

BYLAWS
ROCHESTER INSTITUTE OF TECHNOLOGY
OFFICE OF GRADUATE EDUCATION
DEAN'S FACULTY COUNCIL

Adopted
March 19, 2018

Article I

In accordance with the Rochester Institute of Technology Office of Graduate Education (OGE), the following Bylaws are adopted to govern the role and mission, and organization of the Dean's Faculty Council (DFC) of the OGE.

Article II

Role and Mission

The DFC shall serve as a liaison between the RIT faculty-at-large and the Dean and shall advise the Dean on behalf of the faculty regarding graduate education at the university level. The DFC shall bring to the attention of the Dean important issues facing the faculty and students. This information will assist the Dean in advocating for graduate student resources and in directing strategic goals and initiatives that impact graduate education at RIT.

Council members will carry out this role and mission during DFC meetings by:

- Representing and serving as a "voice" for faculty, students and colleagues involved in graduate education
- Articulating graduate education opportunities, issues, concerns, plans, etc. raised/ identified by faculty and colleagues
- Engaging in open, authentic and collaborative dialogue, with each other and with the Dean, about opportunities, issues, concerns, plans, etc. presented to the Council by the Dean or invited guests

Council members will carry out that role and mission between meetings by:

- Sharing with their colleagues the discussions had during DFC meetings regarding policies, procedures, and other topics and issues raised by the Dean and/or pertinent to graduate education, faculty and students
- Inviting feedback from faculty and colleagues regarding graduate education opportunities, issues, concerns, plans, etc.
- Inviting feedback from faculty and colleagues regarding other graduate education topics as determined by the DFC
- Completing any between-meeting work, meeting preparation, etc., as agreed upon by the DFC

Article III

Membership

The DFC seeks as diverse a membership as is possible, with an aim toward representing all RIT colleges and degree-granting units on the main campus and other geographic locations. Membership shall consist of full-time faculty involved in graduate education.

With the exception of the Dean of Graduate Education, no other Deans will serve as members. The members of the DFC are appointed by the Dean of Graduate Education in consultation with the Dean of each College or degree-granting unit.

The Dean's office will facilitate the solicitation of nominations for, and the appointment of, DFC members in coordination with the DFC and the Dean.

There are no term limits for members of the DFC.

Article IV

DFC Chair

The Chair of the DFC will be a faculty member who has served at least one year on the DFC. The Chair of the DFC shall be appointed by the Dean from among its members, and after considering recommendations from the DFC. The Chair will serve a maximum of three consecutive academic semesters (not including summer).

The Chair shall, in consultation with the Dean, and with on-going help and support from OGE personnel designated by the Dean:

- Schedule DFC meetings
- Develop DFC agendas, including:
 - Topics of interest and/or concern to the Dean
 - Topics of interest and/or concern to Faculty
 - Topics consistent with and in support of RIT and OGE vision and strategic plans
- Communicate meeting schedules, agendas, decisions/minutes to DFC members
- Lead DFC meetings

DFC Vice Chair

A Vice Chair of the DFC will be appointed by the Dean from among its members, and after considering recommendations from the DFC. The Vice-Chair's role shall be to preside over meetings in the event of the Chair's temporary absence. The Vice Chair will transition into the role of Chair once the chair completes his or her term.

Article V

Meetings

The DFC will be scheduled to meet at least once per academic semester. Fifty percent (50%) of the members will constitute a quorum.

Article V

Amendments to Bylaws

Amendment of these Bylaws is subject to the approval of the Dean following review and recommendation by vote of the DFC.

Date Approved: April 23, 2018