

Graduate Program in German Bylaws

Administrative Home: Department of German
Revisions: January 24, 2003, November 20, 2003
Graduate Council Approval: June 24, 2004

Article I. Objective

The Graduate Program in German (henceforth referred to as GPG) is organized for the purpose of enhancing German literary studies on the campus. The Program offers both an M.A. and Ph.D.

Article II. Membership

1. Membership in the GPG, which is directed by the Chair of the German Department, will consist of the faculty in German and an unspecified number of Academic Senate faculty and/or members of the Academic Federation with proficiency in German who are actively engaged in research and graduate teaching in fields closely related to German literature and culture (the arts, history, and language). Non-departmental members who are interested in joining the Program submit a letter of petition to the Chair. The petition is reviewed by all members of the GPG and voted upon by Senate and Federation Faculty. A majority vote is required for membership. One non-voting graduate student representative is invited to attend meetings of the GPG.

2. Faculty and Academic Federation members of the GPG should be willing to serve as advisers, to teach graduate courses, and to be members of M.A. and Ph.D. examination and dissertation committees. In addition, all members of the GPG should also be willing to work on any matters pertaining to the academic mission of the graduate program. All program members are reviewed every three years on a three-year cycle. Members of the GPG from outside the German faculty are expected to participate in meetings concerned with graduate education.

3. Admission to, and termination of membership in the GPG is determined by a majority vote of the present GPG membership. Termination of membership may be based on a) request of member in question, or b) repeated declining of member to participate in Program activities as described above. Emeriti faculty who desire to do so may participate in the graduate program.

4. The Administrative Assistant in charge of the graduate program in German shall be a non-voting representative at GPG meetings and will prepare and distribute the minutes.

Article III. Organization and Administration

The administration of the Program and its activities is the responsibility of the Graduate Program Chair who may delegate certain administrative duties to the Graduate Matters Committee (GMC).

Article IV. Graduate Program Chair

The Graduate Program in German is a departmentally-based graduate program administered by the department chair.

Article V. Committees

The Graduate Matters Committee (GMC), appointed by the Chair, consists of three voting members of the Graduate Program in German and one non-voting Graduate Student Representative. The GMC has the following duties:

1. Administering the graduate program in German (curricular development, administration of examinations, participation in dissertations).
2. Undertaking a preliminary review of applications for graduate study in the program and preparing a list of potential candidates to be submitted to the full GPG for review.
3. Making recommendations to the Chair regarding fellowships, teaching fellowships, tuition waivers, and other financial support.
4. Developing contacts with interested graduate committees from other departments and other campus organizations concerning the curricular development of German literary studies on the campus.
5. Overseeing seminar offerings, review and update the program (including proposals for new courses). Final scheduling of courses, however, remains the responsibility of the Chair of the department.

Article VI. Student Representatives

Based upon a recommendation of the program's Graduate Student Organization, the Chair appoints a non-voting student representative to the Graduate Matters Committee.

Article VII. Graduate Advisers

The Chair of Graduate Council approves graduate adviser appointments. The Chair of the graduate program will provide nominations to the Associate Dean for Graduate Programs. The Associate Dean will review and recommend nominees to the Chair of Graduate Council for appointment.

Article VIII. Meetings

The GPG meets at least two times a year – in the Fall and in the Spring. The Graduate Chair may call a special meeting of the Program as deemed necessary or desirable. In addition, the Graduate Matters Committee or any three other members may also request that a meeting be called.

Article IX. Quorum

A quorum is 50+% of the voting members of the GPG with passage requiring a 50+% supporting vote. In cases of the absence of a quorum, any number of members present shall be sufficient to adjourn to a fixed date.

Article X. Amendments

Changes to these Bylaws shall require approval by two-thirds of members who vote, either by mail vote or at meetings. Notice of proposed changes will be sent to members at least one week prior to the date of voting. All amendments and revisions must be submitted to Graduate Council for review and approval.