

Graduate Council: Attendance and Participation Policy

The business of Graduate Council is of vital importance to the health and wellbeing of graduate instruction on the UCR campus. For that reason, regular Council meetings are scheduled in advance for the third Thursday of every month, from 9 to 11 a.m. (except in instances of holiday or break, when slight alteration in the schedule occurs, usually moving the meeting forward by one week). When Senate faculty are appointed to serve on Graduate Council, it is expected that they will be available to attend all of these meetings except under special circumstances, such as out-of-town conference attendance or research. When a special circumstance arises, faculty members of Graduate Council should notify the Graduate Council Senate analyst as far in advance as possible; the analyst will also notify the Chair of Graduate Council.

In some cases, attendance may be enabled through online teleconference or other videoconferencing, but only with prior approval of the Chair. Remote attendance is not encouraged and the Chair may place a limit on the number of remote attendances, such as two to three per academic year.

When a faculty member of Council misses a meeting without notifying the Senate analyst in advance, the Chair shall make an inquiry, urging the member to keep in mind that attendance is importance to the smooth functioning of all Council business.

When a faculty member of Council misses two consecutive meetings with or without special circumstances, it shall be up to the discretion of the Chair to recommend that the member resign, and to ask the Committee on Committees to begin a search for an immediate replacement.

The same general principle about attendance and participation applies to Graduate Council subcommittee meetings, including Courses and Programs, Fellowships, and program review subcommittees. In addition to attending meetings, subcommittee members must read materials in advance, rank applications (on occasion), and participate in the writing of draft documents related to graduate program reviews. If any Council member is lax in these additional duties, it will be up to the Chair to determine if the member is still willing and able to serve on Graduate Council.

Revised June 2, 2016

Approved by Graduate Council on November 21, 2013