

GRADUATE FACULTY MEMBERSHIP AND GOVERNANCE
Christopher Newport University
Approved by the Graduate Council
on 10/5/2011

I. Definition of Graduate Faculty

- A. Division of Instructional Faculty
- B. Membership
 - 1. Director of Graduate Studies (non-voting)
 - 2. President and Provost (non-voting, *ex officio*)
 - 3. Deans of each College and School (non-voting, *ex officio*)
 - 4. Registrar (non-voting, *ex officio*)
 - 5. Graduate Faculty members as approved by Graduate Council and by the Provost:
 - a. Regular
 - b. Associate

II. Responsibilities of Regular Graduate Faculty Members

- A. Teach graduate courses as appropriate
- B. Advise and evaluate students
- C. Direct theses
- D. Serve on committees
- E. Provide for self-governance
- F. Perform and encourage scholarship and research

III. Regular Graduate Faculty Authority to Review and Approve
(per Faculty Senate memorandum of 5-9-90)

- A. Courses and programs
- B. Requirements for admission, continuation and graduation
- C. Policies and plans for future development
- D. Selection and continuance of Associate Graduate Faculty members
- E. Awarding of graduate degrees

IV. Eligibility for Graduate Faculty Membership

- A. General (SACS, 2006)
 - 1. Earned doctorate/terminal degree in the teaching discipline or a related discipline.
- B. Regular Graduate Faculty
 - 1. All CNU full-time faculty members with terminal degrees, including restricted positions at the Visiting Professor/Associate Professor/Assistant Professor/ and Lecturer ranks, are appointed as part of the Regular Graduate Faculty upon employment.
- C. Associate Graduate Faculty
 - 1. Associate graduate status may be granted to adjunct faculty, restricted faculty at the Instructor or Lecturer level, or other faculty without the terminal degree who have exceptional experience.
 - a. There must be a demonstrated need for an instructor that cannot be fulfilled by a Regular Graduate Faculty member.
 - b. There must be an assigned regular graduate faculty member to mentor the associate.
 - 2. Associate graduate status may be granted to laboratory instructors/supervisors who do not have direct teaching responsibilities.
 - 3. Associate graduate faculty are appointed for six year terms, renewable.
- D. Nomination and Admission to Graduate Faculty Membership for Associate Graduate Faculty status
 - 1. Application submitted to department chair
 - 2. Endorsement by department chair, and program coordinator and Director of Graduate Studies
- E. Removal from Graduate Faculty Membership
 - 1. For associate faculty serving a six year term, a department chair or the Director of Graduate Studies can request a review of the faculty member's performance based on IDEA evaluations, annual reports (EVAL 6), or other documents.
 - 2. The Director of Graduate Studies will exercise one of the following three options:
 - a. No action be taken; faculty member remains on graduate faculty
 - b. Written plan of action to be developed jointly by faculty member and Director of Graduate Studies.
 - c. Removal from graduate faculty

V. Graduate Programs Council

- A. Membership
 1. Deans of Colleges (non-voting, *ex officio*)
 2. Director of Graduate Studies (non-voting)
 3. Registrar (non-voting, *ex officio*)
 4. The Program Coordinator for each graduate program
 5. Six members of Regular Graduate Faculty elected to staggered two-year terms by the Regular Graduate Faculty members of the University with no more than two faculty members elected from one program.
- B. Responsibilities
 1. Review and approve all course offerings in the graduate program
 2. Review and approve changes in the graduate program
 3. Review and make recommendations regarding the status of all graduate students
 4. Appoint Regular Graduate Faculty to *ad hoc* committees
 5. Advise the Provost on the appointment of the Director of Graduate Studies
- C. Officers and Duties
 1. Chair (Director of Graduate Studies shall serve as Chair)
 - a. Convene and preside at all meetings of the Graduate Programs Council
 2. Vice Chair (elected annually from the six members of the Council)
 - a. Preside in the absence of the Chair
 3. Secretary (appointed by the Director of Graduate Studies)
 - a. Record the minutes of each meeting and deposit minutes with the Director

VI. Graduate Faculty Committees (including but not limited to the following:)

- A. Standing Committees
 1. Assessment and Program Review
 2. Curriculum and Planning
 3. Admissions, Graduate Assistantships, and Degrees
 4. Governance and Administration
 5. Nominations
- B. Membership
 1. Regular Membership
 - a. Regular membership on all standing committees shall be for two years, with the exception of the Nominations Committee
 - b. Regular membership on all standing committees shall consist of three members of the Regular Graduate Faculty, including at least one member of the Graduate Council
 - c. Regular members shall be voted on in the spring faculty elections.
 - d. Regular membership shall be for staggered terms
 - e. In the case of a vacancy prior to the spring semester meeting of the graduate faculty, the Graduate Council shall appoint a replacement to fill the position until the next election
 - f. Unless otherwise specified, a standing committee shall consist entirely of Regular members
 2. Temporary Membership
 - a. The Assessment and Program Review Committee will be augmented by one temporary member for each program review
 - (1) The additional member will be a graduate faculty member who has expertise in the area of the graduate program being evaluated
 - (2) The term of the additional member will be the length of time required to complete the review of a specific program
 - (3) The additional member will be appointed by the Director of Graduate Studies after consultation with the coordinator of the program under review, the Graduate Council, and the Assessment and Program Review Committee
 - b. The Nominations Committee will be appointed each Spring semester and will serve for one semester
 - (1) Members will be those faculty on the Graduate Council whose terms are expiring
 - (2) The chair of this committee will be selected by the members of the committee
- C. Duties of Standing Committees
 1. Assessment and Program Review
 - a. Plan and oversee six year evaluations of all graduate programs
 - b. Conduct studies and systematic reviews of all graduate program offerings
 - c. Make recommendations to the Graduate Council and the Provost regarding continuation or discontinuation of graduate programs, related resource allocations, and curricular modification
 2. Curriculum and Planning
 - a. Review all graduate courses and recommend to Graduate Council their acceptance or rejection

- b. Review all proposed graduate programs and recommend to Graduate Council their acceptance or rejection
- c. Conduct long-range planning regarding new graduate courses and programs and report periodically to the Graduate Council
- 3. Admissions, Graduate Assistantships, and Degrees
 - a. Recommend to the Graduate Council standards for graduate admission
 - b. Review appeals to denial of graduate admission and make appropriate recommendations to the Director of Graduate Studies
 - c. Recommend to the Graduate Council policies with regard to terms, criteria, and procedures for graduate assistantships
 - d. Determine which students have completed the requirements for earned graduate degrees and recommend them to the Graduate Council for certification
 - e. Review student petitions regarding graduate degree requirements and make recommendations thereon to the Graduate Council, the Director of Graduate Studies and the Provost
 - f. Considers petitions of graduate students who have been denied course transfer or substitution credit. The Director of Graduate Studies will render a final decision on the appeal based upon this recommendation.
- 4. Governance and Administration
 - a. Revise the Graduate Faculty Membership and Governance document as directed by the Graduate Council
 - b. Appoint, if it wills, a subcommittee to review and write descriptions for positions of graduate study administration, any recommendations forthcoming being brought before the Graduate Council in March of each academic year
 - c. Review yearly the committee structure of the Graduate Council to insure that all responsibilities are delegated and that the structure continues to meet the needs of the graduate program
 - d. Draft the procedure for graduate faculty consultation regarding the selection of the Director of Graduate Studies
- 5. Nominations

The committee will provide a slate of nominations for vacant seats or for seats of members whose terms are expiring on the Graduate Council and Graduate-Council Committees. The slate will be presented by the February meeting of the Graduate Council. After GPC approval, the slate is submitted to the Secretary of the Faculty Senate to be voted on in the spring faculty elections.

VII. Graduate Committees

- A. Membership
 - 1. Regular Graduate Faculty members involved in a particular program, appointed by the Director of Graduate Studies in consultation with the Deans whose departments are involved in the program
 - 2. Program coordinator, appointed by the Director of Graduate Studies in consultation with the Deans whose departments are involved in the program
 - 3. Chairs of the departments involved in the program
- B. Responsibilities of Program Coordinators
 - 1. Carry out routine operations related to graduate program to include, but not be limited to:
 - a. filing student program plans with the Office of Graduate Studies
 - b. recruiting activities
 - c. collecting statistical data for reports and purposes of Office of Graduate Studies
 - d. completing program self studies and filing reports
 - e. updating recruiting materials
 - f. overseeing scheduling of graduate courses
 - g. initiating reviews and updates of program curricula, standards, and admission standards
 - h. editing the programs description, requirements, and course offerings in the graduate catalog
 - i. helping select and inform students of assistantships and informing non-recipients of decisions
 - j. informing the Office of Graduate Studies of assistantship recipients and information required to insure timely payment
 - k. planning and executing a program orientation for new students
 - l. reviewing the graduate program advising system each year and revising it as needed
 - m. disseminating information to graduate students
 - n. setting, in concert with program faculty, short and long range program goals
 - o. ensuring the program web sites are up-to-date
 - p. coordinating comprehensive exams and reporting of scores
 - q. overseeing the collection of thesis and projects
 - r. ensuring external review of theses and/or projects and comprehensive exams if required
 - s. collecting course syllabi and exams for program reviews
 - 2. Provide liaison with Director of Graduate Studies and Graduate Council

3. Provide timely review for credentials of prospective graduate students as submitted by the Office of Graduate Studies
4. Recommend or reject applications of students to graduate study
5. Accept or reject transfer credits for graduate work at other institutions
6. Assign graduate advisors for graduate students subject to approval of the Director of Graduate Studies
7. Assign graduate theses advisors and theses committees subject to approval of the Director of Graduate Studies
8. Recommend acceptance or rejection of graduate student petitions for change in status
9. Monitor progress of departmental graduate students
10. Recommend Associate membership on the Graduate Faculty
11. All responsibilities not stated herein shall reside in the Graduate Council

VIII. Academic Freedom and Research

See *Christopher Newport University Handbook*

IX. Graduate Faculty Workload and Compensation

- A. Regular members of the Graduate Faculty, accordingly, will not receive higher monetary compensation for teaching graduate level courses or for carrying out regular duties.
- B. Members of the Graduate Faculty who teach graduate classes during the summer session will receive monetary compensation according to the usual University summer session formulae.