

Dixie State University Policy

702 Administration and Governance of the Graduate Studies Program



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I. Purpose

- 1.1 To define the administrative structure of Graduate Studies Program, including the Office of Graduate Studies, as well as the structure and function of the Graduate Council, criteria and processes for appointment of graduate faculty, structure and processes for creating and maintaining graduate courses and programs, and criteria and processes for admission, retention and awarding graduate degrees.

II. Scope

- 2.1 All faculty, staff, and administrators associated with teaching, developing, supporting, or administering graduate programs are held to the expectations set forth in this policy.

III. Definitions

- 3.1 *Graduate Studies Program:* The Graduate Studies Program includes all courses, academic programs and support services available to eligible post-baccalaureate students, specifically professional and research-oriented graduate degrees and certificates.
- 3.2 *Graduate Faculty:* Graduate Faculty are faculty members who meet the criteria established by the Graduate Council for membership in the Graduate Faculty. Graduate Faculty are eligible to teach graduate courses and supervise projects and professional experiences.

IV. Policy

- 4.1 Administration and leadership of the Graduate Studies Program shall be provided through the Office of Graduate Studies within the Division of Academic Affairs in collaboration with the Graduate Council.
- 4.2 The Office of Graduate Studies
 - 4.2.1 The Office of Graduate Studies serves as the administrative body within Academic Affairs that promotes, supports, and reviews graduate education at

Dixie State University.

- 4.2.2 The Office of Graduate Studies, in conjunction with the Graduate Council, works collaboratively with University administration, colleges, and academic departments to ensure consistency and excellence in all graduate degree programs.
 - 4.2.3 The Office of Graduate Studies is staffed by a Director who receives appropriate compensation, and support staff, and is housed in an accessible campus location.
- 4.3 The Director of Graduate Studies
- 4.3.1 The Director of Graduate Studies shall have full-time faculty status and a terminal degree with teaching or administrative responsibilities within a DSU graduate program at the time of appointment.
 - 4.3.2 The appointment of the Director of Graduate Studies shall be made by the Provost for a renewable 3-year term. The Director reports to the Provost.
 - 4.3.3 The responsibilities of the Director of Graduate Studies include the following:
 - 4.3.3.1 Serve as Chair of the Graduate Council - schedule meetings, manage the agenda, define charges for Graduate Council subcommittees.
 - 4.3.3.2 Create and manage strategic and annual planning processes for graduate education.
 - 4.3.3.3 Guide all curriculum-related activities of the Graduate Council through the chain of appropriate University approval processes.
 - 4.3.3.4 Execute budgetary responsibility for the Office of Graduate Studies.
 - 4.3.3.5 Liaison with other University administrative units.
 - 4.3.3.6 Promote and support quality graduate education at DSU.
 - 4.3.3.7 Disseminate information about best practices in graduate education.
 - 4.3.3.8 Oversee graduate student advising.
 - 4.3.3.9 Supervise administrative personnel.
- 4.4 The Graduate Council
- 4.4.1 The Graduate Council is a standing committee of the Faculty Senate.
 - 4.4.2 In conjunction with the Office of Graduate Studies, the Graduate Council is responsible for the establishment of policy and standards for graduate education and for approval, review, and monitoring of graduate programs at DSU.

- 4.4.3 The Council shall collaborate with University administration, colleges, and academic departments to ensure consistency and excellence in all graduate degree programs.
- 4.4.4 Members of the Graduate Council include representatives of DSU graduate programs, select graduate program support staff, representatives of critical administrative support services, and a graduate student representative.
- 4.4.5 The full membership of the Graduate Council shall meet during the academic year to facilitate information exchange, promote best practices, mentor faculty and departments in developing new graduate degrees, and consult with non-academic departments regarding the needs and purposes of graduate programs at DSU.
- 4.4.6 For purposes of curriculum-related approvals and graduate program reviews, voting members shall consist of members of the Graduate Council who are full-time, tenured or tenure track faculty with teaching or administrative responsibilities within a DSU graduate program.
- 4.4.7 The Graduate Council establishes policies and procedures for graduate education, including the drafting or amending of sections of DSU Policies and DSU catalog relevant to all graduate programs. Such policies are subject to review by the Faculty Senate as specified in the DSU Policy Manual.
- 4.4.8 The Graduate Council shall conduct formal approval of all new graduate program and course proposals and formal approval of all substantive and non-substantive graduate program change proposals, including changes in program delivery format deemed substantive.
- 4.4.9 The Graduate Council sets/revises general graduate admissions standards and policies common to all graduate programs.
 - 4.4.9.1 Before exceptions to common graduate admissions standards or policies can be made by individual graduate programs (e.g. undergraduate degree requirements such as the minimum GPA of 3.0), an appeal shall be made to the Graduate Council Appeals Subcommittee, which shall consist of a subset of Graduate Council members.
 - 4.4.9.2 The Subcommittee shall respond to appeals in a timely manner in keeping with the admissions cycle of the graduate program in question.
 - 4.4.9.3 Data about all exception requests shall be gathered and reported to the full Graduate Council annually.
- 4.4.10 The Graduate Council shall work collaboratively with the Director of Graduate Studies and other appropriate University offices to develop and execute cooperative strategies for recruitment, promotion and marketing of graduate education at DSU.

4.5 The academic integrity of graduate programs rests primarily with the Graduate Faculty.

4.5.1 Members of the Graduate Faculty shall have the following qualifications:

4.5.1.1 Possess a terminal degree in the teaching discipline or a related discipline from an institution accredited by a recognized accrediting agency.

4.5.1.2 Demonstrate evidence of currency in the literature of the discipline.

4.5.1.3 Be effective educators at the graduate level as measured by teaching evaluations.

4.5.1.4 Be consistently active in scholarly and/or artistic endeavors in their field of expertise.

4.5.1.5 On rare occasions, a faculty member with a long-standing record of exemplary scholarly and/or artistic accomplishments with a subsequent lapse may be granted Graduate Faculty status at the appropriate level.

4.5.2 The University incorporates two categories of Graduate Faculty membership: 1) Full Membership, and 2) Associate Membership.

4.5.3 Membership is in no way limited by the graduate programs offered in each department.

4.5.4 The distinction between the two categories of graduate faculty membership rests primarily in teaching experience and the minimum scholarly or artistic expectations as broadly described below.

4.5.4.1 Criteria for Full Membership requires previous effective teaching at the graduate level based on teaching evaluations/observations and documented evidence of scholarly and/or creative activities on a current and sustained basis, which is interpreted to mean scholarly or creative activity resulting in publications, conference presentations, or other recognition of distinction. In most academic departments, this should be interpreted to mean publication of some form of scholarly research during the past five years. Publication should not normally be expected for full graduate faculty membership of faculty who are in artistic and performing fields. This is not meant to exclude the scholarly areas in the fine arts, all of which should be viewed as typical academic departments in which publication is the usual form of scholarly achievement.

4.5.4.2 Faculty members awarded Full Membership status may teach graduate classes, serve on thesis committees, chair theses, and serve on the Graduate Council.

4.5.4.3 Criteria for Associate Membership requires potential for effective teaching at the graduate level based on teaching evaluations/observations and consistent activity in scholarly and/or

creative endeavors, which is interpreted to mean scholarly or creative activity that could result in publications, conference presentations, or other recognition of distinction.

- 4.5.4.4 Faculty members awarded Associate Membership status may teach graduate classes, serve on thesis committees, and serve on the Graduate Council.
- 4.5.5 The primary responsibilities of the members of the Graduate Faculty are as follows.
 - 4.5.5.1 Provide effective instruction using contemporary strategies and methods.
 - 4.5.5.2 Foster independent learning that stimulates demands on student intellectual and/or creative/artistic capacities.
 - 4.5.5.3 Enable students to contribute to a profession or academic discipline.
 - 4.5.5.4 Conduct scholarly research and/or creative work worthy of peer recognition.
 - 4.5.5.5 Maintain proficiency in their discipline.
 - 4.5.5.6 Ensure graduate programs in their discipline are relevant and of high quality.
 - 4.5.5.7 Cultivate the research, scholarly, and creative endeavors of graduate students.
 - 4.5.5.8 Participate in graduate faculty selection and evaluation.
 - 4.5.5.9 Collaborate with other graduate faculty in assessing student attainment of program graduation standards.
 - 4.5.5.10 Engage actively in the professional field and/or discipline.
- 4.5.6 The departments are expected to provide more specific guidelines based upon the norms and expectations of their particular discipline and provide a copy of these guidelines to the Office of Graduate Studies.
- 4.5.7 Graduate Faculty Workload
 - 4.5.7.1 Tenured and tenure track full time equivalency faculty teaching graduate courses and/or supervising graduate student research may receive a teaching reassignment up to 1/4 of their teaching load per semester, as approved by their Dean, Department Chair, and Provost to accommodate increased scholarship and/or service required by the related graduate program and/or accreditation.

4.5.7.2 The approval of a teaching reassignment shall be documented in writing and include the following:

4.5.7.2.1 Written criteria and standards that clearly define the expected level of increased scholarship and/or service required of faculty for warranting a reduction in teaching load.

4.5.7.2.2 A clear statement of the consequences for failure to meet the expectations within an agreed upon timeframe.

4.5.7.3 Faculty approved for a reassigned time for scholarly and/or creative activity who, in the opinion of evaluative entities, fail to meet the expected level of increased scholarship and/or service within the agreed upon timeframe may be subject to the set forth consequences.

4.5.8 Notwithstanding satisfaction of the requirements stipulated above, conferral or retraction of graduate faculty status is within the sole discretion of the University; no member of the faculty is hereby conveyed a property right or entitlement to such status; nor does retraction of such status impact a liberty interest in one's name or reputation.

V. References

VI. Procedure

All procedures are housed on the Graduate Studies web page.

VII. Addenda

Policy Owner: Provost and Vice President of Academic Affairs

Policy Steward: Director of Graduate Studies

History:

Approved 11/3/17