

**Bylaws of the Executive Board of the
Horace H. Rackham School of Graduate Studies**

University of Michigan

Approved by the Rackham Executive Board, March 23, 2022

Table of Contents

- 1. General Considerations**
- 2. Responsibilities of the Rackham Executive Board**
- 3. The Graduate Faculty**
- 4. Composition of the Executive Board and Elections**
- 5. Meeting Procedures**
- 6. Amending the Bylaws**
- 7. Appendix: Bylaws of the Board of Regents (Selected Sections)**

1. General Considerations

Graduate education is central to the academic purposes of the University of Michigan, one of the first research universities in the United States. The University conferred its first master's degree in 1849 and was the first public university to confer a doctorate in 1876. The University created a separate unit for graduate education in 1912, independent of the other individual academic units, with management vested in an Executive Board composed of members of the faculty and chaired by the dean. In 1935, with a generous endowment from Horace H. and Mary A. Rackham, the Graduate School was named the Horace H. Rackham School of Graduate Studies.

The mission of the Rackham Graduate School is to partner with University of Michigan graduate faculty and programs to advance excellence in graduate education, to cultivate a vibrant and diverse student community, and to impact the public good through the scholarship and discoveries of its students and degree recipients.

The Graduate School promotes and safeguards the interests of graduate education as a shared University enterprise by:

- Building bridges and collaborations with faculty and students across the University to enhance the quality of graduate education,
- Promoting excellence in graduate education by providing funds to support graduate students and the graduate faculty and programs,
- Helping to ensure a diverse, equitable, and inclusive environment for graduate education,
- Providing a central site with facilities for graduate students and the graduate faculty and for activities in support of graduate education, and
- Collaborating with other research universities, higher education organizations, and government agencies on issues and policy concerning graduate education nationally.

2. Responsibilities of the Rackham Executive Board

As established by the by-laws of the Regents of the University of Michigan, the Rackham Executive Board is the governing body of the Horace H. Rackham School of Graduate Studies.¹

¹ Bylaws of the University of Michigan Board of Regents, Sec. 5.02., Governing Bodies in Schools and Colleges (revised January 1993); Sec. 5.06., The Deans and Executive Committees; Sec. 11.22., The Horace H. Rackham School of Graduate Studies: The Dean and the Executive Board (revised February 2012).

The Rackham Executive Board represents the graduate faculty on matters related to the interests and policies of the Graduate School.² Its responsibilities include³:

1. Establishing academic policies
2. Establishing general graduate admissions policies
3. Establishing policies governing academic and professional integrity for graduate education
4. Providing advice and guidance to the dean regarding the administration of academic policies and the operations of the Graduate School and the graduate programs
5. Providing more general issues of graduate education including faculty awards and student fellowships and awards
6. Approving proposals to establish new graduate degree and graduate certificate programs under the purview of the Graduate School
7. Approving major revisions to graduate and graduate certificate programs
8. Approving suspension of admissions to Rackham degree and certificate programs
9. Approving discontinuation of Rackham degree and certificate programs
10. Recommending candidates to the Board of Regents of students under its jurisdiction who qualify for Rackham graduate research and professional degrees including the M.A., M.S., M.S.E., M.Des., M.F.A., M.L.A., M.P.A., M.P.P., M.U.R.P., D.M.A., Ph.D., dual degrees, and graduate certificates located in the schools and colleges of the campuses of the University of Michigan, including:⁴

Ann Arbor Campus

A. Alfred Taubman College of Architecture and Urban Planning
 Penny W. Stamps School of Art and Design
 Stephen M. Ross School of Business
 School of Dentistry
 School of Education
 College of Engineering
 School for Environment and Sustainability
 School of Information
 School of Kinesiology
 College of Literature, Science, and the Arts
 Medical School
 School of Music, Theatre & Dance
 School of Nursing
 College of Pharmacy
 School of Public Health
 Gerald R. Ford School of Public Policy

² Bylaws, Sec. 5.02.; Sec. 11.22.

³ Bylaws, Sec. 5.03, Powers and Duties of the Governing Faculties.

⁴ Bylaws, Sec. 9.02, Recommendations for Degrees in Course (revised September 2016).

School of Social Work

The University of Michigan-Dearborn
 College of Arts, Sciences, and Letters
 College of Education, Health, and Human Services
 School of Engineering and Computer Science

The University of Michigan-Flint
 College of Arts and Sciences

1. Approving appointments and promotions of non-tenure-track clinical appointments in the Graduate School⁵

The Board may from time to time invite guests to its meetings to discuss graduate education. The president or provost will be invited to join a meeting of the Board every year to discuss issues and priorities concerning graduate education in the University.

3. The Graduate Faculty

Through their research, scholarship, and teaching, the graduate faculty ensure that graduate education remains a cornerstone of the University's reputation for academic excellence. They support the intellectual, scholarly, professional, and personal development of each student. As instructors, advisers, and mentors, the graduate faculty maintain the highest standards of academic and professional excellence, support the freedom of inquiry and expression, and uphold a commitment to the values of shared respect, ethical conduct, and inclusiveness in all areas of graduate education.

The graduate faculty are responsible for the curriculum, requirements, and initiatives of the graduate programs where they are appointed or affiliated, and the conformance of program policies with the governing policies of the Rackham Graduate School.

Members of the graduate faculty include:

- Tenured or tenure track faculty with a 0.5 appointment or greater in an academic unit or department where a Rackham program is administratively located, and
- Tenured or tenure track faculty who have courtesy appointments or appointments of 0.5 or lower in these units (including those appointed in interdepartmental degree programs)

⁵ Bylaws, Sec. 5.23., Clinical Instructional Staff (revised June 2001); Sec. 5.24., Research Scientists and Research Professors (revised October 2003); Sec. 11.23., The Horace H. Rackham School of Graduate Studies: Institutes and Bureaus; Sec. 11.24., The Horace H. Rackham School of Graduate Studies: Mary A. Rackham Institute (revised November 2015).

who have assigned responsibilities for teaching, advising, and mentoring of graduate students in Rackham programs.

4. Composition of the Executive Board and Elections

The Executive Board of the Rackham Graduate School is composed of the following voting members:⁶

- Three regular members elected by the graduate faculty from the four divisions of the Graduate School (Biomedical Sciences, Physical Sciences and Engineering, Social and Behavioral Sciences, and Humanities and the Arts) for three-year terms,
- One faculty member from the University of Michigan-Flint selected by the provost and vice chancellor for academic affairs of that campus,
- One faculty member from the University of Michigan-Dearborn selected by the provost and vice chancellor for academic affairs of that campus, and
- The dean of the Graduate School, as chair *ex officio*

Ex officio non-voting participants include:

- The associate deans of the Graduate School, and
- One graduate student representative selected by each of the following organizations:
 - Rackham Student Government
 - Students of Color of Rackham (SCOR)
 - Graduate Rackham International (GRIN)

Nominating and election process for members of the Executive Board

All members of the graduate faculty who are tenured and affiliated with a Rackham degree program are eligible to serve on the Executive Board as representatives of their division.

Each year the four elected members of the Board who are completing their term of service form a nominating committee with the dean. The nominating committee solicits suggestions from graduate chairs and directors and deans for names of members of the graduate faculty to serve on the Board, and proposes a slate of candidates and alternates for each of the four Rackham divisions: Biological and Health Sciences, Physical Sciences and Engineering, Social Sciences, and Humanities and the Arts.

The dean reaches out to the proposed nominees to identify two graduate faculty members to stand for election for the open seat in each division.

⁶ Bylaws, Sec. 11.22.

The full graduate faculty votes on all nominees.

Terms of appointment

Faculty members of the Executive Board serve three-year staggered terms, with one position in each division being filled each year so that four vacancies will occur each year. New members take their place on the Board at the start of the fall term.

The dean may recommend to the provost the interim appointment of a member of the graduate faculty to fill a temporary vacancy when an elected member is unable to serve.

5. Meeting Procedures

The dean is chair of the Executive Board which meets at the request of the dean, normally semi-weekly through the fall and winter terms. The dean may invite others as non-voting participants to any meeting of the Board as appropriate.

A simple majority of the voting members constitutes a quorum. Once a quorum has been established, a simple majority of votes cast, ignoring abstentions, determines the outcome of decisions. The rules of parliamentary procedure as described in *Robert's Rules of Order* are followed.⁷

All Board agendas, materials, and discussions are confidential to the extent permitted by law unless the Dean, with the advice of the Board, determines otherwise.

De-identified minutes record the main points of discussion and actions taken by the Board and are publicly available.

6. Amending the Bylaws

As the bylaws set forth the rules governing the administration and governance of the Horace H. Rackham School of Graduate Studies, these may be amended by a majority vote of the full membership of the Rackham Executive Board.

⁷ Bylaws, Sec. 5.04. Faculty Procedure.

7. Appendix: Bylaws of the Board of Regents (Selected Sections)

Sec. 5.01. Definitions (*revised October 2003*)

As used in these bylaws:

1. The term faculty shall include members of the teaching and research staff together with the executive officers, the directors of various teaching, research, and library units, research associates, curators, and persons with similar duties.
2. The term professorial staff shall include professors, associate professors, and assistant professors.
3. The term governing faculty, when used in connection with a school or college, shall include those members of the school or college who are professors, associate professors, and assistant professors. The governing faculty shall include instructors and lecturers who hold appointments of one-half time or more; provided, however, that such instructors and lecturers may vote at faculty meetings only if they have held appointments for one or more years and are authorized to vote by a majority of the professorial staff of the appropriate school or college. The governing faculty may include clinical professors, clinical associate professors, clinical assistant professors, research scientists, associate research scientists, assistant research scientists, research investigators, research professors, research associate professors, and research assistant professors when authorized by, and in accordance with, the policies and bylaws of the appropriate school or college....

Sec. 5.02. Governing Bodies in Schools and Colleges (*revised January 1993*)

In each school, college, or degree granting division of the University, including those at the University of Michigan-Dearborn and at the University of Michigan- Flint, the governing faculty shall be in charge of the affairs of the school, college, or division, except as delegated to the executive committee, if any, and except that in the School of Graduate Studies the governing body shall be the executive board, and in the UMMS shall be the executive faculty.

Sec. 5.03 Powers and Duties of the Governing Faculties

The faculty of each school and college shall from time to time recommend to the board for approval such regulations as are not included within these bylaws and which are pertinent to its structure and major operating procedures, such as departmental organization, requirements for admission and graduation, and other educational matters, the determination of which is within the peculiar competence of the faculties of the several schools and colleges. All such recommendations when approved by the board shall be recorded in the Proceedings of the Board of Regents.

Subject to the ultimate authority of the board, the faculty of each school and college is also vested with plenary powers to make rules and regulations concerning other matters such as grading regulations, class attendance, committee organization and related internal matters. All such regulations shall be recorded in the minute books of the adopting authority and filed with the secretary of the University.

Each faculty shall provide suitable instruction for the students enrolled in its school or college. Each faculty shall recommend to the board students under its jurisdiction who qualify for University degrees. It shall, subject to the board, possess such other powers as are necessary to the performance of its duties.

Sec. 5.04. Faculty Procedure

Each faculty shall adopt rules for its own government and procedure and shall appoint a secretary, define the secretary's duties, and keep a record of faculty action.

In the absence of specific rules to the contrary, the rules of parliamentary procedure as described in Robert's Rules of Order shall be followed by school and college faculties, committees, boards, and other deliberative bodies.

Sec 5.05. Faculty Communications to the Board

Each faculty shall submit its communications to the board in writing through its dean, and at the University of Michigan-Dearborn and the University of Michigan-Flint through the chancellor, and through the president of the University. Each dean shall endorse faculty communications, making appropriate explanatory statements as needed.

Sec. 5.06. The Deans and Executive Committees

The dean or director, or administrative head of a school, college, or department of instruction or research will be appointed by the board on the recommendation(s) required under these bylaws, and in all cases, on the recommendation by the president, to act as executive officer of the school, college, or department.

If an executive committee has been created by the board for the school, college, or department, the dean, director, or head will be assisted by the executive committee of which he or she will be ex officio the chair. The executive committee in addition to assisting with administrative functions will be charged with the duties of investigating and formulating educational and instructional policies for consideration by the faculty and will act for the faculty in matters of budgets, promotions, and appointments.

Sec. 5.23. Clinical Instructional Staff (*revised June 2001*)

1. *Adjunct Clinical Instructional Staff.* Any academic unit may appoint professional practitioners in the community or within the University at appointment fractions below 50 percent as adjunct clinical professors, adjunct clinical associate professors, adjunct clinical assistant professors, adjunct clinical instructors, or adjunct clinical lecturers to support the instructional program.

Appointments as adjunct clinical instructional staff are on an annual or shorter basis and are without tenure. Appointment and/or promotion criteria shall be consistent with those for regular instructional staff to the extent applicable.

Adjunct clinical appointments and reappointments are recommended by the appropriate instructional unit and school, college, or division and are approved by the chancellor (Flint or Dearborn) and president.

2. *Clinical Instructional Staff.* An academic unit may be authorized to appoint clinical instructional staff to support its instructional program only if a policy authorizing such appointments has been adopted by the school, college, or division in accordance with the bylaws of that unit and has been approved by the appropriate provost, chancellor (Flint or Dearborn), president, and Board of Regents.

Clinical appointments are at appointment fractions of 50 percent or greater and are without tenure. The following titles may be used for clinical appointments: clinical professor, clinical associate professor, clinical assistant professor, or clinical instructor.

Appointments to the clinical track are for a fixed term, cannot exceed seven years in duration, and may be renewed. Appointment and promotion criteria shall be consistent with those for the regular instructional staff to the extent applicable. Further definition of the rights and responsibilities of clinical faculty, not inconsistent with the bylaws of the Board of Regents, may be addressed by the bylaws of the academic units.

Clinical appointments, reappointments, and promotions are recommended by the appropriate instructional unit and school, college, or division and are approved by the appropriate provost, chancellor (Flint or Dearborn), and president.

The vice president and secretary of the university shall maintain a list of those schools, colleges, and divisions that are authorized to make appointments to the clinical instructional staff.

Sec. 5.24. Research Scientists and Research Professors (revised October 2003)

Research Scientists. An academic or research unit may appoint research scientists to support the research activities of the University if a policy to authorize such appointments has been adopted by the school, college, division, or research unit in accordance with the bylaws of that unit and has been approved by the vice president for research.

Research scientist appointments are not appointments to the tenured or tenure-track instructional faculty. The following titles may be used for research scientist appointments: research scientist, associate research scientist, assistant research scientist, and research investigator. Further definition of the rights and responsibilities of research scientists, not inconsistent with the bylaws of the Board of Regents, may be addressed by the bylaws of the academic or research units.

Research scientist appointments and promotions are recommended by the appropriate instructional unit and school, college, division, or research unit and are approved by the vice president for research, the chancellors (Dearborn or Flint), and the president.

The vice president and secretary of the university shall maintain a list of those schools, colleges, and divisions that are authorized to make research scientist appointments.

Research Professors. An academic unit may appoint research professors to support the research activities of the University if a policy to authorize such appointments has been adopted by the school, college, division, or research unit in accordance with the bylaws of that unit and has been approved by the vice president for research and the appropriate provost.

Research professor appointments are not appointments to the tenured or tenure-track instructional faculty. The following titles may be used for research professor appointments: research professor, research associate professor, or research assistant professor. Further definition of the rights and responsibilities of research professors, not inconsistent with the bylaws of the Board of Regents, may be addressed by the bylaws of the academic or research units.

Research professor appointments and promotions are recommended by the appropriate instructional unit and school, college, division, or research unit and are approved by the vice president for research, the appropriate provost, the chancellor (Dearborn or Flint), and the president.

The vice president and secretary of the university shall maintain a list of those schools, colleges, divisions, and research units that are authorized to make research professor appointments.

Sec. 6.02. Undergraduate and Graduate Degree Programs (revised May 2020)

There are 19 schools and colleges on the Ann Arbor campus of the University of Michigan, four schools and colleges on the Dearborn campus, and five schools and colleges on the Flint campus.

The University offers four types of degree programs: Undergraduate ("U"), Rackham graduate ("RG"), non-Rackham graduate ("NRG"), and graduate professional ("GP"). Graduate degrees fall under the aegis of the Horace H. Rackham School of Graduate Studies or the individual schools and colleges, as indicated below.

The following is a list of the schools and colleges and degree programs offered at each. The Office of the Registrar on each campus maintains an official list of all specific degrees offered at every school and college on that campus.

Ann Arbor Campus

A. Alfred Taubman College of Architecture and Urban Planning (U, NRG, RG)
 Penny W. Stamps School of Art and Design (U, RG)
 Stephen M. Ross School of Business (U, NRG, RG)
 School of Dentistry (U, RG, GP)
 School of Education (U, RG)
 College of Engineering (U, NRG, RG)
 School for Environment and Sustainability (RG)
 Horace H. Rackham School of Graduate Studies (RG)
 School of Information (U, NRG, RG)
 School of Kinesiology (U, RG)
 Law School (GP)
 College of Literature, Science, and the Arts (U, RG)
 Medical School (GP, RG)
 School of Music, Theatre & Dance (U, NRG, RG)
 School of Nursing (U, RG)
 College of Pharmacy (U, RG, GP) School of Public Health (U, NRG, RG)
 Gerald R. Ford School of Public Policy (U, RG)
 School of Social Work (NRG, RG)

The University of Michigan-Dearborn

College of Arts, Sciences, and Letters (U, RG, NRG)
 College of Business (U, NRG)
 College of Education, Health, and Human Services (U, NRG, RG)
 School of Engineering and Computer Science (U, NRG, RG)

The University of Michigan-Flint

College of Arts and Sciences (U, NRG, RG)
 College of Health Sciences (U, NRG)
 School of Education and Human Services (U, NRG)
 School of Management (U, NRG)
 School of Nursing (U, NRG)

Sec. 9.02. Recommendations for Degrees in Course *(revised September 2016)*

Recommendations of candidates for degrees in course will be made by the governing bodies of the appropriate schools or colleges and approved by the Board of Regents. No student will be recommended for a degree in course until all of the student's requirements for the degree have been met.

Degrees in course will be awarded at commencement and at such other times as prescribed by the Board of Regents.

Sec. 11.22. The Horace H. Rackham School of Graduate Studies: The Dean and the Executive Board *(revised February 2012)*

The executive function of the graduate school will be performed by a dean assisted by an executive board. The executive board will consist of the dean and fourteen members to be appointed by the board upon recommendation by the president. One of the fourteen will be from the University of Michigan-Flint and a second will be from the University of Michigan-Dearborn. The committee members will hold office for terms of three years each, so adjusted that four vacancies will occur each year. The dean will be chair of the board.

Sec. 11.23. The Horace H. Rackham School of Graduate Studies: Institutes and Bureaus

Institutes and bureaus whose purposes are of a graduate nature and which by action of the board are permitted to organize special graduate curriculums for professional training will be, when ordered by action of the board, responsible to the executive board and dean of the graduate school.

Sec. 11.24. The Horace H. Rackham School of Graduate Studies: Mary A. Rackham Institute *(revised November 2015)*

The Mary A. Rackham Institute will be maintained as a part of the graduate school for the purpose of conducting research, training, and service in those areas which concern the adjustment of the individual with respect to the individual's personal well-being and to the individual's place in the community.

The institute will be responsible to the dean, assisted by the executive board of the graduate school.