

**PROPOSED BYLAWS FOR
THE SCHOOL OF GRADUATE STUDIES IN THE HEALTH SCIENCES**

ARTICLE I. NAME

The name of the organization shall be The School of Graduate Studies in the Health Sciences at The University of Mississippi Medical Center (hereinafter called “The Graduate School.”).

ARTICLE II. PURPOSE

The purpose of The Graduate School is to (1) train highly qualified researchers who will make significant contributions to scientific knowledge; (2) educate those who will teach the next generation of biomedical scientists and health care professionals; and (3) foster the spirit of scientific inquiry and cooperation at The University of Mississippi Medical Center (UMMC).

ARTICLE III. DEAN OF THE GRADUATE SCHOOL

The head of The Graduate School shall be the Dean of The Graduate School.

ARTICLE IV. MEMBERS

The members of The Graduate School shall be the members of the Graduate Faculty.

ARTICLE V. GOVERNING BODY

The governing body of The Graduate School shall be the Graduate Council.

A. Composition of the Graduate Council:

1. The Graduate Council shall consist of two members from each graduate program. One of the members shall be the Graduate Program Director (GPD), whereas the second member is another member of the graduate faculty within that program.
2. The GPD shall be appointed by the Chair of the Department or Dean of the School hosting that program, or by a vote of the faculty for those programs that are interdisciplinary.
3. The appointment of the GPD must be approved by the Dean of the Graduate School and shall serve at the discretion of the Dean of the Graduate School and the Chair/Dean/Faculty of the respective program/school.

4. The GPD reports to the Dean of the Graduate School and is responsible for the students within that program. His/her responsibilities include, but are not limited to, maintaining student records, ensuring progression of students within the program, overseeing recruitment, and serving as an advisor during the G1 year.

B. Chairperson:

The Dean of The Graduate School shall serve as the Chairperson of the Graduate Council.

C. Secretary:

The Dean shall appoint a member of the administrative staff of the School of Graduate Studies as Secretary of the Graduate Council.

D. Duties:

The Graduate Council shall:

1. Establish policies and regulations pertaining to The Graduate School and oversee the individual Graduate Programs within the School. Current policies and regulations are summarized in the **Bulletin of the University of Mississippi Medical Center** and the **Student Handbook: School of Graduate Studies in the Health Sciences**.
2. Establish admissions requirements to the Graduate School.
3. Establish guidelines for scholastic requirements.
4. Establish eligibility of faculty members for appointment to the Graduate Faculty.
5. Establish policies for the formation of student advisory committees.
6. Establish criteria for a student's eligibility for admission to candidacy for a degree.
7. Meet periodically to review academic and research requirements for master's and doctoral programs.
8. Oversee graduate student dismissals and grievances.
9. Determine thesis and dissertation formats and the mechanisms for administering the final oral exam.
10. Participate in the implementation of new degree requirements.
11. Participate in the development and implementation of new degree programs.
12. Revise and/or eliminate obsolete procedures.
13. Establish procedures for evaluating the effectiveness of the Graduate School and the quality of individual graduate programs (Graduate Program Review Committee).
14. Act as an oversight board and review the curriculum of each graduate program (Curriculum Review Committee)

ARTICLE VI. MEETINGS

- A. The Graduate Council shall meet once each semester, although additional meetings may be called by the Dean as necessary. A quorum shall consist of greater than 50% of the members.
- B. The agenda for meetings shall be set by the Dean of The Graduate School in consultation with the graduate school administration and the directors of the individual graduate programs.

ARTICLE VII. PARLIAMENTARY AUTHORITY

Unless otherwise defined in these Bylaws, all procedures and meetings shall be conducted according to Roberts Rules of Order.

ARTICLE VIII. AMENDMENTS

Proposals to amend these Bylaws may originate from the Graduate Council or by petition to the Graduate Council by ten or more members of the Graduate Faculty. The secretary of the Graduate Council shall mail to the Graduate Council copies of the proposed amendment(s) one month prior to the regularly scheduled meeting of the Graduate Council. The proposal(s) will be included on the agenda for discussion at that meeting, and will be considered accepted if it receives a two-thirds majority vote. The Secretary will inform the Graduate Faculty of the outcome of the vote.

ARTICLE IX. AUTHORITY

These Bylaws shall serve as the sole authorizing instrument (consistent with the Statutes of The University of Mississippi) for The University of Mississippi Medical Center School of Graduate Studies in the Health Sciences.

Revised: 4 March 2014

Approved by vote of the Graduate Council: 4 March 2014