

VII. OPERATING PAPER FOR GRADUATE STUDIES

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SECTION ONE

Introduction

I. Purposes and Objectives of Graduate Studies

A. Purposes:

1. To provide quality graduate programs in the arts and humanities, sciences, business, education, health, and other academic areas which reflect current trends in education and which meet the needs of students and the Commonwealth.
2. To enable individual students to gain additional knowledge and experience that will result in the enrichment of their personal lives and will enable them to contribute more effectively to a global society.
3. To promote scholarship research, including research and creative activities that are supportive of graduate education and of the total efforts of this University and of higher education in Kentucky.
4. To facilitate interaction of graduate faculty and students with the public sector in accordance with the University's service role.
5. To serve students, the University, and the State by performing efficiently the routine administrative, advisory, and clerical functions of Graduate Studies.

B. Objectives:

1. To provide quality graduate programs by:
 - a. Assisting in the development of new programs that reflect current trends and meet societal needs.
 - b. Recruiting well-qualified graduate students by prudent use of assistantship funds and by other efforts.
 - c. Encouraging cooperative educational efforts between Western and other institutions within the region.
 - d. Monitoring students' programs and enforcing academic regulations and requirements.
2. To provide courses to benefit individual students by:
 - a. Offering courses and programs that will enable students to update, refocus, or enhance previously acquired knowledge and skills.
 - b. Offering courses and programs at times and locations, which are accessible to qualified part-time and full-time students.
3. To promote scholarship, including research and creative activities, by:
 - a. Actively seeking to maintain and to strengthen University support of research assistantships, student and faculty research grants, released time for research, etc.
 - b. Encouraging faculty and graduate students to develop proposals for research grants.
 - c. Recognizing the research and creative accomplishments of Western's faculty and graduate students, e.g., by publishing samples of such

accomplishments.

- d. Giving support to research, which is directed toward the improvement of graduate instruction, which contributes to faculty development at Western, which contributes knowledge to the various academic disciplines, or which contributes to the goals of higher education in Kentucky.
- 4. To facilitate interaction of faculty and students with service area representatives by:
 - a. Encouraging the inclusion of internships in graduate programs.
 - b. Exploring externally-sponsored assistantships.
 - c. Developing degree program advisory committees composed of University and community personnel.
 - d. Promoting faculty and student service activity.
- 5. To perform efficiently the routine functions of Graduate Studies by:
 - a. Advising students on campus, in extended-campus locations, and distance education.
 - b. Processing applications for admission, student programs, etc.
 - c. Developing and utilizing efficient record keeping systems.
 - d. Applying appropriate technology to matriculation processes.

II. Administrative and Coordinative Relationships between Graduate Studies and other Units of the University

- A. Graduate education at Western Kentucky University is a joint effort and involves close working relationships between Graduate Studies and the five-academic colleges which offer graduate courses and the departments therein which are engaged in graduate instruction.
- B. The Graduate Faculty is organized as a single faculty, and Graduate Faculty members are drawn from and are faculty members of virtually all academic departments of the University.
- C. The Graduate Council is established and is organized to assure adequate representation of all academic areas as well as to achieve an all-University point of view.
- D. The Graduate Dean is in constant working contact with other administrative officers of the University. He/she has administrative responsibility for graduate instruction in the University and has responsibility for coordinating, encouraging, and stimulating the graduate programs in the academic units.
- E. Graduate Studies is included within the administrative jurisdiction of the Academic Vice-President of the University.

SECTION TWO

Organization of Graduate Studies

I. Organization for the Formulation and Implementation of Policy

A. The Graduate Faculty

1. Composition: The Graduate Faculty consists of members elected by the Graduate Council plus the President, Academic Vice President, and Graduate Dean of the University, as ex-officio members.
2. Appointment procedures: Recommendation of a new member is initiated by the department head with the concurrences of the graduate faculty of the department. The recommendation must then be reviewed by the College Dean and forwarded to Graduate Studies. The Graduate Faculty Committee of the Graduate Council reviews the applications and makes recommendation to the Graduate Council. A recommended faculty member becomes a member of the Graduate Faculty in the category for which that person was recommended upon receiving a majority vote of the Graduate Council.
3. Requirements for appointment to membership: Nominations and recommendations are based upon the general criteria of evidence of scholarly attainment, active participation in research, scholarly activities which are recognized or commended by professional organizations in the candidate's field, and willingness to direct the study of graduate students. Specific requirements for appointment to the different categories of membership are:
 - a. To qualify for **regular membership** on the Graduate Faculty, the faculty member must be tenured and:
 - (1) Hold the appropriate terminal degree in the teaching field.
 - (2) Hold the rank of associate professor or above.
 - (3) Have at least three years of full-time teaching experience at the senior college or graduate level.
 - (4) Have a solid record of effective teaching.
 - (5) Present a record of high-quality scholarly and creative achievement.
 - (6) Have a history of acceptable University and public service.
 - b. To qualify for **associate membership** on the Graduate Faculty, the faculty member must be untenured and:
 - (1) Hold an appropriate terminal degree in the teaching field.
 - (2) Hold a faculty appointment.
 - (3) Have at least one year of full-time teaching experience at the senior college level or provide evidence of appropriate field related experience.
 - (4) Show evidence of high-quality scholarly and creative achievements.

(5) Be involved in University and public service.

- c. A faculty member who fails to meet associate membership may be granted **temporary membership** on the Graduate Faculty. To qualify for temporary membership on the Graduate Faculty, a faculty member must meet the following academic requirements:
- (1) Hold an appropriate degree and appropriate professional experience in the teaching field.
 - (2) Present evidence for potential for effective teaching and high-quality scholarly and creative achievement.
 - (3) Be involved in University and public service.

Temporary members may not vote on graduate matters.

- d. Individuals who do not have regular appointments to Western Kentucky University may be approved for **adjunct membership** on the Graduate Faculty. Candidates for appointment to adjunct membership must either meet the requirements for associate membership or present equally notable qualifications based on education and experience specific to the assignment. Appointees approved on the basis of professional experience must be recognized for their high-quality contributions to their field of expertise and must be able to share knowledge that reflects the viewpoint of the professional practitioner.

Adjunct members may not vote on graduate matters.

4. Relation of Membership to Professorial Rank

Graduate faculty membership and professorial rank are dependent upon the same indicators of success in teaching, research/creativity, and public service. Therefore, there is a direct relation between the two processes for faculty who are involved in graduate programs.

- a. Faculty who hold an appropriate terminal degree and who are appointed/promoted to the rank of associate or full professor are eligible for a term of regular graduate faculty membership*.
- b. Faculty who hold an appropriate terminal degree and who are appointed/promoted to the rank of assistant professor are eligible for a term of associate graduate faculty membership*.
- c. Temporary graduate faculty appointment is not automatic at any professorial rank.

**The department head submits the Graduate Faculty application form through the established process to the Graduate Council.*

5. Requirements for continuation and/or change in status of membership:
 - a. Regular membership. Regular membership is subject to review at six-year intervals by the department head, the college dean, the Graduate Dean, and Graduate Council.
 - b. Associate membership. Associate members are appointed for six-year periods. At the end of this period, the faculty member may be recommended for regular membership or may be continued as an associate member.
 - c. Temporary membership. Temporary appointments are made for two years. Approval for reappointment is based on such considerations as academic background, professional development, demonstrated success in teaching the course(s) involved, and success in related non-academic experience.
 - d. Adjunct membership. Adjunct membership may be renewed after the term(s) designated on the application or for two-year period.
6. Any graduate faculty appointment/reappointment made other than as provided herein shall require written justification from the department that such action will serve the best interest of the graduate program and shall have support of the college dean, graduate dean, and Graduate Council.

A regular or associate member who retires or enters early retirement will be continued at that same membership level during the retirement phase of the career. Retired graduate faculty are encouraged to continue their association with the graduate program.

7. Functions:
 - a. The Graduate Faculty recommends academic policy on all matters concerning graduate students and graduate programs.
 - b. The Graduate Faculty has responsibility for establishing and upholding academic standards in graduate courses and programs, for recommending establishment of new graduate programs, and recommending approval of the awarding of graduate degrees and certificates.
 - c. The Graduate Faculty delegates its powers to the Graduate Council, reserving the following rights:
 - (1) To elect members to the Graduate Council.
 - (2) To receive minutes of each Graduate Council meeting.
 - (3) To refer agenda items and issues to the Graduate Council.
 - (4) To review Graduate Council actions.
 - (5) To meet on call as a body to discuss graduate matters.

B. The Graduate Council

1. Size, composition, and term of office:
 - a. Size and composition: Graduate Council membership shall be comprised of the Dean of Graduate Studies and Research, three faculty members elected from the Graduate Faculty of their college from each of the academic colleges housing graduate programs and a graduate student elected by graduate students of their college from each academic college.

b. Term of office:

- (1) Faculty members are elected for two-year terms. Terms are staggered in such a manner that approximately one-half of the membership will complete their terms of office in any one year. Faculty members may not serve more than two consecutive terms on the Graduate Council.
- (2) One graduate student and one alternate are elected by graduate students for a one-year term.
- (3) Terms of office begin at the start of the Fall Semester.
- (4) Three elected alternates from each college may serve as voting members in the absence of regular members.

2. Functions:

- a. The Graduate Council shall make proposals to the University Senate concerning university-wide graduate academic policies.
 - (1) Receive, review, and act upon academic course and program proposals being submitted through the approval process;
 - (2) Review existing graduate programs and new program proposals in light of the university's mission statement;
 - (3) Review any graduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations;
 - (4) Review existing graduate courses and new courses having significant consequences that cross college lines;
 - (5) Study graduate matters assigned to it by the University Senate Executive Committee.
- b. The Graduate Council shall make proposals directly to the Vice President for Academic Affairs concerning university-wide administrative and personnel policies. In line with this function, the Graduate Council shall:
 - (1) Forward recommendations on stipends and benefits for graduate assistantships;
 - (2) Forward recommendations on graduate student research grants;
 - (3) Propose requirements and recommendations for appointment and continuation of Graduate Faculty status;
 - (4) Hear and act upon student appeals of Graduate Studies and Research requirements;
 - (5) Establish standing and ad hoc committees;
 - (6) Respond to requests about graduate matters from the Academic Vice President and from the Council of Academic Deans.
- c. The Council maintains a continuing flow of information and recommendations between the Graduate Council and the Graduate Dean, the University Senate, the Graduate Faculty, the colleges, departments, and faculties, and the central administration.
- d. The Council approves Western or adjunct faculty members for membership on the Graduate Faculty.
- e. The Council invests authority for approval of applicants for admission to candidacy and approval for degree candidates for graduation to the

administrative unit of Graduate Studies.

- f. The Council may study any graduate curricular or academic policy matter it chooses.
- g. The Council recommends policies for the granting of graduate assistantships to the Dean of Graduate Studies for approval.

3. Committees:

- a. The Graduate Council is empowered to establish and terminate its own committees and sub-committees, both standing and *ad hoc*.
- b. The Chairperson of the Graduate Council, in consultation with members of the Council, appoints the chairperson and the members of these committees.
- c. These committees embrace such areas as graduate programs, graduate educational policy, and any other matters under Graduate Council jurisdiction.
- d. These committees may establish such sub-committees as may be necessary.
- e. Committees or sub-committees of the Graduate Council may include non-members as well as members of the Council.

4. Officers-- The Graduate Council shall elect a chairperson and a vice-chairperson from its voting membership. The chairperson and vice-chairperson shall be elected at the first fall semester meeting of the Graduate Council and each shall serve for one-year terms. The chairperson represents the Graduate Council on matters to be presented to the University Senate or to other academic bodies. The vice-chairperson shall chair the Graduate Council in the absence of the chairperson. The Graduate Dean is an *ex-officio* member of the Graduate Council and may not vote or serve as its chair. The Graduate Dean appoints a staff member from Graduate Studies to serve as secretary.

C. The Departmental Graduate Committee

1. Size, composition, and term of office:

- a. Size and composition: the Departmental Graduate Committee is composed of some or all of the regular and associate graduate faculty members of the department.
- b. The term of office is determined by the department.

2. Functions:

- a. The Committee serves in an advisory capacity to the department head concerning such graduate matters as graduate faculty recommendations, graduate course and program development, and prospective faculty recommendations.
- b. The Committee serves as liaison between the department and the College Graduate Committee and between the department and Graduate Studies.
- c. The Committee, or its delegate, makes recommendations to the College Graduate Committee and/or to Graduate Studies concerning such graduate matters as admissibility of graduate program applicants.

- d. The Chairperson of the Committee serves as the academic advisor for each new graduate student in the department until a permanent advisor is assigned.
- e. The Committee shares the responsibility with the advisors for having theses meet standards established by the department and Graduate Studies.
- f. The Committee assists in determining the allocation of the department's assistantship funds and in selecting the recipients of these funds.
- g. The Committee maintains a continuing review and evaluation of the department's graduate programs and makes recommendations to the appropriate administrative officers.

D. The College Graduate Committee

- 1. Size, composition, and term of office:
 - a. Size and composition: the College Graduate Committee is composed of one or more graduate faculty members from each of the college's departments which offers graduate programs.
 - b. The term of office of committee members is determined by the college.
- 2. Functions:
 - a. The Committee coordinates graduate programs within the college.
 - b. The Committee makes recommendations to the Graduate Council concerning graduate matters, such as new graduate courses and programs.

II. Organization for the Administration of Policy

A. The Graduate Dean

- 1. Responsibilities:
 - a. The Dean carries out established policy and also exercises leadership in the development of graduate education at the University.
 - b. The Dean as administrative head of Graduate Studies has all powers and responsibilities appropriate to that role and is accountable directly to the Academic Vice-President.
- 2. Functions (the following are illustrative and are not intended to be inclusive):
 - a. The Dean recommends new policies or modifications of existing policies to the Graduate Council.
 - b. The Dean works with the Graduate Council in assembling the factual bases and acquiring the perspectives necessary for effective policy formulation.
 - c. The Dean represents Graduate Studies on matters to be presented to the University Senate, to other academic bodies, or to administrative personnel.
 - d. The Dean acts as liaison between Graduate Studies and the central administration and between Graduate Studies and the graduate faculty,

department heads, and deans of each academic college.

- e. The Dean exercises continuing efforts to maintain and improve overall graduate educational standards in cooperation with the Graduate Council; the central administration; and the college deans, department heads, and faculties involved in the graduate program.
- f. The Dean acts, in accordance with Graduate Council policy and upon recommendation by the relevant administrative officer of the academic unit involved, upon such matters as applications for student admission or reinstatement, approval of thesis and dissertation committees, approval of transfer courses, approval of changes in degree plans, the awarding of degrees, and petitions for waiver of or exception to Graduate Studies rules and regulations.
- g. The Dean consults with the Academic Vice President and College Deans in the allocation of graduate assistantships.
- h. The Dean maintains all necessary records concerning students, the Graduate Faculty, the Graduate Council, and other matters of importance.
- i. The Dean works cooperatively with college deans and department heads in the development and offering of graduate programs.
- j. The Dean coordinates Graduate Studies with the total educational effort of the University.
- k. The Dean works with the other deans, chairpersons, and relevant administrative officers in regard to appointments that involve prospective members of the Graduate Faculty and makes appropriate recommendations to the Academic Vice-President.
- l. The Dean in cooperation with Institutional Research facilitates a yearly report containing statistical information on graduate enrollment by degree program and academic unit.
- m. The Dean represents Graduate Studies in accordance with the role of the Graduate Dean in dealings with other universities, professional associations, and other persons and bodies outside this University.
- n. The Dean supervises the preparation of a catalog in which the latest approved requirements for advanced degrees are listed.

- B. The Assistant/Associate Graduate Dean: The Assistant/Associate Dean of Graduate Studies assists the Graduate Dean in the administration and supervision of the various aspects of the graduate program.

SECTION THREE

Rules of Procedure for Meetings

I. Rules of Procedure for Graduate Council Meetings

A. Calling of Meetings:

1. The Graduate Council Chairperson shall call meetings of the Graduate Council.
2. The Graduate Council shall meet once each full month of the academic year.
3. Additional meetings may be requested by the Graduate Dean or the Chairperson of the Graduate Council.
4. During the regular meeting, the Council may go into an executive session for the purpose of engaging in discussion of an individual faculty member or student provided that the intent of closing the session is to protect the reputation of the individual or the privacy of student records.

B. Agenda for Meetings:

1. The agenda for any Graduate Council meeting shall be set by the Graduate Council Chairperson in consultation with the Dean of Graduate Studies.
2. The agenda of any Graduate Council meeting must be circulated to all members of the Graduate Council at least two days in advance of the meeting.
3. If matters which are not on the announced agenda are to be discussed, action shall not be taken until a subsequent meeting except under unusual circumstances and then as governed by the rules of order adopted by the Graduate Council.
4. Items may be placed upon the agenda at the request of members of the Graduate Faculty.

C. Conduct of Meetings:

1. The Graduate Council Chairperson shall preside.
2. In the absence of the Graduate Council Chairperson the Vice Chair shall preside.
3. The Graduate Council shall adopt its own rules of order.
4. Fifty-one percent of the voting members of the Graduate Council shall constitute a quorum.

D. Other Rules:

1. The Graduate Council may table a proposal if the author of the proposal or a representative of the author, who has knowledge of the proposal, is not present at the meeting during which the proposal is considered.
2. All other rules of procedure for the Graduate Council meetings as shall prove to be necessary, and are not in conflict with the rules listed above, are to be formulated by that body.

II. Rules of Procedure for Graduate Faculty Meetings

A. Purpose of Meetings:

1. To provide an open forum for discussion of issues concerning graduate education.
2. To solicit graduate faculty suggestions and contributions.
3. To present Graduate Studies progress reports.

B. Calling of Meetings:

1. The Graduate Dean or the Graduate Council Chair may call meetings of the Graduate Faculty.
2. The Graduate Faculty will meet on call but normally at least once each year.

C. Agenda for Meetings:

1. The agenda for any Graduate Faculty meeting shall be set by the Graduate Dean and Graduate Council Chair in mutual consultation.
2. The agenda of any Graduate Faculty meeting must be circulated to all members of the Graduate Faculty at least two days in advance of the meeting.

D. Conduct of Meetings:

1. The Graduate Dean shall preside.
2. In the absence of the Graduate Dean, the Assistant/ Associate Graduate Dean shall preside.

SECTION FOUR

Amendment and Reapportionment

I. Amendment

- A. The rules, procedures and bylaws of the Graduate Faculty and the Graduate Council contained in this document may be amended by action of the Graduate Council, as a representative body of the Graduate Faculty, with proper notice of the contemplated change and adequate opportunity for expression of opinion. A two-thirds vote of the Graduate Council membership is required.
- B. Changes in the administrative structure and administrative function of Graduate Studies shall be the purview of the Graduate Dean and/or other appropriate administrative officers.