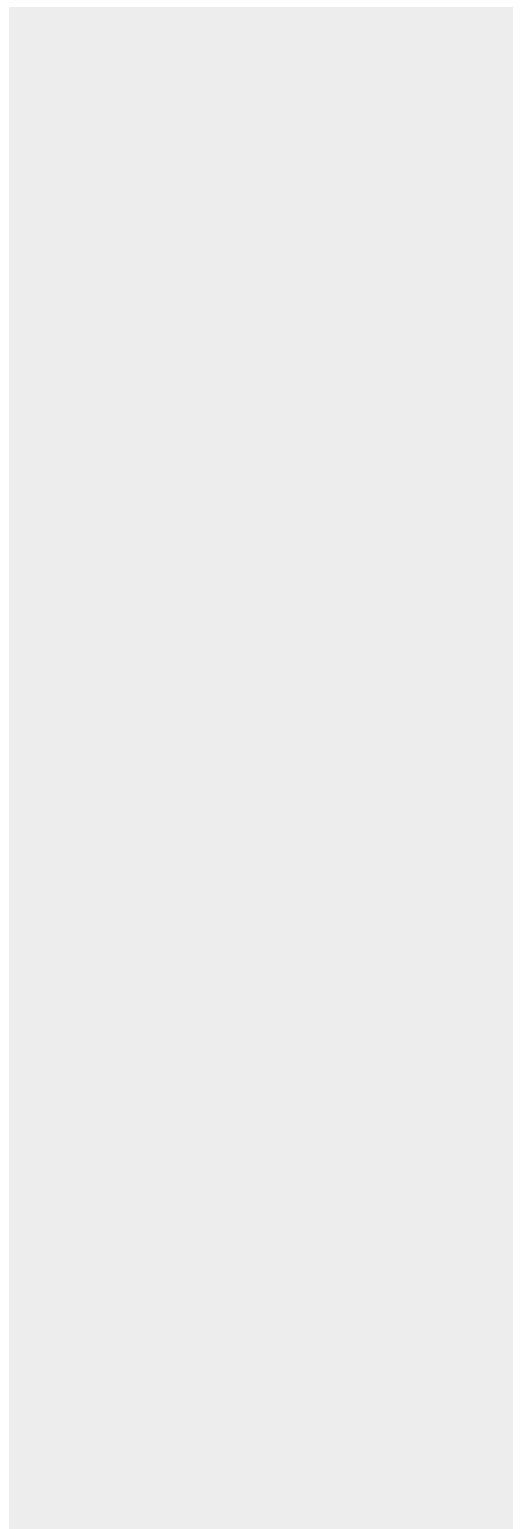


# Wichita State University

## Graduate School Bylaws

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Graduate School Bylaws





selected from the nominees based on willingness to serve, ability to attend Council meetings, and academic credentials.

In the event of new academic divisions within the University receive approval to offer graduate work but are not represented on the Graduate Council, a petition to be represented on the Council may be submitted to the Graduate Dean, subject to review by the Graduate Faculty.

- C. ACADEMIC DEANS – The chief academic officers of the colleges and schools are appointed by the President of the University with recommendations from faculty and administrative advisory groups.
- D. GRADUATE COORDINATORS – Graduate Coordinators shall be recommended for appointment by the department chair. The Coordinator shall be a member of the Graduate Faculty and shall be approved by the College Dean and the Graduate Dean.
- E. GRADUATE FACULTY – Wichita State University has two categories of Graduate



graduate students, approval of plans of study for graduate students, certifying completion of degree requirements, and exception and waiver requests of graduate students. Such records, forms, and minutes as necessary for the operation of the Graduate School shall be maintained. The Graduate Dean shall provide for the establishment and updating of procedures and regulations relating to the Graduate School. The Graduate Dean shall chair meetings of the Graduate Council and shall call a meeting of the Graduate Council at least once a month during the regular academic year.

The Graduate Dean shall take action on routine items such as (a) Graduate Faculty nominations, (b) course changes, (c) exceptions to current regulations, and (d) departmental degree requirements over and above the general Graduate School requirements. The Graduate Council shall review disapprovals on these matters made by the Graduate Dean, if appeals are initiated.

The Graduate Dean may delegate any of the listed responsibilities.

Associate or Assistant Graduate Deans are responsible for assisting the Graduate Dean as determined by the Graduate Dean.

- B. GRADUATE COUNCIL – The Graduate Council shall serve as an executive body of the Graduate Faculty in an advisory role to the Graduate Dean. In general, it shall concern itself with consideration of major policy items or major changes in graduate programs as are appropriate to the areas of responsibility defined for the Graduate Dean and exercise final review in cases involving disapprovals by the Graduate Dean, as described previously.

Actions of the Graduate Council shall constitute final recommendations to the Dean, except that the Council may choose, by a two-thirds vote, to place a motion before the Graduate Faculty.

The Graduate Council shall serve as a central agency whereby communication is established and maintained among the various areas of the University in matters pertaining to graduate affairs. The representatives on the Graduate Council shall disseminate information pertaining to graduate affairs from the Graduate Office. They shall also determine and present the views of their constituents (graduate faculty members, doctoral program faculty, and/or students) whom they represent to the other members of the Council and the Graduate Dean.

Specific functions of the Graduate Council include:

1. To review, evaluate, and recommend to the Graduate Faculty new graduate program proposals, major revisions in existing programs, and the deletion of existing degrees.
2. To review, evaluate, and recommend to the Graduate Faculty major regulations governing graduate students, graduate programs, and broad University policies and principles regarding graduate work.

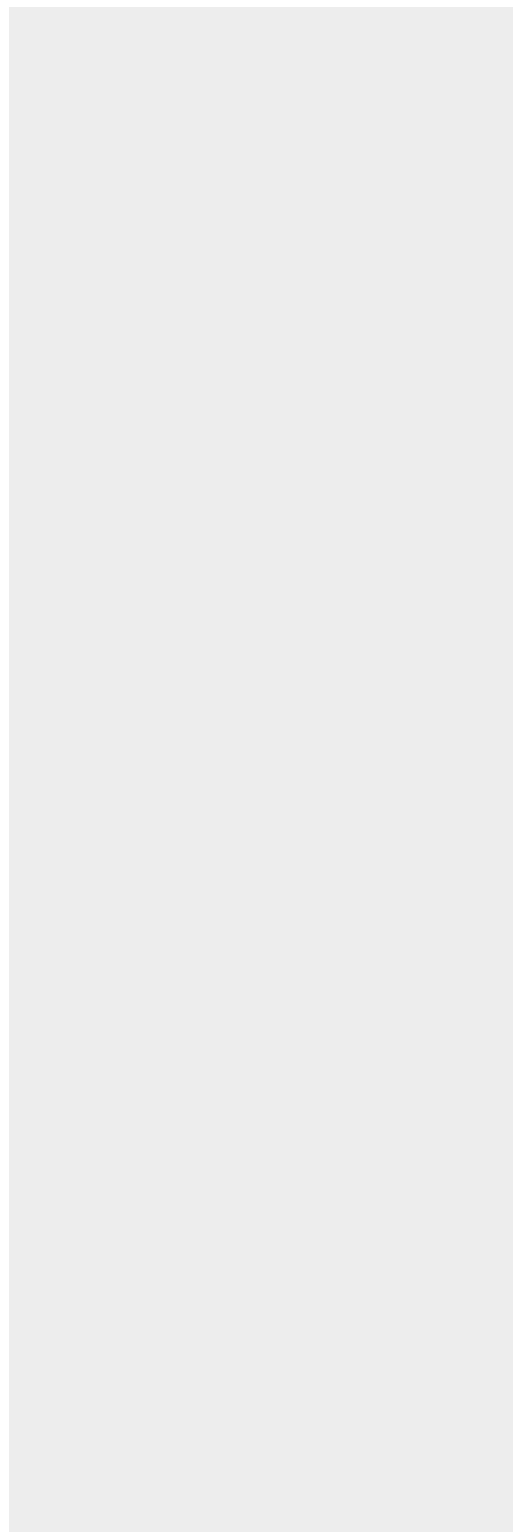
3. To conduct review of graduate programs by evaluating the program self-studies generated by the departments, as part of the Board of Regents Program Review, and providing recommendations to the Graduate Dean concerning the quality of the programs.
4. To maintain effective liaison with departments participating in graduate programs, encourage the growth of interdisciplinary programs, and exercise central planning functions designed to promote programs of the highest quality.
5. To assist in designing and administering graduate programs.
6. To encourage student research/creative endeavor as part of their graduate education.
7. To provide input to the Graduate Dean on issues submitted to the Council by the Dean.
8. To receive and act upon such matters brought to it by its standing or ad hoc committees.
9. To develop the Graduate School categories for Graduate Faculty membership (with subsequent approval by the Graduate Faculty) and to provide necessary implementation interpretation of the eligibility qualifications and duties/ responsibilities in each category.
10. To investigate and render judgment concerning any complaint about a Graduate Faculty that may lead to revocation of Graduate Faculty status or revocation of privileges. In these cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.
11. To serve as a committee on appeals if a graduate student is dissatisfied with direct administrative action taken by the Graduate Dean. In such cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.
12. To serve as a committee on exceptions for student requests for exceptions to catalogue regulations when students are dissatisfied with the decision made by the Graduate Dean. In such cases, the judgment of the Council is final, and two-thirds vote of those present is needed to approve such judgment.
13. To serve as a committee on appeals for faculty members who are denied graduate faculty membership. In these cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.

college. Specific approval steps are indicated elsewhere in this document.

D. GRADUATE COORDINATORS – Graduate Coordinators are charged with the primary role of coordinating the policy and procedures of the Graduate School between their programs and the Graduate Office. Additionally, they are charged with monitoring the condition of the graduate program in their field, working with their departmental chair or other responsible administrator/committee in maintaining the quality and viability of their graduate program, serving as an agent of the Graduate Faculty in their area, and processing records of graduate students in their area. These items may include:

1. Admission recommendations and graduate enrollment management
- 2.





## APPENDIX I

### Policy 5.12 / Graduate Faculty Membership

Graduate faculty develop curricula, teach graduate courses, guide student research, Mentor graduate students, participate in the governance of graduate education, and determine criteria for Graduate Faculty membership.

Remaining current in one's discipline is a special responsibility of faculty who teach at the graduate level. In particular, research, scholarship, creative activities, and performance serve as models for graduate students. What constitutes a program of original work varies considerably from discipline to discipline. Quantity is not the sole criterion, and may not even be a major criterion. However, periodic evidence that one's work has undergone independent peer review and is part of an ongoing scholarly agenda is expected. In some disciplines, graduate faculty are also expected to generate external funding through grants and contracts to support their research and scholarly activities as well as to support graduate students.

There are two categories of Graduate Faculty membership in Wichita State University. Candidates for Graduate Faculty membership must meet all department specific criteria and the following university specified eligibility criteria. All nominations for Graduate Faculty status must originate from a Wichita State University academic department.

#### I. CATEGORIES

##### **Graduate Faculty**

###### *Eligibility:*

- Possess terminal degree in the discipline or its equivalent in training and/or experience (documentation is required when equivalency is claimed from a combination of training and experience)
- Tenured or tenure-track WSU faculty with assistant professor or higher rank or meet established criteria for the academic unit
- 

###### *Duties and responsibilities:*

- Teach graduate courses
- Serve on master's and doctoral committees
- Chair capstone (project, thesis, and dissertation) committees
-



Dean with his/her own recommendation and signature.

Each department and/or college should have a committee (minimum of three members) comprised of Graduate Faculty. Using the Graduate School's graduate faculty categories as a guideline, the college or department committee will submit criteria for each graduate faculty category to the Graduate Dean for approval. In order to stay current, departments/colleges will re-evaluate the criteria and submit them to the Graduate School every five years. The committee will also assess faculty who seek to have graduate faculty status (including re-appointment). A positive recommendation is defined by a simple majority vote, after which the nomination and supporting information are forwarded to their respective department chair or college dean. Faculty (including departmental chairs) whose material is under consideration cannot serve or vote on the departmental/college committee during consideration of the candidate's material.

The College Dean has the right to request from the departmental/college committee additional justification in regards to the committee's vote or candidate's material. In the case of a positive vote by the College Dean, the completed nomination form and supporting information/documents are forwarded to the Graduate School.

Graduate Dean and Graduate Council Level:

The Graduate Dean has the responsibility to evaluate and approve the departmental/college

Recommendations at all levels are based on a judgment of whether the faculty member meets the criteria set by the particular department or college. Faculty who receive a negative decision from the departmental or college committee, college dean, or Graduate School Dean may petition the Graduate School Dean to have their material reviewed by the Graduate Council. As part of their petition, faculty may elect to write a rebuttal to the vote justification of the departmental/college committee, college dean, or Graduate School Dean and may include additional material in support of their grievance.

## **II. REVOCATION OR LOSS O**

**PART I –**

- C. DOCTORAL PROGRAM SUB-COUNCIL – The Sub-Council exists for the general advocacy of doctoral programs throughout the University community and to review, determine, and recommend policies for doctoral programs.

D

- C. DOCTORAL PROGRAM SUB-COUNCIL – Membership consists of the Graduate Dea

reviewed for graduate faculty membership within six years after having left their administrative appointment.

Administrators who were not members of the Graduate Faculty (when serving in a faculty role) but who wish to be GF-1 members of the Graduate Faculty must be nominated and reviewed according to the same procedures and policies as the teaching and research faculty.

All Graduate Faculty, including those holding administrative appointments, who wish to receive GF-2 status must be reviewed and recommended by the Doctoral Program Sub-Council for GF-2 status. There are no exceptions.

The Graduate Faculty members undergo a periodic review process (every six years) for membership on the Graduate Faculty. The rationale for this periodic review is the expectation that a graduate faculty member will continue to be engaged in and will demonstrate achievement in serious advanced study, research/creative activity, and student mentoring. At the graduate level, each participating faculty member should have a command of his/her field and have demonstrated a capacity for teaching and research, professional practice, and student mentoring. Graduate faculty members will usually have earned the terminal academic degree in their field or have attained the clear equivalent in professional experience, scholarly, or creative achievement. They will also have remained active at the graduate level in their field. The Graduate School maintains a record of current graduate faculty, including their membership category and date of term completion. Each fall semester, the Graduate School notifies department chairs of the graduate faculty members whose membership terms will expire at the end of fall semester. These faculty members need to be re-nominated for continuing membership by the end of the fall semester. Faculty who expect to retire within three years of their membership expiration may simply notify the Graduate Dean of this circumstance, and they will receive an extension of their current membership status for that period of time. In addition, faculty members, whose work assignment no longer requires graduate faculty status, do not need to be reviewed or renewed.

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A part of the responsibility of the Graduate Dean under the category of development of resources for the conduct of graduate programs is that of assessing the needs of such programs and the sources of support for them. The Graduate Dean shall have specific budgetary control of certain assistantship and fellowship monies as separate from regular teaching and research assistantship funds, in order to provide a mechanism for developing graduate programs. Such funds should be flexible and not committed indefinitely to certain programs.

- C. DOCTORAL PROGRAM SUB-COUNCIL – The Sub-Council is a standing committee of the Graduate Council and as such serves primarily as an advisory body. The functions of the committee include: (a) general advocacy of doctoral programs throughout the university community, (b) doctoral program reviews utilizing the present periodic graduate program review process, (c) review and approval of GF-2 status or specific co-chairing privilege for GF-1 or GF-3 faculty nominated from departments with doctoral programs [functioning in this case as the final decision- making body], (d) coordination with the Graduate Council on a regular basis with joint meetings as needed, (e) doctoral program exception requests as referred by the Graduate Dean, and (f) curricular matters pertaining to only doctoral programs.

D

**PART II –**





