

The Graduate Council Guidelines for Members Fall 2003

Proposals for new graduate programs and certificate curricula, changes to existing graduate programs and course addition/change requests are sent to the Graduate Council for review and approval. Each proposal request is reviewed by the Dean of the Graduate School and assigned to members of the Graduate Council to investigate.

Proposals for new graduate programs or changes in existing programs are assigned to one of the four Graduate Council sub-committees: Social Sciences, Life & Biomedical Sciences, Physical Sciences, or Humanities. Upon assignment, it is the responsibility of the sub-committee chair to communicate with the other members of his/her subcommittee and to determine the manner in which the proposal is to be reviewed by the sub-committee, with a corresponding recommendation back to the full Graduate Council. If numerous course proposals are involved, it is the responsibility of the sub-committee chair to delegate responsibility for the investigation of individual courses to members of the sub-committee. Please note that council members should not be the primary investigator on proposals and/or courses that originated in their home department. In general, the sub-committee should make every effort to bring a recommendation to the Graduate Council no later than *four weeks* after the initial assignment.

In the case of individual course proposals (i.e., requests for new or changed courses that are not tied to a larger curricular proposal), the Dean of the Graduate School shall assign the responsibility for investigation to individual members of the Council, based on their discipline. Every effort will be made to distribute the load of courses evenly across the Council members, within disciplinary constraints. For each proposed course, the assigned investigator should complete the investigator's report form, available at www.rgs.uky.edu/gc/InvestigatorReport.pdf. The completed report form should be submitted to Lissa Holland in the Graduate School office prior to the next Graduate Council Meeting, if possible (lissa.holland@uky.edu; FAX: 323-1928). The investigator should make every effort to bring a recommendation to the Graduate Council no later than *two weeks* after the initial assignment.

In an effort to reduce the number of paper copies required for Graduate Council functions, all proposals and course submissions are posted electronically on the Graduate School Web site at www.rgs.uky.edu/gc/gradcouncil.html. Council members may also request paper copies of any item, as needed.