

CHARGE, POLICIES, AND PRACTICES

1. Charge

I.a. The Graduate Studies Committee shall be an agency of the Senate that serves as the representative body of the Graduate Faculty on all aspects of graduate education and advises the Faculty Senate on matters relating to graduate education.

I.b. Its basic duties and responsibilities are as follows:

- Establish the criteria for the selection and review of members of the Graduate Faculty.
- Review all proposals for new courses, revised courses, and modifications to current courses taking one of the following actions: approve, disapprove, or approve with modification. Review and act on all proposals for new graduate programs or major modifications to existing programs including the discontinuation of graduate programs. When the Provost gives preliminary consideration to plan to establish or discontinue one or more graduate degree programs, for example, during the early stages of the University's strategic planning process, the Provost will consult with the committee; the committee will make recommendations to the Provost regarding the general advisability of pursuing such a plan.
- Review, formulate, and approve policies and regulations related to graduate education, admission, retention, and graduation requirements and forward them to the Faculty Senate as an information item.
- Hear student appeals related to Graduate School policies and regulations.
- Call to the attention of the Graduate Faculty and the administration issues of concern relating to graduate education.
- Act on matters of graduate education referred to the committee by the Faculty Senate, Vice Provost and Dean of The Graduate School, Graduate Faculty, or the Graduate Student Association.
- Report to the University administrators, academic heads, graduate program directors, and the Faculty Senate on all actions taken regarding graduate education policies and programs.

1. Membership

II.a. The Graduate Studies Committee shall consist of eighteen (18) voting members. All faculty shall be Members, Research Members or Academic Professional Members of the Graduate Faculty. Six (6) of these members shall be elected by the faculties of each of the following units (1 from each unit): the Bryan School of Business and Economics; the School of Education; the School of Health and Human Sciences; the College of Visual and Performing Arts; the Joint School of Nanoscience & Nanoengineering; and the School of Nursing,. The College of Arts and Sciences shall elect three (3) representatives with one each from the areas of humanities, science and mathematics, and social and behavioral sciences. Each full member shall be elected for staggered three-year terms in accordance with the Constitution of the Faculty. To achieve programmatic balance, four (4) additional members of the Graduate Faculty shall be appointed by the Committee Chair, in consultation with the Vice Provost and Dean of The Graduate School, to serve one-year terms. In addition, the Faculty Senate will appoint one (1) Senator to the Graduate Studies Committee. Four (4) other voting members of the committee include the Vice Provost/Dean of the Graduate School and Associate Dean of The Graduate School, and two student representatives elected by the Graduate Students Association with voting privileges on all issues except academic appeals. Three (3) ex-officio and non-voting members serve on the GSC: the Registrar, a representative of the Office of Assessment and Accreditation, and a representative from the University Libraries.

III. Organizational Structure

III.a. The Graduate Studies Committee shall operate through Curriculum, Policies and Procedures, and Student Affairs Subcommittees. The composition and charge of each subcommittee are as follows:

III.b. Curriculum Subcommittee: This Subcommittee will consist of one representative from each of the professional schools, and at least one representative from the College of Arts and Sciences. The Associate Vice Provost The Graduate School will serve as an ex-officio member of the Subcommittee, with vote. The Subcommittee will be responsible for the reviewing and approving of all new/amended course proposals, proposals for Authorization to Plan new graduate programs, modifications of existing programs (including the discontinuance of graduate programs).

III.c. Policies and Procedures Subcommittee: This Subcommittee shall consist of at least three faculty representatives, and the Vice Provost/Dean and Associate Dean of the Graduate School as ex-officio members with votes. The Subcommittee shall (1) solicit proposed policies and procedures changes from the Graduate Faculty, University administrators, Vice Provost and Associate Dean of the Graduate School, and the Graduate Students Association, (2) present proposed policies and procedures to academic administrators for comment, (3) discuss policies and procedures, and, if appropriate, (4) draft and submit a statement of recommended changes (as a discussion item) for presentation to the Graduate Studies Committee. In addition, the Policies and Procedures Subcommittee will annually review The Graduate School policies and procedures and provide feedback to the Graduate Studies Committee on an as-needed basis.

III.d. Student Affairs Subcommittee: This Subcommittee shall consist of at least three faculty representatives, and the Vice Provost and Associate Dean of The Graduate School as ex-officio members. The Subcommittee shall be responsible for hearing student appeals related to Graduate School policies and practices, as well as dealing with any other matters related to the overall quality of a graduate student's learning experience.

III.e. Appointment to the subcommittees will be made by the Chair of the Graduate Studies Committee, in consultation with the faculty representatives. Once constituted, the subcommittees shall select their own chair and establish a meeting schedule, as required, to discharge their responsibilities. Student members are invited, but not required, to serve on the Curriculum and Policies and Procedures Subcommittees.

1. Voting Procedures

IV.a. A quorum shall consist of a majority of voting members.

IV.b. Any action of the Committee may be approved by a simple majority of those present.

IV.c. All Authorization to Establish proposals for new graduate degree programs will be approved by the entire Graduate Studies Committee. Action items related to curriculum will be forwarded to the Curriculum Subcommittee for their review and approval and to the full Committee as information. However, the full Committee reserves the right to reverse the Subcommittee's decision by majority vote. Where the Subcommittee approves with modification, the chair of the Subcommittee shall be responsible for the requisite contact with the originating academic unit.

IV.d. Action items related to graduate study policies and procedures will be forwarded to the Policies and Procedures Subcommittee for study. If a new policy/procedure, or a change in an existing policy/procedure, appears to be needed, a draft of the changes will be forwarded to all academic heads and graduate program directors for their review and comment. Upon review of the comments, the Subcommittee's final recommendation will first be placed on the agenda of the full Committee as a "Discussion Item." Action on the recommendations will take place no sooner than the next regularly scheduled meeting of the Committee.

IV.e. Any member of the Graduate Faculty may appeal a curriculum or policy decision made by the Committee by advising the Chair, in writing, within 30 days of the meeting where the decision is made. Upon receipt of an appeals notice, the Chair of the Graduate Studies Committee will investigate the appeal and may appoint an ad-hoc subcommittee to consider the appeal. This ad-hoc Appeals Subcommittee will consist of two faculty representatives from the Graduate Studies Committee, and four graduate program directors who are not members of the Graduate Studies Committee. The Appeals Subcommittee may seek information from other faculty members or administrators as the need arises. Each member of the Appeals Subcommittee will have one vote with decisions requiring a simple majority. The recommendation of the Appeals Subcommittee to either uphold or overturn the decision will be forwarded to the Graduate Studies Committee for further consideration.

1. Changes in the Committee's Policies and Practices

V.a. Suggestions for changes in the Committee's policies and practices may originate with any member of the Graduate Faculty and must be submitted in writing to the Chair of the Graduate Studies Committee.

V.b. Once submitted, suggested changes will be considered according to procedures outlined above in Section IV.d.

V.c. Upon approval by the Committee, any changes approved by the Committee will be forwarded to the Faculty Senate as an information item.

1. Officers of the Committee

VI.a. The officers of the Graduate Studies Committee shall consist of a Chair and a Chair-elect.

VI.b. The elected members of the Graduate Studies Committee shall select the Chair-elect annually at the first regularly scheduled meeting of the Fall Semester.

VI.c. The Chair shall establish the time and place of meetings, prepare agendas for meetings, coordinate the distribution of materials that are pertinent to the deliberations of the Committee, and preside during the regular and special meetings.

VI.d. The chair shall submit an annual report to the Faculty Senate on the Committee's actions and recommendations.

VI.e. The Chair, in consultation with the Vice Provost and Dean of the Graduate School, may appoint ad-hoc subcommittees to deal with matters beyond the scope of standing subcommittees. The Chair-elect will preside at any meetings that the Chair is unable to attend, as well as take on any special projects that may be assigned by the Chair.

VI.f. An Administrative Assistant in The Graduate School shall serve as secretary for the Committee. The secretary shall prepare minutes of the proceedings of the Committee and distribute them to the members of the Committee, the Chancellor, the Provost, the Dean and Department Heads of the College of Arts and Sciences, the Deans, Department Heads, and Division Chairs in each of the professional schools, and all Graduate Program Directors. In addition, the secretary will arrange to have the Committee's agenda and minutes placed on the electronic bulletin board system.

VII. Meetings of the Committee

VII.a. The Committee shall convene at regularly scheduled intervals to conduct business. The agenda for these meetings shall be placed on the electronic bulletin board system at least five working days prior to the meeting so that those who have business before the Committee can plan to attend.

VII.b. By a majority vote of the Committee, the Chair may call special meetings where the volume of business before the Committee cannot be transacted in a reasonable period or when matters of unusual urgency arise.

VII.c. Committee meetings shall be conducted according to the most recent edition of Robert's Rules of Order.

VII.d. All meetings of the Committee shall be open to any member of the campus community. Speaking privileges at meetings are specifically granted to any member of the Graduate Faculty and to others at the discretion of the Chair.

Approved by the Graduate Studies Committee on 12/1/95; revised by the Graduate Studies Committee on 12/09/11 and 11/16/12.