and voting.
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- 131 c. Vote during meetings of the GPSC.
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- 133 d. With the approval of the GPSC, appoint to the standing sub-
- 134 committees or ad hoc sub-committees representatives of the faculty,
- 135 student body, or administration who are not members of the GPSC,
- 136 provided that a majority of each committee shall be composed of
- 137 members of the GPSC.
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- 140 4. The duties of the vice-chair shall be to perform the duties of the chair
141 during the chair's temporary absence.
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- 143 B. If the office of the chair becomes vacant, the vice-chair shall assume the duties
144 of the chair, and the GPSC shall hold a new election to determine the vice-
145 chair's successor. If the office of the vice-chair becomes vacant, the GPSC shall
146 elect a new vice-chair.
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- 148 C. The chair of the GPSC shall be a voting member of the executive committee of
149 the Faculty Senate.
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151 **IV. SUB-COMMITTEES**

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153 A. Standing Sub-committees.

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155 The GPSC shall have four standing sub-committees: Academic Program Evaluation,
156 Graduate Admissions, Graduate Student Affairs, and Graduate Policies. Most matters
157 important to graduate education which come before the GPSC will be reviewed and
158 considered by one of these committees, as decided by the chair of the GPSC, before
159 being brought to the full GPSC for discussion and approval.

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162 B. Ad Hoc Sub-committees.

- 163 1. Sub-committees charged with reviewing and studying proposals and/or
164 formulating recommendations shall present a report to GPSC members for
165 discussion and consideration.
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- 167 2. Sub-committees dealing with specific college matters shall be composed of at
168 least three members: one representative from the college initiating the
169 request; and at least two other representatives, one of whom shall serve as
170 chair of the sub- committee.
- 171
- 172 3. The Graduate and Professional Students Grievance Committee (GPSGC) is
173 administered by the GPSC under the purview of the Vice-Provost for
174 Graduate and Professional Education. The GPSGC may be formed on an
175 ad hoc basis, by a request of a student, to review all documents pertaining
176 to a grievance, and to report its findings, the rationale for the findings, and
177 its recommendations to the Vice Provost.
- 178
- 179 4. Since new course proposals, course changes, etc. generally affect only the
180 program in which the course is offered, the GPSC will not ordinarily review
181 these proposals as long as they are submitted with a certification from the
182 Dean of the college that the faculty of the college/department in which the
183 proposed courses/course changes occur have approved them. The staff of
184 the Graduate School will review these submissions for compliance. If the
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186 staff feels that a particular submission warrants further review, the Dean of
187 the Graduate School can refer the submission to the GPSC, which will
188 assign an ad hoc sub-committee to review it.
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191 **V. MEETINGS**

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- 193 A. The GPSC shall hold regular meetings in person, virtually, or via a hybrid
194 approach at least four times during each Fall and Spring semesters. The chair
195 shall announce, in writing, the dates and format(s) of the meetings.
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 - 197 B. Should need arise, the GPSC may hold special meetings upon the call from
198 the chair or the written petition of at least five members. The chair or members
199 who call the meeting shall, with due notice, notify the members of the GPSC
200 when, where, and in what format it is to be held.
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 - 202 C. At meetings of the GPSC, one-half of the voting membership shall constitute a
203 quorum.
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 - 205 D. All meetings shall be conducted according to the Robert's Rules of Order,
206 Newly Revised, except where a contrary rule is provided by these Bylaws.
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 - 208 E. Members shall be regular in their attendance at meetings of the GPSC.
209 Members who are unable to attend a regularly scheduled meeting shall notify
210 the chair as soon as possible.
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213 **VI. ELECTIONS and VOTING**

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- 215 A. All elections and matters voted upon shall be determined by a majority of those
216 voting, except where these Bylaws provide otherwise. Voting may be
217 conducted by a show of hands or by using written or electronic ballots. Upon
218 the call of five or more members, the vote shall be by anonymous ballot, either
219 written or electronic.
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 - 221 B. There shall be no voting by proxy.
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 - 223 C. Ex-officio representatives of the University administration may participate in
224 discussions but do not have voting privileges.
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227 **VII. AMENDMENTS**

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- 229 A. These Bylaws may be amended in two ways:
230 1. At meetings of the GPSC by two-thirds vote of the members present,
231 provided that written notice of the proposed amendment shall have been
232 distributed to the members of the GPSC at least one week in advance.

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2. By a two-thirds written or electronic vote of the entire membership of the GPSC. Members shall have at least one week to cast their votes.

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- B. Unless otherwise specified, an amendment shall become effective upon approval by the GPSC and approval by the Faculty Senate Governance Committee.

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VIII. RESTRICTIONS

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The Constitution of the University of Houston Faculty Senate supersedes all Bylaws described herein.