

APPENDIX D

SCHOOL OF GRADUATE STUDIES

D.1 GRADUATE FACULTY REQUIREMENTS

D.1.1 Faculty must meet three criteria in order to be appointed and retained as permanent graduate faculty members. They must have:

- a. An earned doctorate or other appropriate terminal or professional degree from a college or university accredited by a regional accrediting agency;
- b. An appointment at the rank of Assistant Professor or above; and
- c. Conducted specific forms of scholarly activities in the past five years.

In fulfillment of this final standard, faculty must have:

- 1) Published a book, chapter, essay in a book, or monograph;
- 2) Published or have article(s) accepted for publication in juried (refereed) journals;
- 3) Presented one or more papers at juried professional conferences or meetings;
- 4) Reviewed manuscripts or books at the request of journal editors or publishers;
- 5) Obtained one or more grants from external agencies;
- 6) Participated in performing arts or fine arts activities that have been approved under the auspices of peer review;
- 7) Designed curriculum;
- 8) Designed a development project or instructional development project that has been subjected to public or peer review; or
- 9) Demonstrated scholarship throughout their careers and involvement in current scholarship activities relevant to their disciplines.

D.1.2 Temporary appointment to the Graduate Faculty may be made for persons who have the expertise in an area that qualifies them to teach a graduate-level course, which expertise shall be defined by graduate faculty at the department or school level.

D.2 GRADUATE FACULTY SELECTION

Appointments to the Graduate Faculty are approved by the Vice President for Academic Affairs following favorable recommendation of the appropriate department chair, Dean, and the Graduate Council. Appropriate faculty counsel shall be obtained at the department or school level. Temporary members are approved by the Vice President for Academic Affairs following favorable recommendation by the appropriate department chair and Dean.

D.3 RESPONSIBILITIES OF GRADUATE FACULTY

D.3.1 A permanent member of the Graduate Faculty shall be eligible to:

- a. teach graduate courses;
- b. advise graduate students;
- c. supervise graduate research;
- d. serve on a thesis committee and serve as a thesis director;
- e. be elected to and vote for members of the Graduate Council;
- f. participate in University, school, and department graduate governance; and
- g. serve on graduate advisory committees in the school.

D.3.2 A temporary member of the Graduate Faculty shall be eligible to teach graduate courses subject to the recommendation of the department chair and Dean.

D.4 DUTIES OF THE DEAN OF THE SCHOOL OF GRADUATE STUDIES

D.4.1 Among the duties of the Dean of Graduate Studies shall be

- a. coordinating graduate programs among the respective schools;
- b. serving as the presiding officer of the University-wide graduate faculty and the Graduate Council;
- c. serving as the administrative and communications officer among the Administration, the Graduate Faculty, and the Graduate Council;
- d. working with the academic schools and departments and the Graduate Council in planning new graduate programs and courses, in recommending changes in existing programs and courses, and in preparing schedules of graduate offerings;
- e. making decisions regarding admission to, retention in, and completion of the requirements of graduate study and recommending the conference of graduate degrees;
- f. having principal responsibility for collecting and maintaining appropriate records;
- g. supervising the preparation, submission, and expenditure of the school budget;
- h. supervising the school's inventory and managing its facilities, equipment, and personnel;
- i. administering University policies, procedures, and regulations regarding graduate programs, courses, and degrees; and
- j. fulfilling other responsibilities as assigned by the Vice President for Academic Affairs.

D.5 Each school offering a graduate program shall have a member of the Graduate Faculty serving as the Graduate Coordinator. The Dean of the school recommends an appointment to the position of Graduate Coordinator to the Vice President for Academic Affairs. The appointment must be subsequently approved by the President.

D.5.1 Among the duties of the Graduate Coordinator shall be:

- a. serving as the administrative and communications officer among the Administration, the Graduate Council, the Graduate Faculty in the school, the appropriate Dean(s) and department chair(s), and graduate students enrolled in graduate programs offered by the school;
- b. working with the appropriate academic departments, the Dean(s), the department chair(s), the Graduate Faculty, and the Graduate Council in planning new graduate programs and courses to be proposed by the school, in evaluating and recommending changes in existing programs or courses, and in preparing schedules of graduate courses;
- c. making recommendations regarding admission to, retention in, admission to candidacy in, and completion of requirements of graduate degrees offered by the school;
- d. having responsibility for collecting and maintaining records regarding students enrolled in graduate programs offered by the school;
- e. making recommendations to appropriate administrators regarding budgetary matters of the graduate program;
- f. serving as, or designating another graduate faculty member from the school to serve as, the academic advisor for graduate students enrolled in graduate programs offered by the school (In this capacity, the Graduate Coordinator or the designated substitute shall approve a graduate student's plan of study and course schedules.);
- g. recommending to the Dean and the department chair that such committees be created as shall be deemed necessary and desirable to provide appropriate counsel regarding the graduate program; and
- h. fulfilling other responsibilities as assigned by the Dean of the appropriate school.

D.6 GRADUATE COUNCIL

The Graduate Council shall be the body that makes recommendations concerning policies, procedures, and regulations within the University on all matters pertaining to graduate studies.

D.6.1 The Graduate Council shall:

- a. formulate and forward to the Dean of Graduate Studies recommendations regarding aims, objectives, plans, policies, procedures, and regulations relative to the University's graduate programs;

- b. recommend to the Dean of Graduate Studies policies, procedures, and standards governing development, evaluation, and modification in graduate curricula, including the addition or deletion of courses and programs;
- c. formulate and forward to the Dean of Graduate Studies recommendations regarding policies, procedures, and regulations for admission to, retention in, and completion of graduate degree programs;
- d. serve as an appeals committee for actions resulting in the dismissal of a student from the Graduate School;
- e. review and make recommendations to the Dean of Graduate Studies concerning the periodic evaluation of graduate faculty;
- f. make recommendations and give advice to the Dean of Graduate Studies on other matters of concern to graduate education at the University; and
- g. create such committees as the Council shall deem appropriate.

D.7 GRADUATE COUNCIL MEMBERSHIP

D.7.1 Elected members shall be chosen as follows:

- a. Each school that offers a graduate course shall be entitled to elect one voting member to the Graduate Council, and each school that offers a graduate degree program shall be entitled to elect an additional voting member to the Graduate Council. The schools shall develop election procedures to insure broad representation of as many academic departments that participate in graduate programs as possible.
- b. Members of the Graduate Faculty may vote for representatives on the Graduate Council.
- c. Members of the Graduate Faculty are eligible for election to membership on the Graduate Council.
- d. Each elected member shall serve for three years with a drawing of lots to determine one-year, two-year, and three-year terms in the initial Graduate Council. This will provide staggered terms of office.
- e. Vacancies caused by resignation, leave, illness, or other circumstances shall be filled by election in the school with the vacancy. The newly-elected member will serve the remainder of the unexpired term.
- f. Elections shall coincide with the elections of the University faculty governance structure.

D.7.2 Graduate Student Members

Two graduate students shall be nominated by the Dean of Graduate Studies and shall be confirmed by a majority vote of the Graduate Council. Only graduate students who are officially enrolled in a degree program and one or more courses leading to the completion of that degree shall be eligible. Student members shall serve with voting privileges for one-

year terms and may serve for more than one term. The two student members shall be pursuing graduate degrees in different schools.

D.7.3 The Chair of the Council

The Dean of Graduate Studies shall be the Chair of the Council. The Chair of the Council may vote only in the event of a tie vote by the Council. In the absence of the Dean of Graduate Studies, the Graduate Council shall elect a Temporary Chair. If the Temporary Chair would otherwise be entitled to vote, election to the position of Temporary Chair shall not result in the loss of the voting privilege.

D.7.4 Attendance

Any member of the Graduate Council who shall miss three meetings in any academic year shall be deemed to have forfeited the office, which shall automatically be vacated. Upon such occurrence, the Chair of the Council shall notify the Dean of the affected school and request that the school's Graduate Faculty elect a new representative.

D.7.5 Administrative Support

The Office of the Dean of Graduate Studies shall provide such administrative support for the Graduate Council as shall be appropriate.

D.8 GRADUATE COUNCIL MEETINGS

D.8.1 Meetings shall be held as needed during the year.

D.8.2 A quorum shall consist of a majority of the voting members of the Council.

D.8.3 Business of an emergency nature can be brought before the Graduate Council at any meeting if a majority of the voting members present vote to consider the issue.

D.8.4 The Chair of the Graduate Council shall appoint a member to act as Parliamentarian, and all meetings shall follow Robert's Rules of Order.

D.9 GRADUATE COUNCIL ACTIONS

D.9.1 Each member of the Graduate Council shall be sent a copy of the Council's agenda before its meetings and copies of the Council's minutes afterwards. Permanent minutes and records of the Council shall be maintained in the Office of the Dean of Graduate Studies.

D.9.2 Members of the Graduate Faculty, Deans of schools, and department chairs participating in graduate programs may, with the permission of the Chair or majority of the Council, offer information in the discussion of business before the Council or offer information for the Council's consideration.

D.9.3 Items of business before the Graduate Council shall be passed if a majority of the voting members present vote favorably.

D.9.4 A recommendation or action by the Graduate Council shall not take effect until at least thirty calendar days after the meeting at which the recommendation or action was taken, unless a two-thirds majority of the voting members of the Graduate Council shall approve an



emergency clause specifying an earlier effective date for a specific recommendation or action.