

BYLAWS OF THE INTERDISCIPLINARY PH.D. EXECUTIVE COMMITTEE

(Initially approved by the Ph.D. Executive Committee on 4/24/89; circulated to UMKC members of the UM Doctoral Faculty for comment on 5/5/89; modifications approved by the Ph.D. Executive Committee on 6/8/89. Editorial revision of titles approved by the Interdisciplinary Ph.D. Executive Committee on March 9, 2001. Modification to membership eligibility criteria to include only full-time faculty members approved June 14, 2002)

Article I. Name and Object

Section 1 This name of this committee shall be the Interdisciplinary Ph.D. Executive Committee of the University of Missouri-Kansas City.

Section 2 The regulations, policies and procedures of the Interdisciplinary Ph.D. Executive Committee shall conform to all the collected rules and regulations of the University of Missouri System as approved by the Board of Curators.

Section 3 The University of Missouri-Kansas City offers the Interdisciplinary Ph.D. degree and is dedicated to providing education of the highest academic quality. Monitoring of the Interdisciplinary Ph.D. Program's quality rests with the Doctoral Faculty of UMKC under the guidance of the Dean of the School of Graduate Studies. The Interdisciplinary Ph.D. Executive Committee shall speak for the UMKC Doctoral Faculty on issues related to the Interdisciplinary Ph.D. Program and shall consult the Graduate Council about areas where the Interdisciplinary Ph.D. Program relates to other graduate programs. This committee shall formulate and implement policies that govern the granting of the Interdisciplinary Ph.D. degree at the University of Missouri-Kansas City. Specifically, the Interdisciplinary Ph.D. Executive Committee shall:

- a. Monitor and review goals of the Interdisciplinary Ph.D. program and recommend major changes in goals, policies and procedures to the Doctoral Faculty for final approval.
- b. Monitor the quality of the Interdisciplinary Ph.D. program and its implementation by means of periodic reviews based on reports from existing bodies, councils, committees, and external reviewers.
- c. Review and approve the proposed programs of study for each Interdisciplinary Ph.D. student to ensure that each program meets the minimum requirements of the UMKC Interdisciplinary Ph.D. Program. In these matters, the committee shall act on behalf of the Dean of the School of Graduate Studies. This process shall be administered by five designated subcommittees of the Interdisciplinary Ph.D. Executive Committee.
- d. Recommend to the Graduate Council and Research Board, policies and criteria concerning internal funding of research, research-related travel, and all other matters related to research and the Interdisciplinary Ph.D. program.
- e. Review other policy matters as required.

Article II. Membership

Section 1 The Interdisciplinary Ph.D. Executive Committee shall consist of fifteen full-time UMKC faculty representatives who are members of the UM Doctoral Faculty. Ten members of the committee shall be elected by the Doctoral Faculty of the University of Missouri-Kansas City. Two members shall be elected from each of the following five areas of research endeavors: Physical, Mathematical, Computing and Engineering Sciences; Biological and Chemical Sciences; Social and Behavioral Sciences; Humanities and Arts; and Administrative and Information Sciences. Each Doctoral Faculty member may only vote for candidates in one area of research endeavor. Doctoral Faculty shall choose an affiliation with one of the five areas of research endeavor at the time of their appointment or reappointment to the Doctoral faculty. The other five committee members, one from each of the areas of research endeavor, shall be appointed by the Chancellor in consultation with the existing membership of the Interdisciplinary Ph.D. Executive Committee and academic deans.

- a. Members elected or appointment to the Interdisciplinary Ph.D. Executive Committee shall serve three-year terms starting September 1 of each year.
- b. Nominations and elections to fill expiring terms of office shall be administered by a committee consisting of three Doctoral Faculty.
 - i. By March 1 of each year, the Nominations and Elections Committee shall mail a letter to the UMKC members of the UM Doctoral Faculty in those areas of research endeavor where the term of an elected member of the Interdisciplinary Ph.D. Executive Committee is scheduled to expire at the end of the current academic year, requesting nomination of candidates for election to the Interdisciplinary Ph.D. Executive Committee.
 - ii. The Nominations and Elections Committee shall prepare and mail secret ballots to all UMKC Doctoral Faculty at least three weeks prior to the election deadline.
 - iii. The election process shall be completed by May 1.
 - iv. In the event of a tie vote, the winner shall be determined by the toss of a fair coin.
 - v. The Chancellor shall inform by letter those persons elected.
- c. No member of the Interdisciplinary Ph.D. Executive Committee shall serve more than two consecutive terms.
- d. Interdisciplinary Ph.D. Executive Committee members must maintain membership on the UM doctoral faculty or vacate their position on the Interdisciplinary Ph.D. Executive Committee.
- e. Replacements for vacating members with unexpired terms of office shall be appointed by the Chancellor. If the vacancy occurs in an appointed position, the newly appointed member shall serve for the remainder of the term. If the vacancy occurs in an elected

position, the newly appointed member shall serve only until the next scheduled election, at which time a member shall be elected for the remainder of the term.

Section 2 The Dean of the School of Graduate Studies shall serve as the Chairperson of the Interdisciplinary Ph.D. Executive Committee and shall be a non-voting member of this committee.

Article III. Meetings

Section 1 Regular Meetings

- a. The Dean of the School of Graduate Studies shall be the presiding officer. In the Dean's absence, the designee of the Dean shall preside.
- b. A regular meeting of this committee shall be held at least once each month of the academic year.
- c. A regular meeting shall be called by the Chair. The date shall be fixed by the Chair and announced at least two weeks prior to the scheduled meeting. The announcement shall include time and location of the meeting.
- d. The Dean of the School of Graduate Studies shall be responsible for assembling the agenda for regular meetings. Items may be placed on the agenda by the Dean of the School of Graduate Studies, and by any member of this body. Any five members of the Doctoral Faculty may petition the Dean of the School of Graduate Studies to have an item placed on the agenda. Items shall be submitted at least three weeks prior to the meeting. The agenda shall be forwarded to the committee members at least one week prior to the meeting.
- e. A quorum of this committee shall consist of nine voting members.

Section 2 Special Meetings

- a. Special meetings may be called by the Dean of the School of Graduate Studies and by the Interdisciplinary Ph.D. Executive Committee or by petition of eight members of the Doctoral Faculty. The meeting must take place within fourteen days of the date of the call. A quorum shall consist of nine voting members.
- b. The business of a special meeting shall be limited to items on the agenda.

Section 3 The Interdisciplinary Ph.D. Executive Committee shall hold meetings as required with the Graduate Council to examine any conflicts between the Interdisciplinary Ph.D. Program and non-Ph.D. programs and try to reconcile such conflicts. If such conflicts cannot be resolved, the Graduate Council and the Interdisciplinary Ph.D. Executive Committee shall make policy recommendations to the Dean of the School of Graduate Studies, and to the Provost/Vice Chancellor for Academic Affairs.

Section 4 The current edition of Robert's Rules of Order shall govern all meetings of the Interdisciplinary Ph.D. Executive Committee.

Section 5 Copies of the minutes of all meetings of the Interdisciplinary Ph.D. Executive Committee shall be supplied, in a timely fashion, to each member of the UMKC Doctoral Faculty, the Provost/Vice Chancellor for Academic Affairs, the Chancellor, and Academic Dean.

Article IV. Standing Committees

Section 1 There shall be five standing subcommittees: Physical, Mathematical, Computing, and Engineering Sciences; Biological and Chemical Sciences; Social and Behavioral Sciences; Humanities and Arts; and Administrative and Information Sciences.

- a. Each subcommittee shall be comprised of the three members of the Interdisciplinary Ph.D. Executive Committee, elected or appointed, who represent the subcommittee's area of research.
- b. The Chair of each subcommittee shall be that member with the least amount of time remaining in office. In case of a conflict, the Chair shall be appointed by the Dean of the School of Graduate Studies.

Section 2 The Nominations and Elections Committee, as defined in Article II., Section 1, Paragraph b., shall be chaired by a member of the Interdisciplinary Ph.D. Executive Committee elected by the said committee. The Chair of this Committee shall be a non-voting member who is not a candidate for election. The three other members of this committee shall be recommended by the Interdisciplinary Ph.D. Executive Committee to the Dean of the School of Graduate Studies and shall be appointed by the Chancellor.

Article V. Amendments

Section 1 Amendments to these Bylaws may be proposed by the Dean of the School of Graduate Studies, the Interdisciplinary Ph.D. Executive Committee, or by petition of twenty percent of the members of the UMKC Doctoral Faculty as of March 1 of each academic year.

Section 2 Proposed amendments to these Bylaws shall serve automatically as a call for a special meeting of the Interdisciplinary Ph.D. Executive Committee. The meeting must take place within fourteen days of receipt of the proposed amendment(s).

Section 3 The Interdisciplinary Ph.D. Executive Committee Membership shall be furnished with written notice of the meeting and a copy of the proposed amendment(s) at least one week prior to the meeting.

Section 4 The business of a special meeting called to consider proposed amendment(s) shall be limited to discussion of these amendments. The only motion in order would be one to poll the Doctoral Faculty by mail ballot. A poll by mail ballot shall include a statement of the matter at issue as approved by the Interdisciplinary Ph.D. Executive Committee. No action shall be official until it has been approved by mail ballot.

Section 5 Approval shall require a two-thirds majority of the returned ballots.