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.

3.3 Graduate Program Director: A graduate faculty member who oversees an accredited graduate program.
3.4 **Graduate Program Coordinator**: A graduate faculty member who oversees a non-accredited graduate program.

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 appointment of the Director of Graduate Studies shall be made by the Provost. The Director reports to the Provost.

4.3.2 The responsibilities of the Director of Graduate Studies include the following:

- **4.3.2.1** Create and manage strategic and annual planning processes for graduate education.

- **4.3.2.2** Guide all curriculum-related activities of the Graduate Council through the chain of appropriate University approval processes.

- **4.3.2.3** Execute budgetary responsibility for the Office of Graduate Studies.

- **4.3.2.4** Liaison with other University administrative units.

- **4.3.2.5** Promote and support quality graduate education at DSU.

- **4.3.2.6** Disseminate information about best practices in graduate
education.

4.3.2.7 Oversee graduate student advising.

4.3.2.8 Supervise administrative personnel.

4.4 The Graduate Council

4.4.1 The Graduate Council is a standing committee of the Faculty Senate.

4.4.1.1 The Faculty Senate shall appoint the Chair of the Graduate Council from among current membership of the Council. The Chair shall serve for one year and will continue to represent their college and maintain voting rights.

4.4.1.1.1 The Chair shall be responsible for scheduling meetings, managing the agenda, and defining charges for Graduate Council subcommittees.

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.

4.4.3.1 Voting members of the Graduate Council include representatives of each college and a graduate student representative.

4.4.3.2 College representatives serve three-year terms on the Graduate Council and are appointed by the Faculty Senate.

4.4.3.3 Graduate student representatives serve one-year terms and the same graduate program cannot be represented in consecutive years.

4.4.3.4 Non-voting members of the Graduate Council may include representatives of each graduate program, select graduate program support staff, and representatives of critical administrative support services.

4.4.4 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.

4.4.5 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.

4.4.6 The Graduate Council shall conduct formal approval of all new graduate program and course proposals and formal approval of all graduate program change proposals, including changes in program delivery format.

4.4.7 The Graduate Council sets/revises general graduate admissions standards and policies common to all graduate programs.

4.4.7.1 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.

4.4.7.2 The Subcommittee shall respond to appeals in a timely manner in keeping with the admissions cycle of the graduate program in question.

4.4.7.3 Data about all exception requests shall be gathered and reported to the full Graduate Council annually.

4.4.8 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 Only graduate faculty may teach graduate level courses.

4.5.2 Eligibility for graduate faculty membership:

4.5.2.1 Faculty appointed to teach graduate level courses must be
classified as either academically qualified or professionally qualified.

4.5.2.2 Respective graduate programs may have additional requirements than those shown below.

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

4.5.2.4 To be considered academically qualified, a candidate must:

4.5.2.4.1 Possess an earned terminal degree in an appropriate discipline.

4.5.2.4.2 Demonstrate recent effective teaching (may be waived for those who have no prior teaching experience) as determined by the respective chair, director, or dean.

4.5.2.4.3 Demonstrate a continuing record of scholarly activities as determined by individual college communities.

4.5.2.4.4 Demonstrate a continuing record of service as determined by individual college committees.

4.5.2.4.5 Exhibit exemplary collegiality as determined by individual college committees based on available evidence.

4.5.2.5 To be considered professionally qualified, a candidate must, at minimum:

4.5.2.5.1 Hold a master’s degree in a discipline appropriate to the subject being taught. Substitution may be granted with a related bachelor’s degree and documented exceptional experience and/or related certifications, when approved by the chair/director, the college dean, and the Office of the Provost.

4.5.2.5.2 Demonstrate recent effective teaching (which may be waived for those who have no prior teaching experience) as determined by respective chair/director or dean.

4.5.2.5.3 Demonstrate recent and significant relevant work-related experience, continuing professional education, and/or other criteria as determined by the chair or dean, which demonstrates the candidate is current in the area...
considered for teaching.

4.5.2.5.4 Exhibit exemplary collegiality.

4.5.2.6 Additional activities for graduate faculty:

4.5.2.6.1 Academically qualified graduate faculty with full-time status may serve on the Graduate Council, chair and/or serve on advisory (including thesis) committees of graduate students, serve as directors/coordinators of graduate programs, and participate in other matters concerning graduate education within their respective college and the University.

4.5.2.6.2 Academically qualified graduate faculty with part-time status may serve on (but not chair) advisory (including thesis) committees of graduate students and participate in other matters concerning graduate education within their respective college and the university.

4.5.2.6.3 Professionally qualified graduate faculty may serve on (but not chair) advisory (including thesis) committees for graduate students.

4.5.2.7 Review of faculty teaching graduate courses:

4.5.2.7.1 Supervising chairs/directors/coordinators and deans review faculty teaching graduate courses every three years for continuing eligibility.

4.5.3 The primary responsibilities of the members of the Graduate Faculty are as follows.

4.5.3.1 Provide effective instruction using contemporary strategies and methods.

4.5.3.2 Foster independent learning that stimulates demands on student intellectual and/or creative/artistic capacities.

4.5.3.3 Enable students to contribute to a profession or academic discipline.

4.5.3.4 Conduct scholarly research and/or creative work worthy of peer recognition.
4.5.3.5 Maintain proficiency in their discipline.

4.5.3.6 Ensure graduate programs in their discipline are relevant and of high quality.

4.5.3.7 Cultivate the research, scholarly, and creative endeavors of graduate students.

4.5.3.8 Participate in graduate faculty selection and evaluation.

4.5.3.9 Collaborate with other graduate faculty in assessing student attainment of program graduation standards.

4.5.3.10 Engage actively in the professional field and/or discipline.

4.5.4 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.

4.5.5 Graduate Faculty Workload

4.5.5.1 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.

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

4.5.5.2.1 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.

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

4.5.5.3 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.
4.5.6 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.

4.6 Graduate Program Oversight

4.6.1 The primary responsibility for policy compliance and the overall success of a graduate program lies with the graduate program director or coordinator.

4.6.2 Graduate Program Coordinator responsibilities

4.6.2.1 Market the program and recruit eligible students

4.6.2.2 Coordinate with the Graduate Studies Support Specialist in the Curriculum Office regarding program applications and student admissions.

4.6.2.3 Monitor student progress and ensure all graduate student forms are submitted to Office of Graduate Studies on time.

4.6.2.4 May attend Graduate Council meetings as an ex officio member.

4.6.2.5 Maintain currency of program and submit course/program changes in a timely manner through the established curriculum process.

4.6.2.6 Oversee assessment of program learning outcomes.

4.6.3 Graduate Program Director responsibilities

4.6.3.1 In addition to all responsibilities listed above for coordinators, assure all criteria and deadlines are met to qualify for and maintain continuing program accreditation.

4.6.4 Compensation

4.6.4.1 Both directors and coordinators will be compensated commensurate with Policy 643 as approved by the dean.

V. References

5.1 DSU Policy 643 Supplementary Compensation (In development)
VI. Procedures

6.1 Application procedure for graduate faculty

6.1.1 Complete application form and obtain approval from chair and dean.

6.1.2 Submit application to Office of Graduate Studies.

6.1.3 Graduate Council will review the application and vote to accept or reject.

6.1.4 Notification of acceptance or rejection will be sent to applicant, chair, and dean.

6.2 All other procedures are housed on the Graduate Studies web page.

VII. Addenda

Policy Owner: VP, Academic Affairs
Policy Steward: Associate Provost for Academic and Budget Planning

History:
Approved 11/03/2017
Revised 04/24/2020