

ATTACHMENT A
Recommendation 425-2026

Bylaws & APT Criteria of the Graduate School at Howard University
Approved by the Board of Trustees March 6, 2026

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Article I. Mission

The mission of the Graduate School is to provide a rigorous academic environment that fosters advanced scholarly research and intellectual growth for students and faculty alike. Through the offering of research-focused Master's and Ph.D. degrees, the Graduate School is dedicated to cultivating a diverse and inclusive community of scholars who contribute to the advancement of knowledge across disciplines. We aim to equip students with the advanced skills, methodologies, and ethical frameworks required for success in academia, research institutions, and professional fields, ensuring they are well-prepared to address the complex challenges of our global society. We are committed to supporting a collaborative and innovative research ecosystem that promotes discovery, creativity, and academic excellence for students, faculty, and researchers.

Article II. Graduate Faculty Membership

Section 1. Regular Graduate Faculty

Section 1.1 Membership

All tenure-track and tenured faculty are, by designation, Regular Graduate Faculty by virtue of their primary appointment as assistant, associate, or full professor in academic units (i.e., departments or, in the case of schools that are not organized into departments, to a specific school) located within the University's other schools and colleges. Regular Graduate Faculty members' tenure is not held in the Graduate School; rather, it is held in the specific academic unit in which their primary appointment resides.

Section 1.2. Privileges and Responsibilities

Privileges and responsibilities of the Regular Graduate Faculty include the following:

1. Eligibility to teach graduate courses;
2. Eligibility to advise and mentor students;
3. Eligibility to serve on all graduate program committees, including thesis and dissertation committees;
4. Eligibility to serve on Graduate School committees;
5. Eligibility to serve as Principal Investigator (PI) for grants submitted through the Graduate School; and
6. Eligibility to vote at meetings of the Graduate School.

Section 1.3. Annual Updates

Each year, by September 1, the dean of the Graduate School shall provide each academic unit with a degree program in the Graduate School with a current list of Regular Graduate Faculty. Each program chair, director, or designee will affirm, within two (2) weeks of receiving the information from the dean, the appointment of those listed, designate additional faculty who meet the program's established criteria for Regular Graduate Faculty status, and remove faculty who are no longer qualified (by the program's criteria) for the status or are not employed at the University.

Section 2. Fixed Term Graduate Faculty

Fixed Term Graduate Faculty members are appointed by the dean of the Graduate School on the recommendation of the relevant academic program for a specified time term exclusively to serve on thesis or dissertation committees. Fixed Term Graduate Faculty may include Emeritus faculty, Clinical Educator Track or Research Track faculty, scholars from other institutions and independent scholars and practitioners. In addition, Fixed Term Graduate Faculty may be non-tenure track Lecturers who hold a terminal degree appropriate to the discipline and who have the requisite research experience needed to serve on graduate programs. The department or school that administers the academic program (or, for programs administered by the Graduate School, the program) may establish criteria applicable to its field for Fixed Term Graduate Faculty membership. Fixed Term Graduate Faculty status confers no automatic rights or responsibilities on its faculty members, except the right to serve on thesis or dissertation committees. Rights and privileges shall be articulated in the Fixed Term Graduate Faculty appointment letter.

Section 3. Visiting Graduate Faculty

A visiting faculty member who holds or has held a faculty position at another accredited institution but has a visiting faculty appointment in a department or school that offers an academic program in the Graduate School can be given visiting faculty status by the dean of the Graduate School upon recommendation of the academic program. Rights and privileges for visiting faculty shall be articulated in the appointment letter.

Section 4. Retirement and Related Rights

Upon retirement, Regular Graduate Faculty members may request Fixed Term Graduate Faculty status for up to three (3) years after retirement to serve on thesis and dissertation committees. They may also be recommended for Temporary Faculty appointments to teach graduate courses in accordance with these Bylaws and the Faculty Handbook. Retirement and related rights are as set forth in the Faculty Handbook.

Article III. Initial Appointments and Reappointments of Non-Tenure Track Faculty in Programs Administered Exclusively by the Graduate School

Section 1. Applicability

Non-tenure track faculty whose appointments are in programs administered exclusively by the Graduate School may be appointed to teach graduate courses, advise students, and serve on committees (including comprehensive and qualifying examinations and theses and dissertation committees) in accordance with this Bylaws Article III, the Faculty Handbook and, where applicable, the Collective Bargaining Agreement. This includes part-time and full-time non-tenure track faculty who hold a terminal degree appropriate to the discipline and who have the requisite research experience needed to serve on graduate programs.

Section 2. Initial Appointment

Nominations for initial appointment shall be submitted by the program director or department chair to the dean of the Graduate School. Each nomination must include a full application (as

required by the University), which includes evidence of qualifications appropriate to graduate-level instruction and mentorship. The Appointments and Promotion committee shall review the nomination and, if appropriate, recommend the appointment to the dean in keeping with the Faculty Handbook and, where applicable, the Collective Bargaining Agreement. Likewise, the dean shall review the nomination and, if appropriate, recommend the appointment to the Provost in keeping with the Faculty Handbook and, where applicable, the Collective Bargaining Agreement. The criteria to guide the Graduate School Dean and the Graduate School Appointments and Promotions Committee in their evaluations of initial appointments of faculty in programs administered directly by the Graduate School shall be developed by the tenured faculty affiliated with the academic program and shall be in accordance with these Bylaws and the Faculty Handbook.

Section 3. Reappointment

Reappointments shall be initiated by the program director or department chair prior to the expiration of the current term. Reappointment requests must follow the University procedures for reappointments as outlined in the Faculty Handbook and, where applicable, the Collective Bargaining Agreement and should include confirmation of continued programmatic need. The criteria to guide the Graduate School Dean and the Graduate School Appointments and Promotions Committee in their evaluations of reappointments of faculty in programs administered directly by the Graduate School shall be developed by the tenured faculty affiliated with the academic program and shall be in accordance with these Bylaws and the Faculty Handbook.

Section 4. Annual Performance Evaluation

Non-tenure track faculty shall be evaluated formally at a minimum of every two years, based on teaching effectiveness, student engagement, scholarly contributions as applicable, and adherence to institutional policies. Evaluations shall inform decisions regarding reappointment and continued participation in graduate education and shall be in accordance with the Faculty Handbook and, where applicable, the Collective Bargaining Agreement.

Section 5. Termination

Appointments may be terminated prior to the end of the term for cause, including but not limited to unsatisfactory performance, violation of institutional policies, or changes in programmatic needs. Termination decisions shall be made by the dean in consultation with the relevant program director or department chair and shall be in accordance with the Faculty Handbook and, where applicable, the Collective Bargaining Agreement.

Article IV. Functions and Meetings of the Graduate Faculty

Section 1. Functions

The primary function of the organized Graduate Faculty shall be for development and formulation of policies governing graduate education and research. The graduate faculty shall have a voice in administrative decisions through the Executive Committee and other committees charged with specific responsibilities. Within its departments or constituency, the

graduate faculty shall develop, promote, and support those programs that will contribute to the total University program.

Section 2. Meetings

At least one meeting of the graduate faculty should be held each fall and spring semester. Additional meetings may be called as needed to address matters requiring timely attention. Meetings shall be scheduled by the committee chair, and all members shall be notified in advance. Meetings can be held virtually, in person, or in a hybrid format to ensure broad committee participation.

Section 3. Elections

The first meeting of the graduate faculty each academic year shall be dedicated to the election of committee members. At this meeting, faculty will elect individuals to serve on the various committees, including the Curriculum Committee, the Appointments and Promotions Committee, and the Grievance Committee, as applicable. Nominations for committee membership may be made from the floor, and elections shall be conducted by a vote of the faculty present.

Section 4. Quorum and Voting

A quorum shall consist of twenty-five percent (25%) of the total graduate faculty. No official business shall be conducted without a quorum present. If a quorum is not met, the meeting will be rescheduled or adjourned to a later date. For decisions requiring a vote, a majority of the faculty members present at the meeting shall constitute the committee's decision, provided that a quorum is established.

Article V. Non-Faculty Researchers

Section 1. Purpose and Role

Non-faculty research positions shall be established to provide research expertise and support to the academic and research missions of the institution. These staff positions are intended for individuals who engage in research activities but do not hold a faculty appointment.

Section 2. Appointments and Promotions

Appointments and promotions among non-faculty research ranks shall be considered by the Graduate School's Appointments and Promotions Committee. The Committee will review applications for appointment and promotion based on criteria including, but not limited to, research accomplishments, contributions to the academic community, and the individual's overall impact in their field.

Section 3. Without Compensation (WOC) Appointments

Non-faculty researchers who do not hold a formal rank within the established non-faculty research positions may still be eligible for "without compensation" (WOC) non-faculty researcher appointments. These appointments are intended for individuals who contribute to the research mission of the institution without receiving a salary or compensation. Such researchers may be appointed on a temporary or ongoing basis based on their expertise and

involvement in specific research projects. Individuals holding WOC non-faculty researcher appointments may also serve as Principal Investigators (PIs) on research grants in the Graduate School, provided they meet the institution's requirements for grant administration and have appropriate institutional support. Appointed by the dean of the Graduate School, WOC non-faculty researcher appointments may be renewed annually based on continued research involvement, grant activity, and institutional needs.

Section 4. Dissertation and Thesis Committee Service

Upon recommendation of an academic program and approval by the dean of the Graduate School, non-faculty researchers with specific expertise may serve on dissertation and thesis committees.

Article VI. Standing Committees

Section 1. Executive Committee

There shall be an Executive Committee whose purpose shall be to represent and act on behalf of the faculty at intervals between the regularly scheduled meetings of the full body of the graduate faculty. The committee shall be chaired by the dean. It shall be composed of five (5) graduate faculty members (at associate or full professor rank) who are elected by the graduate faculty. Along with the dean, associate deans of the Graduate School shall serve as ex officio members. There shall also be one (1) student representative (appointed by the Graduate Student Council); however, students may not participate in, be present during discussions of, or receive minutes relating to finance, tenure, promotions and appointments, faculty evaluations, decanal evaluations, personnel and student records. A term of office for a faculty member elected to serve as an Executive Committee member shall be at most three (3) consecutive years. Initially, faculty members shall be elected to serve one-year terms; if re-elected, successive terms shall be for two (2) years. Meetings shall be held at the request of the dean or the written request of two-thirds of the committee members. A quorum shall consist of a majority of the members, including the dean or an associate dean acting on the dean's behalf. Majority vote (excluding ex officio members) shall constitute committee action.

Section 2. Appointments and Promotions Committee

There shall be a Committee on Appointments and Promotions whose purpose shall be to foster the peer review system at the graduate level. The committee shall be composed of eight (8) members of the graduate faculty who are tenured and hold the rank of associate or full professor in the specific academic unit in which their primary appointment resides (i.e., the department or, in the case of schools that are not organized into departments, the school). Members shall be elected annually, and no individual shall serve on the committee for more than three (3) consecutive years. The dean of the Graduate School shall appoint the committee chair. Regular meetings shall be called by the chair as needed to process the application flow. A quorum shall consist of a majority of the members, and a majority vote shall constitute committee action. This committee shall evaluate and recommend candidates for initial appointment and reappointment to the non-tenure track faculty of programs directly administered by the Graduate School in accordance with these Bylaws and the Faculty

Handbook. In addition, appointments and promotions among non-faculty research ranks shall be considered by this committee in accordance with these Bylaws.

Section 3. Curriculum Committee

There shall be a Curriculum Committee whose purpose shall be to oversee the development, review, and approval of academic programs and courses at the graduate level. The committee shall periodically review the school's curricula and make recommendations to the dean regarding required enhancements. The committee shall be composed of eight (8) members of the graduate faculty, including representatives from various disciplines. Members shall be elected annually, and no individual shall serve on the committee for more than three (3) consecutive years. The dean shall appoint the committee chair. Regular meetings shall be called by the chair as needed to address curriculum proposals and reviews. A quorum shall consist of a majority of the members, and a majority vote shall constitute committee action.

Section 4. Student Grievance Committee

There shall be a Grievance Committee whose purpose shall be to provide a fair and impartial process for addressing and resolving formal student academic grievances within graduate programs in accordance with Howard University's Student Academic Grievance Procedures policy. Specifically, the committee is responsible for conducting formal grievance hearings and for deliberating on the committee's assessment of how the case should be resolved before sending its recommendation to the dean. The committee shall be composed of six (6) members of the graduate faculty, one (1) Graduate School staff member, and one (1) graduate student (appointed by the Graduate Student Council). Faculty members of the committee shall be elected annually, and no individual shall serve on the committee for more than three (3) consecutive years. The dean shall appoint the committee chair. Regular meetings of the committee shall be called by the committee chair as needed to review and process formal grievances. A quorum shall consist of a majority of the members, and a majority vote shall constitute committee action, which will be sent to the dean as a recommendation. The dean then informs the student in writing of the dean's decision, which may be based upon the committee's recommendation or upon a modification of it.

Section 5. Judiciary Committee

There shall be a Judiciary Committee whose purpose shall be to provide a fair, impartial, and confidential process for reviewing and adjudicating alleged infractions of the Howard University Academic Code of Student Conduct within graduate programs. Academic infractions include academic cheating, plagiarism, and copy infringement—all of which are defined within the Code. The committee shall be composed of six (6) members of the graduate faculty. Members of the committee shall be elected annually, and no individual shall serve on the committee for more than three (3) consecutive years. The dean shall appoint the committee chair. The committee shall convene as needed at the request of the dean or dean-designated representative to hear cases involving alleged Academic Code of Student Conduct violations. A quorum shall consist of a majority of the members, and a majority vote shall constitute committee action, which will be sent to the dean as a recommendation. Proceedings of the Judiciary Committee shall remain confidential and be conducted in accordance with the

Academic Code of Student Conduct, as well as other applicable established University policies and procedures.

Article VII. Administration of the Graduate School

Section 1. Dean

The chief administrative officer of The Graduate School is the dean. The dean, who shall be appointed by the President of the University and approved by the Board of Trustees, holds the office at the discretion of the President. The dean shall serve on the Deans' Council in the Office of the Provost and shall preside at all meetings of the graduate faculty and the executive committee (exception: decanal evaluations). The dean shall chair the Executive Committee and shall serve as an ex officio member of all standing committees except the Grievance committee, the Judiciary committee, and Appointments and Promotion committee and all ad hoc committees.

Section 2. Evaluation of the Dean

The dean shall be evaluated by the faculty of the Graduate School, in writing, at least once every two (2) years in accordance with the Faculty Handbook. The evaluation shall be developed and coordinated by collaboration between the Office of the Provost and the Executive Committee of the Graduate School. An evaluation rubric will be distributed to faculty within each graduate program to provide them the opportunity to give feedback on the dean's decanal leadership. The evaluation rubric will consist of a series of questions in which participating graduate faculty will assign a score and will be given an opportunity for discursive comments. The discursive comments allow graduate faculty to state any reasons they have for believing that the decanal leadership provided by the dean has or has not helped the graduate school make progress in meeting its mission and goals. The rubric responses and comments will be anonymous and will not be edited. The Executive Committee will tabulate the results of the evaluation and submit a summary report to the Provost. The Provost will communicate the results of the evaluation to the dean and to the full-time graduate faculty within the graduate programs within the timeframe specified in the Faculty Handbook. The results shall be used by the Provost to improve the effectiveness of the dean and to make recommendations to the President regarding the dean's continuation or replacement.

Section 3. Associate and Assistant Deans

The dean may appoint assistant and associate deans as needed to support the administrative needs of the Graduate School related to academic matters, finance and administration matters, research matters, and student affairs matters, including enrollment management. Staff without faculty appointments but with assistant/associate dean status shall hold the title of *assistant dean*. Staff with faculty appointments and with assistant/associate dean status shall hold the title of *associate dean*.

Section 4. Directors

The dean shall appoint directors as needed, including but not limited to, a director for assessment and evaluation, for communication, for special projects, for recruitment, for

retention and admission, for technology, for certificate programs, and for other purposes as needed.

Section 5. Program Directors

The dean shall appoint, upon recommendations from the departments/programs, directors of academic programs administered by the Graduate School (e.g., the Master's in Applied Data Science and Analytics, the Master's and Ph.D. in Atmospheric Sciences, the Master's in Medical Physics, and the Master's in Public Health). All other program directors are appointed by the academic unit that administers the program. The director must be a member of the graduate faculty and must have an earned Ph.D. degree, or the equivalent earned doctoral degree, with appropriate research experience. The director's duties and responsibilities shall be outlined by the academic unit that administers the program.

Article VIII. Student Representation

The Graduate Student Council shall be the body that represents the graduate student population. The elected members of the Graduate Student Council Executive Committee shall be the student representatives. These consist of the five (5) individuals elected to the positions cited below for any given year: President, Vice-President, Treasurer, Public Relations Officer, and Secretary. Each position is annually open for election and can be held for a maximum of two (2) consecutive years by the same elected student.

Article IX. Board of Visitors

Section 1. Board of Visitors (BOV) Overview

The Graduate School should maintain a Board of Visitors (BOV) to provide financial and professional support and counsel to the Graduate School. The Board of Visitors is established by the Howard University Board of Trustees, and the BOV shall be governed in accordance with the BOV Policy, as set forth by the Board of Trustees.

The Board of Visitors shall provide the President, Provost and Chief Academic Officer, Dean, and Board of Trustees with an objective, informed perspective in the form of an annual report and shall generate external financial support for the unit.

Section 2. Membership Approval

The approval of the appointment of BOV members rests with the Board of Trustees acting upon the recommendation of the President. Prior to making a recommendation, the President receives input from the Provost, the Dean of the School or College, and the chair of the Board of Visitors. Nominations may come from any source (Deans, faculty, alumni, etc.).

Section 3. Membership Criteria

Distinguished persons informed about and interested in the various fields relevant to the particular unit shall be appointed to the Board of Visitors. Interest may be theoretical or practical, academic or professional, vocational or avocational.

Section 4. Membership Composition

The Board of Visitors shall consist of between 10 and 16 distinguished persons. Board of Visitors membership should represent a healthy blend of the pluralism that characterizes the Board of Trustees and University; this should consist of men and women from all walks of life with a wide array of ethnic, racial, and religious backgrounds, scholars, and practitioners. Howard University Alumni should constitute 30 to 50 percent of the membership of the Board of Visitors.

Section 5. Member Terms

Board of Visitor members will serve three (3) year terms and shall serve not more than three (3) full terms.

Section 6. BOV Chair and Vice Chair

The Board of Visitors Chair is appointed by the Board of Trustees acting on the advice of the President and is a Trustee. The chair shall serve a one (1) year term, subject to annual renewal for a combined period not to exceed three (3) consecutive years. The Vice Chair is appointed in a similar manner, with the same term limitations except the Vice Chair is not required to be a Trustee. The composition of the Board of Visitors shall reflect the disciplines that constitute the Graduate School.

Article X. APT Criteria

The criteria to guide the Graduate School Dean and the Graduate School Appointments and Promotions Committee in their evaluations of appointments and reappointments of faculty in programs administered directly by the Graduate School shall be developed by the tenured faculty affiliated with the academic program and shall be in accordance with these Bylaws and the Faculty Handbook. The criteria that guide the Deans, Department Chairs, and APT Committees in their evaluations of appointments and reappointments of graduate faculty in programs that are administered by other schools and colleges shall be developed by the tenured faculty of those other schools and colleges in accordance with their Bylaws and the Faculty Handbook.

Article XI. Amendments

Section 1. Proposal of Amendments

Any member of the graduate faculty may propose an amendment to the bylaws. The proposed amendment must be submitted in writing and clearly outline the changes to be made, including the rationale for the proposed modification.

Section 2. Review by the Executive Committee

Upon submission, the proposed amendment shall be reviewed by the Executive Committee. The Executive Committee will ensure that the proposal is clear, consistent with the existing bylaws, and poses no contradiction to existing governing documents, including the *Faculty Handbook*.

Section 3. Notification and Consideration

Once the Executive Committee has reviewed the proposed amendment and deemed it in order, all graduate faculty must be notified of the proposal at least 30 days prior to the meeting where the amendment will be discussed or voted upon. Notifications must include a summary of the proposed amendment and the date, time, and location of the meeting. At the scheduled meeting, after quorum has been established, the amendment can be put to a vote following procedures outlined in the latest edition of *Robert's Rules of Order*.

Section 4. Voting and Adoption

A majority vote is required for an amendment to pass. Amendments take effect upon ratification, unless otherwise specified in the amendment. Any necessary changes to policies, procedures, or structures from the amendment must be made in accordance with the new bylaws. A record of the vote must be documented in the meeting minutes.

Section 5. Periodic Review

The bylaws shall be reviewed for updating at least once every five years.

Section 6. Special Circumstances Amendments

In special circumstances, where an amendment to the bylaws is required to address a time-sensitive issue, a special meeting (which does not require a quorum) may be called for expedited review and approval of an amendment. An amendment proposed under special circumstances requires a two-thirds vote of the faculty present for the call meeting for approval.

Article XII. Ratification

Bylaws and amendments approved by the graduate faculty must be ratified by the Provost and Chief Academic Officer, the President, and Board of Trustees.