

**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 faculty who have been appointed to Graduate Faculty Status within their individual departments. The requirements for acquiring graduate faculty status are determined by departmental policy.

**Article 3 – Terms of Service**

Members of the Graduate Faculty of the College shall serve for the period they maintain Graduate Faculty Status at the University of Florida. Department Graduate Faculty Committees are encouraged to regularly review the status of their Graduate Faculty appointments.

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

The College 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 after the Department representatives have been elected. The College GF Chair shall serve a two-year 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 College GF Chair**

The College 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 College GF Chair will also serve as the Chair of the College Graduate Faculty Committee (GFC).

Additionally, through membership on the College Council, the College 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 – College Graduate Faculty Committee**

The College Graduate Faculty will form a Graduate Faculty Committee (GFC), which will be comprised of the College GF Chair, each Department's Graduate Coordinator and one elected tenured or tenure accruing Graduate Faculty member 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.

Elections will be held early in the fall semester. First, the elections for the departmental GFC members will take place. Second the elections for the GFC Chair will take place. The GFC chair is elected by all GF Faculty in the College. The elected departmental GFC members shall serve a two-year 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 College 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 College Grad Faculty Committee**

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

The GFC will review Doctoral Dissertation Advisor Mentoring Award applications 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 Funding Awards 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, as well as 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 May 12, 2015 Approved by Graduate Faculty on December 4, 2019

Approved by College Council on September 30, 2020

Revisions proposed and approved by Graduate Faculty Committee: November 30, 2022.

Approved by College Council: May 9, 2023