

# Graduate School

## 3. The Graduate School

### Article I. Name

This organization shall be called the Graduate School of West Texas A&M University.

### Article II. Purpose

The Graduate School is a community of scholars comprised of graduate faculty and students. The purpose of the Graduate School is to advance knowledge through research and instruction of the highest quality. The objectives of the Graduate School are to encourage academic inquiry, to stimulate intellectual and artistic creativity, and to foster the spirit of independent scholarship among faculty and students alike.

### Article III. Direction of the Graduate School

The general direction of the Graduate School shall be the responsibility of the dean of the graduate school and research (hereafter called dean of the graduate school), the Graduate Council and the graduate faculty subject to regulations of the University and the Board of Regents.

### Article IV. Membership of the Graduate Faculty

Section 1. Members of the graduate faculty at the time of adoption of these bylaws shall retain their membership on the graduate faculty until such time that their file is due for periodic review.

Section 2. The graduate faculty shall include the president of the University, the provost/vice president for academic affairs, the dean of the graduate school, the deans of the colleges, and all academic heads of departments and divisions that have a graduate program, as ex officio members with voting privileges.

Section 3. The graduate faculty shall be composed of three levels of members. Full members must meet criteria described in Article IV, Section 4, and will make application and be appointed by the procedure described in Article IV, Section 5. All full-time faculty, regardless of academic rank or tenure status, may apply for full membership. Associate and affiliate members must meet criteria described in Article IV, Section 4, and will apply as described in Article IV, Section 5, but need only be appointed by the dean of the graduate school upon the recommendation of a membership subcommittee consisting of four Graduate Council members, one representing each college, appointed annually by the dean of the graduate school.

- A. Full members shall have full voting privileges on graduate faculty affairs, the right to teach graduate classes, the right to serve on or chair thesis or non-thesis advisory committees, and the right to participate in comprehensive examinations as a voting member. Full members may serve on the Graduate Council and may serve as the department/division graduate coordinator. Appointments are for a five-year period. At the end of that time, full members will need to reapply if they wish to continue their membership on the graduate faculty.
- B. Associate status may be granted for up to two years to individuals not normally involved in the graduate program (e.g., PTIs), to new faculty members with no prior graduate teaching experience or to regular faculty who have not had an opportunity to apply for full membership. Associate graduate faculty may be permitted to teach graduate courses, to serve on thesis or non-thesis advisory committees as needed by the department/division, and the right to participate in comprehensive examinations as a voting member. Permission may be granted by the dean of the graduate school for an associate member to co-chair a thesis or non-thesis advisory committee. Associate members are non-voting members of the graduate faculty. This appointment need only be approved by the dean of the graduate school if so recommended by the membership subcommittee. The dean of the graduate school will inform the Graduate Council of new associate status appointments.
- C. Affiliate status may be granted to adjunct faculty, A&M System faculty or other individuals outside WTAMU academe whose expertise would be appropriate and beneficial in service as a member of a thesis or advisory committee. Permission may be granted by the dean of the graduate school and research for an affiliate member to co-chair a thesis or non-thesis advisory committee. Affiliate

# WTAMU Faculty Handbook

members are non-voting members of the graduate faculty that may be appointed for a three-year term. Reappointment may occur only after review of the applicants' credentials by the dean of the graduate school. This appointment need only be approved by the dean of the graduate school if so recommended by the membership subcommittee. The dean of the graduate school will inform the Graduate Council of new affiliate status appointments.

Section 4. Nomination and recommendation for membership on the graduate faculty shall be based on criteria appropriate to the membership status being sought as follows:

- A. Full members of the graduate faculty shall:
  - 1. Possess the terminal degree in their area of specialization. Faculty who lack a terminal degree may be considered for full status if they have expertise which is unique or outstanding within their discipline;
  - 2. Demonstrate the skills and willingness necessary to supervise theses or direct non-thesis advisory committees;
  - 3. Demonstrate superior teaching ability at the graduate level;
  - 4. Participate in activities which are recognized or commended by professional organizations in the candidate's field. Activities which may be used for such an evaluation include the following:
    - a. Research leading to publications;
    - b. Grantsmanship as revealed by attracting funding for one's research endeavors;
    - c. Significant contribution to the creative arts in the candidate's field;
    - d. Direction of thesis projects;
    - e. Participation in professional organizations and presentation of research to one's peers;
    - f. Evidence of additional training that represents an upgrade leading to specialization or certification;
    - g. Demonstration of graduate administrative ability;
    - h. Active participation in the graduate program.
- B. Associate members of the graduate faculty
  - 1. Possess the terminal degree in their area of specialization. Faculty who lack a terminal degree may be considered for associate status if they have expertise which is unique within their department/division;
  - 2. Participate in activities which are recognized or commended by professional organizations in the candidate's field (see Section 4.A.4).
- C. Affiliate members shall meet the requirements for associate status.

Section 5. Applicants for membership on the graduate faculty shall first be nominated by their department/division head, then be recommended by the appropriate academic dean to the Graduate Council for their approval. Appointment to the graduate faculty shall be made by the president on recommendation of the provost/ vice president for academic affairs.

Section 6. The dean of the graduate school, upon recommendation of the head of the department or division, shall designate those members of the graduate faculty who are qualified to direct master's theses in that department.

Section 7. The provost/vice president for academic affairs will notify the dean of the graduate school of personnel changes which relate to graduate faculty status. Department/division heads may also recommend

# Graduate School

membership withdrawal or abeyance through appropriate administrative channels. The procedure to be followed shall be that described in Article IV, Section 5.

Section 8. The dean of the graduate school is charged with the responsibility of scheduling yearly reviews for the reappointment of full and affiliate members whose terms have expired. Such faculty must submit an application in order to be considered for continuance of graduate faculty status.

Section 9. A faculty member may appeal membership decisions through the Graduate Council. The faculty member must file a declaration of intention to appeal, in writing, with the dean of the graduate school at least two days before the Graduate Council meets. A department/division head or another faculty member may appear on the faculty member's behalf. If the appeal is unsuccessful, further appeal may be made to the dean of the graduate school and provost/vice president for academic affairs.

## **Article V. Duties of the Graduate Faculty**

Duties of the graduate faculty shall include the following:

Section 1. To conduct graduate classes and seminars that stimulate creativity and contribute to growth and development of independent scholarly attitudes and performance;

Section 2. To be productive, creative scholars devoted to discovery, development and refinement of knowledge and techniques in one's field of expertise, usually resulting in publication for evaluation and criticism by peers;

Section 3. To encourage among students informal activities that can lead to scholarly or artistic production;

Section 4. To seek out undergraduate students of outstanding ability and encourage them to pursue graduate study;

Section 5. To maintain standards of student performance that will prepare graduates who are able to carry professional and scholarly responsibilities of an educated person in a free society;

Section 6. To periodically review curricular offerings and program requirements of the graduate program in their department or division.

## **Article VI. Officers**

Officers of the Graduate School shall be the president of the University, the provost/vice president for academic affairs, and the dean of the graduate school. Their duties shall be as follows:

Section 1. The president as chief administrative officer shall receive reports of the provost/vice president for academic affairs, shall counsel and advise and shall have the powers and responsibilities indicated in the revised bylaws of the Board of Regents of The Texas A&M University System.

Section 2. The provost/vice president for academic affairs shall receive reports of the dean of the graduate school and shall advise and counsel the dean of the graduate school and the Graduate Council.

Section 3. The dean of the graduate school shall have responsibility for leadership and direction of the Graduate School. This person shall administer all regulations pertaining to the Graduate School and shall preside over meetings of the Graduate Council and the graduate faculty.

## **Article VII. Graduate Council**

Section 1. General

The dean of the graduate school shall act as chair of the Graduate Council. Members of the Graduate Council shall be representatives of the graduate faculty in advising the dean of the graduate school regarding affairs of the Graduate School.

# WTAMU Faculty Handbook

## Section 2. Duties

- A. The Graduate Council shall review and make recommendations to the dean of the graduate school regarding matters dealing with graduate faculty membership, graduate curriculum and graduate admission policies. More specifically, the Graduate Council will study, for recommendation to the dean of the graduate school, the following topics:
  - 1. Nominations for membership in the graduate faculty;
  - 2. Periodic reviews of qualifications for membership in the graduate faculty;
  - 3. Submissions of new advanced courses, new degree programs or any proposed changes in graduate curriculum;
  - 4. Certification requirements necessary to maintain currency of graduate curricula;
  - 5. Graduate curricula, to determine if recommendations for its improvement can be made;
  - 6. Admissions procedures, with a view toward maintaining adequate standards in the Graduate School and insuring the high quality of students admitted;
  - 7. Registration procedures and policies that affect the Graduate School.
- B. The Graduate Council will also review matters which are to be taken to graduate faculty and make recommendations to be carried to the graduate faculty by the dean of the graduate school.
- C. The Graduate Council will receive communications on any and all matters relating to the Graduate School brought to them by the dean of the graduate school and research.
- D. The Graduate Council will cooperate with the undergraduate faculty or its representatives and will appoint joint committees when necessary.

Section 3. The dean of the graduate school may appoint ad hoc committees to take up various matters before the Graduate Council.

## Section 4. Selection of Graduate Council members

- A. The Graduate Council shall consist of one representative from each department or division with graduate faculty.
- B. Selection of Graduate Council members shall be by the following procedure:
  - 1. The head of each department or division with graduate faculty shall forward to the dean of the graduate school the name and vita of two nominees for council membership elected by the department's graduate faculty members;
  - 2. If qualifications are in order, the dean of the graduate school will recommend to the provost/vice president for academic affairs a nominee to council membership.
  - 3. The University librarian shall sit as a non-voting, ex officio member of the Graduate Council.
- C. Other aspects dealing with membership:
  - 1. All members of the Graduate Council must be members of the graduate faculty.
  - 2. Vacancies on the Graduate Council, created when a person resigns or is otherwise unable to complete a term, shall be filled by the same procedure as described for regular appointment.
  - 3. Terms of office shall be for two years. Appointments to the Graduate Council will be made during the spring semester. Service will begin with the first summer term and continue for two full years.

# Graduate School

## **Article VIII. Meetings**

Section 1. The dean of the graduate school or a person designated by the dean of the graduate school shall preside over all meetings of the graduate faculty and the Graduate Council.

Section 2. A meeting of the graduate faculty may be called by the dean of the graduate school whenever action of the graduate faculty is needed and must be called if 10 percent of the graduate faculty members so petition. A quorum for transacting business shall be the number present at the meeting.

Section 3. Minutes of meetings shall be sent to Graduate Council members, to all graduate faculty members when necessary, and to appropriate repositories of University standing committee minutes.

## **Article IX. Parliamentary Authority**

In the case of disagreement as to procedure, *Robert's Rules of Order Revised* shall be followed.

## **Article X. Amendments**

These bylaws may be amended at a graduate faculty meeting by a two-thirds vote of those present, provided the amendment has been submitted to graduate faculty members in writing well in advance of the meeting. Amendments to these bylaws shall be subject to review by the Council of Deans.

*Approved by the graduate faculty February 1989*

*Approved by the Board of Regents May 1989*

*Revised March 1996*