Operating Principles of the
University of North Carolina Graduate Council
November 2012

Purpose
The University of North Carolina Graduate Council (UNC GC) facilitates reviews and makes recommendations regarding proposals to plan and establish new masters, doctoral, and first professional degree programs. The UNC GC also addresses University-wide issues of graduate education.

Composition
The UNC GC voting members include one representative from each of UNC’s sixteen public universities. For universities with a Graduate School, the Graduate Dean serves as the UNC GC representative. Universities without a Graduate School must identify an appropriate representative with analogous functional responsibilities in graduate education and/or academic planning. UNC General Administration maintains a current list of UNC GC members.

Meetings
The UNC GC meets quarterly to review Requests to Plan new doctoral degree programs and other matters of business. UNC GC representatives can send designees to meetings, but such designees do not have authority to vote. In the event that a UNC GC representative cannot attend a meeting when a vote is scheduled, he or she must send the campus’s vote to the UNC Vice President for Research and Graduate Education prior to the scheduled meeting and discussion.

Duties
Each UNC GC member has responsibility to execute the following duties per the new degree program approval processes for masters and doctoral programs approved by the UNC Board of Governors in June 2012:

- **Solicit campus faculty to review proposals and aggregate their feedback** – Proposals for new masters and new doctoral degree programs alike require campus vetting but at different stages in their respective processes. Each UNC GC representative must locate at least one non-administrative faculty member on his or her campus to review and provide feedback on proposals according to a provided standard rubric. The UNC GC representative may solicit more input from the faculty on their campus but is required to aggregate the input of his or her faculty reviewer(s) into a single, representative campus rubric for submission to UNC General Administration.

- **Represent campus perspective during UNC GC discussions of doctoral proposals** – All Requests to Plan a new doctoral degree program are discussed by the UNC GC. UNC GC representatives bring their campus feedback to these discussions, which take place at scheduled quarterly meetings of the UNC GC, and vote on whether the Request to Plan should be approved. In event of a tie, the UNC Vice President for Research and Graduate Education will decide if and how the proposal will move forward.

- **Make recommendations to UNC General Administration in cases of mixed external reviews** - Should external reviews of a doctoral program’s Request to Establish yield mixed feedback as to the viability of a proposal, a subcommittee of UNC GC representatives will be appointed by the UNC Vice President for Research and Graduate Education to make a recommendation to UNC General Administration.

- **Attend UNC GC Quarterly Meetings** – UNC General Administration will make every effort to schedule UNC GC meetings at times that accommodate the entire UNC GC.