



**3344-14-05 Officers.**

- (A) The dean of the college of graduate studies shall be the chief executive officer of the college of graduate studies and shall be the chairperson of the graduate faculty.
- (B) The dean or the dean's designated representative shall preside at graduate college faculty meetings.
- (C) A secretary shall be appointed by the dean of the college of graduate studies.
  - (1) The secretary shall keep records of the meetings of the graduate faculty. These records will be made public in whole or in part to the graduate faculty.
  - (2) The secretary shall notify each member of the graduate faculty of the time, place, and agenda of each meeting at least seven days in advance of the meeting. The secretary shall make available to members of the graduate faculty a copy of the complete minutes of each meeting.

**Policy Name:** Officers.

**Policy Number:** 3344-14-05

**Board Approved:** 3/25/2014

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