

**College of Health and Human Performance
University of Florida
Graduate Faculty Operating Code**

Article 1 – Objective and Purpose

The Graduate Faculty (GF) of the College provides leadership for the college on all matters pertaining to graduate education (i.e., faculty, programs, and students). The Chair of the College Graduate Faculty serves on the College Council.

Article 2 - Membership

Members of the Graduate Faculty are those tenured and tenure-accruing faculties who have been appointed to Graduate Faculty Status. The GF will elect its chair who will also serve as its representative on the College Council. The Associate Dean for Academic Affairs serves as an ex-officio member to the GF.

Article 3 – Terms of Service

Members of the Graduate Faculty shall serve for the period they maintain Graduate Faculty Status at the University of Florida. The Chair of the GF shall serve a one year term unless elected to fulfill the unexpired term of a prior member.

Article 4 – Election of GF Chair/ Representative to College Council

The GF chair is elected via a vote of all faculty who hold Graduate Faculty Status within the College. The GF Chair must be a tenured Graduate Faculty member. The Associate Dean for Academic Affairs will identify faculty eligible for Chair status and eligible to vote. Elections will be held early in the fall semester.

In the event a vacancy occurs in this position, an election to fill the unexpired term of the chair position will proceed as soon as possible in accordance with the process outlined above.

The GF Chair serves as the GF representative to the College Council.

Article 5 – Responsibilities

Members of GF represent the interests and concerns of College Graduate Faculty to the Dean and through the Dean to the Administrative Committee by providing a forum for communication to and from graduate faculty on topics of interest to one or more units of the College. Additionally, through membership on the College Council, the GF Chair provides input on the development of policy and procedures that influence graduate education in the College.

In addition to being a voice for graduate faculty, members of the GF serve as mentors to tenure-accruing faculty and to graduate students within the College.

The GF will review annual recommendations made by the Graduate Faculty Committee (GFC) (see Article 8) regarding graduate assistants' progress and inform graduate students, through the Associate Dean for Academic Affairs and/or Department Graduate Coordinators, of their funding continuation, and/or lack of progress in program which can result in graduate program dismissal.

The GF will also review recommendations from the GFC regarding graduate student grievances and take action on recommendations.

Article 6 – Officer and Duties

The only officer of the GF shall be the chair who will be elected annually by the GF. The chair shall serve a one year term with an opportunity for one additional consecutive term. The chair will be elected early during the fall semester.

The chair is responsible for the conduct of meetings and setting the agenda with input from the members. The Chair serves as the GF representative to the College Council and is responsible for communicating with the Associate Dean for Academic Affairs and the Dean on matters of concern related to graduate education. The GF Chair will also serve as the Chair of the Graduate Faculty Committee (GFC).

Article 7 – Meetings

The GF will determine regular meeting times for the year and will meet minimally one time each semester (fall and spring). Meetings may be called by any member of the GF, the Associate Dean for Academic Affairs, or by the Dean for the purpose of discussing items of concern or interest.

Article 8 – Graduate Faculty Committee

The Graduate Faculty will form a Graduate Faculty Committee (GFC) which will be comprised of the GF Chair, each Department's Graduate Coordinator and one elected Graduate Faculty from each department. The Associate Dean for Academic Affairs serves as an ex-officio member to the GFC. The GF Representative will serve as the GFC Chair. Departments will vote for one GFC member to represent their department. The Associate Dean for Academic Affairs will identify faculty eligible to vote in each Department. The GFC Chair and Graduate Coordinators will not be eligible to serve as a Department representative. Elections will usually be held at the first department meeting. The elected departmental GFC members shall serve a two year term with an opportunity for one additional consecutive term.

In the event a vacancy occurs in a GFC position, an election to fill the unexpired term will proceed as soon as possible in accordance with the process outlined above.

The GFC will review and make recommendations to the GF on annual graduate assistant and students' assessment reports, and review, as appropriate, college-wide policies regarding graduate students and programs. The GFC will review Graduate Alumni Fellow award applications and make recommendations to the GF who will in turn make a recommendation to the Associate Dean for Academic Affairs.

The GFC will also review and make recommendations to the GF on graduate student grievances brought to the GFC from the Graduate Coordinators and/or Department Chairpersons.

Article 9 – Amendments

Amendments to this Operating Code may be proposed by any GF member of the College including those holding administrative positions. These amendments will be presented along with an appropriate rationale to the GF for review to ensure consistency with this operating code and the College Constitution. The proposed amendment will be presented to the GF for review. A simple majority of those voting will be required for approval.

Approved by College Council: October 2, 2007

Approved by Graduate Faculty and College Council: August 29, 2008