

ARTICLE VIII: THE GRADUATE COLLEGE

SECTION A: GENERAL AUTHORITY AND ORGANIZATION

VIII.A

The Graduate College is governed by a Graduate Council whose members are elected by the Graduate Faculty. The Dean of the Graduate College functions as its principal administrative officer and is Chair of the Graduate Council. The awarding of advanced degrees to graduate students is certified and approved by the Graduate Faculty.

SECTION B: APPOINTMENT OF THE DEAN OF THE GRADUATE COLLEGE

VIII.B

The appointment of a new Dean is the shared responsibility of the administration of the University and a screening committee selected from the Graduate Faculty. Upon instructions from the VPAA or the President, the committee shall be elected according to procedures prescribed by the Graduate Council. The recommendations of the committee shall be transmitted in writing to the VPAA and to the President.

SECTION C: RESPONSIBILITIES OF THE DEAN OF THE GRADUATE COLLEGE

VIII.C

The Dean shall be the administrative head of the Graduate College and be responsible for the quality of the graduate teaching, research, and degree-granting functions of the College through the VPAA to the President and to the Board of Trustees.

The duties of the Dean of the Graduate College are as follows:

1. The Dean is responsible for providing academic leadership to ensure that the highest possible quality is achieved and maintained in the teaching, research, and degree-granting functions of the Graduate College.
2. The Dean is responsible for coordinating the operations of the Graduate College with those of other units of the University and of agencies outside the University.
3. In addition to the duties specified in *VIII.A.*, *VIII.E.*, and *VIII.F.1.a)*, the Dean shall
 - a) supervise the allocation and use of the University's special research funds;
 - b) ensure that members of the Graduate Faculty meet the requirements for membership as determined by the Graduate Council, examine credentials, and interview prospective Graduate Faculty; and
 - c) be responsible for preparing contracts for employment for all graduate assistants, teaching fellows, nonservice fellows, and research assistants.

SECTION D: EVALUATION OF THE DEAN OF THE GRADUATE COLLEGE VIII.D

The VPAA, as a standard procedure, shall complete an annual evaluation of the administration of the Graduate College under the leadership of the Dean. This evaluation process need not be formal; rather, it may have the character of an informal dialogue. However, it shall include a discussion with representatives of the Graduate Council.

An incumbent Dean of the Graduate College shall be evaluated every five years. In intervening years, the Dean may be evaluated upon request of the VPAA or upon petition of one-third of the Graduate Faculty. Evaluation shall be carried out by five faculty members elected by the Graduate Council. A report including a recommendation about continuance in office shall be sent to the VPAA.

SECTION E: THE GRADUATE FACULTY

VIII.E

The Graduate Faculty shall be composed of academic department, school, and college faculty members who have high professional qualifications, who are actively engaged in research, inquiry, or creative work within their respective areas of specialization, and who either teach graduate courses or advise or supervise graduate degree candidates. Two categories of members exist—regular and provisional. Within these two main categories, departments, schools, or colleges may define subcategories of membership subject to approval by the Graduate Council. In addition, the Dean of the Graduate College, at the request of the academic unit, may appoint persons to the Graduate Faculty in special categories that have been approved by Graduate Council. Such special appointments to the Graduate Faculty shall be made by the Dean of the Graduate College in conjunction with the Chair, Director, or Dean of the appropriate department, school, or college for special purposes as the need arises.

Meetings of the Graduate Faculty can be held at the request of one-third of the members, or at the call of the Graduate Dean, who shall chair such meetings. The Graduate Faculty elects from its own members representatives to the Graduate Council. Actions by an assembled quorum of the Graduate Faculty take precedence over those of the Graduate Council. A quorum of the Graduate Faculty for transacting business is one-third of the regular members.

SECTION F: THE GRADUATE COUNCIL

VIII.F

1. Membership

VIII.F.1

Regular and provisional Graduate Faculty members are eligible for membership on the Graduate Council. Such members shall be elected for three-year terms with approximately one-third being elected annually by vote of the Graduate Faculty within each college. Procedures for elections, including the date of elections, effective date of membership, and annual reapportionment review, shall be determined by the Graduate Council. The Graduate Council shall be composed of members¹ as follows:

- a) the Dean of the Graduate College, who shall serve as Chair;
- b) the VPAA, who shall serve *ex officio* without vote;
- c) the total number of Graduate Faculty representatives shall be twice the number of doctoral departments but not fewer than twenty-four. They shall be apportioned among the undergraduate colleges having at least one graduate program as follows:

¹Whenever reapportionment is necessary, all currently elected members of the Council shall complete their terms of office, even if that means a temporary increase in the size of the body.

- (1) for each such undergraduate college or school, its percent of these faculty representatives shall be the mean of
 - (a) its percent of graduate program units relative to the total graduate program units in the University, and
 - (b) its percent of Graduate Faculty relative to the total number of Graduate Faculty in the University;
 - (2) each undergraduate college and doctoral department shall have at least one faculty representative;
 - (3) no department shall have more than one faculty representative at any time.
- d) the Deans or persons responsible for graduate programs of each of the undergraduate colleges that offer graduate programs;
 - e) the Dean of the Library and Learning Resources;
 - f) the Dean of Continuing Education;
 - g) one Chair/Director appointed by the University department Chairs and school Directors; and
 - h) two graduate student representatives appointed by the GSS.

The Graduate Dean may invite other persons to attend meetings as deemed appropriate. Changes in the foregoing membership structure may be initiated by the Graduate College, subject to the normal procedures for Charter amendment. *XIII*.

2. Recommending and Advising Functions of the Graduate Council

VIII.F.2

The Graduate Council shall:-

- a) advise the Dean with regard to the goals and directions of graduate education;
- b) establish regulations that govern all graduate programs, including standards concerning grading appeals of grades, class attendance, examinations, and academic honesty;
- c) consider proposals for the establishment, modification, or discontinuance of graduate programs;
- d) ensure that review and evaluation of all graduate degree programs are conducted periodically;
- e) establish standards for Graduate Faculty status and approve credentials (in general, the standards specified by the Council are minimums--higher standards and stronger requirements may be prescribed by departments and schools that have Graduate programs);
- f) review and approve academic reconfiguration proposals pursuant to *XIV-C*; and

- g) report regularly to Faculty Senate through CAA on the issues discussed and actions taken.

The Council may also consider any matter of concern to graduate students and members of the Graduate Faculty. Subcommittees of the Graduate Council are appointed by the Chair (Graduate Dean) as required, subject to the approval of the Graduate Council. *VIII.F.1.*

3. Program and Policies Approval

VIII.F.3

Proposed degree programs shall be approved, in turn, by the faculty of the department, school, or program concerned, the appropriate curriculum council of the college or school, and the Graduate Council. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. The program is then forwarded to the CAA for review and, if a policy matter, for possible placement on the Faculty Senate agenda.

All academic policies adopted by the Graduate Council will be reviewed by the CAA, which will forward items to the SEC for consideration by the full senate. Those policies with resource implications, accompanied by a realistic resource requirement statement, shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal, and request that the FSBC/UBC review and comment on the analysis. The impact analysis shall accompany the proposal throughout the review process. When a program or policy has been approved by the Faculty Senate, it shall be forwarded through the VPAA to the President, who shall forward it to the Board of Trustees, together with written statements indicating Presidential support or nonsupport. New graduate degree programs also require the approval of the Ohio Board of Regents.