

**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).

Article 2 - Membership

Graduate Faculty Members are those tenured and tenure-accruing faculty who have been appointed to Graduate Faculty Status.

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.

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

The Graduate Faculty (GF) Chair is elected via a vote of all Graduate Faculty Members 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. The GF Chair shall serve a one year term with an opportunity for one additional consecutive term.

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

Article 5 - Duties of the GF Chair

The GF Chair is responsible for the conduct of meetings and setting the agenda with input from the members. The GF 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 or recommendations related to graduate education. The GF Chair will also serve as the Chair of the Graduate Faculty Committee (GFC). 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 and has a vote on motions that emanate from the College Council.

Article 6 – 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.

Each Department's graduate faculty will vote for one GF member to represent their department. The Associate Dean for Academic Affairs will identify faculty eligible to vote in each Department. The GF Chair and Graduate Coordinators will not be eligible to serve as a Department representative. Elections will be held early in the fall semester. 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.

Article 7 – Role of the Grad Faculty Committee

Members of GFC 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.

Article 8 - Duties of the Grad Faculty Committee

The GFC will review and rank Graduate School Fellowship award applications and make recommendations to the Associate Dean for Academic Affairs.

The GFC will review Doctoral Dissertation Advisor Mentoring Award and make recommendations to the Associate Dean for Academic Affairs.

The GFC will review and make recommendations to the GF on college-wide policies regarding graduate students and programs. Deviations from these recommendations will be reported back to the GFC by the appropriate Department's graduate coordinator with an explanation in a timely manner.

In cases where a Graduate Student's annual assessment is graded less than the "Satisfactory" in the evaluation conducted by the student's advisor/committee chair (of record), the GFC will, if asked (by the student, advisor/committee chair or Department Chair), offer a second opinion and recommended actions, in an advisory capacity to the referring entity and relevant parties.

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 – Meetings

The GFC 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 GFC, the Associate Dean for Academic Affairs, or by the Dean for the purpose of discussing items of concern or interest. A quorum for meetings of the GFC shall be 50 percent of the GFC plus the GF Chair. A proxy may be recognized in the event that a conflict of interest arises during the evaluation of Graduate Student Fellowships or Doctoral Dissertation Advisor Mentoring Awards. No other proxies shall be recognized.

Article 10 – Amendments

Amendments to this Operating Code may be proposed by any GFC member including the Associate Dean for Academic Affairs. These amendments will be presented along with an appropriate rationale to the GFC for review to ensure consistency with this operating code and the College Constitution. The proposed amendment will be presented to the GFC 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

Approved by the GFC on May 15, 2015.

Approved by College Council on November 3, 2015.