

GRADUATE FACULTY MEMBERSHIP AND GOVERNANCE
Christopher Newport University
Approved by the Graduate Programs Council
on February 28, 2007

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. Library Director (non-voting, *ex officio*)
 5. Registrar (non-voting, *ex officio*)
 6. Graduate Faculty members as approved by Graduate Programs Council and by the Provost:
 - a. Regular
 - b. Probationary
 - c. 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 Graduate Faculty members
- E. Awarding of graduate degrees

IV. Eligibility for Graduate Faculty Membership

- A. General (SACS)
 1. High level of competence in field
 2. Ability to instruct at appropriate level
 3. Ability to direct scholarship at the graduate level
- B. Regular Graduate Faculty
 1. Terminal degree in field is preferred
 2. Evidence of recent and continuing scholarly or creative activity:
 - a. Publication in refereed journals;
 - b. Publication of scholarly books, articles and reviews;

- c. Referred public performance or exhibition of works;
 - d. Professional conference presentations;
 - e. Externally funded research grants.
- 3. Evidence of effective teaching
 - Evidence of teaching effectiveness must be submitted for reappointment, but not for initial appointment
- C. Probationary Graduate Faculty
 - 1. Status granted only under special circumstances. Lacking some criteria but demonstrating progress toward the criteria.
 - 2. Special circumstances must include the demonstrated need for an instructor in a graduate program for which no Regular Graduate Faculty member or faculty member qualified for the graduate faculty is available.
 - 3. A persuasive case must be made and endorsed by Department Chair, Director of Graduate Studies, Program Coordinator and the Graduate Faculty Credentials Committee to the Director of Graduate Studies and the Graduate Programs Council for appointing an individual to this status.
 - 4. Appointed for three years. Probationary status is granted for one term.
- D. Associate Graduate Faculty
 - 1. Serves in a non-teaching role; faculty are utilized for intern supervision, laboratory experiences, etcetera
 - 2. Appointment to this position must be approved by the department chair, program coordinator and the Director of Graduate Studies
 - 3. Appointed for six years
- E. Nomination and Admission to Graduate Faculty Membership
 - 1. Application submitted to department chair
 - 2. Endorsement by department chair, Director of Graduate Studies, and program coordinator, if appropriate
 - 3. Review by Graduate Faculty Credentials Committee and recommendation to Graduate Programs Council
 - 4. Majority vote by Graduate Programs Council required for membership
 - 5. Recommendation forwarded to Provost
 - 6. The Credentials Committee shall examine the credentials of each Regular and Associate Graduate Faculty member every six years and recommend to the Graduate Programs Council which members shall retain graduate faculty status. These credentials shall be submitted by October 15 and March 1 of the appropriate calendar year. All votes by the Credentials Committee and the Graduate Programs Council shall be by majority and shall be binding.
- F. Removal from Graduate Faculty Membership
 - 1. Within the three year or 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 Graduate Faculty Credentials Committee reviews all materials and requests and, from the faculty member, statements of explanation or other documents.
 - 3. The Graduate Credentials Committee will then recommend to the Director of Graduate Studies 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. Library Director (non-voting, *ex officio*)
 - 4. The Program Coordinators and 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 nominations for Regular and Provisional membership and continuance on Graduate Faculty
 - 2. Review and approve all course offerings in the graduate program
 - 3. Review and approve changes in the graduate program
 - 4. Review and make recommendations regarding the status of all graduate students
 - 5. Appoint Regular Graduate Faculty to ad hoc committees
 - 6. Advise the Provost on the appointment of the Director of Graduate Studies
- C. Officers and Duties
 - 1. Chair (elected annually)
 - a. Convene and preside at all meetings of the Graduate Programs Council
 - 2. Vice Chair (elected annually)
 - a. Preside in the absence of the Chair
 - 3. Secretary (elected annually)
 - 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. Credentials
 - 2. Assessment and Program Review
 - 3. Curriculum and Planning
 - 4. Admissions, Graduate Assistantships, and Degrees
 - 5. Governance and Administration
 - 6. 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 Programs Council
 - c. Regular members shall be elected at the spring semester meeting of the graduate faculty
 - 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 Programs 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 Programs 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 Programs 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. Credentials
 - a. Review the credentials of all faculty members nominated for graduate faculty status
 - b. Recommend to the Graduate Programs Council the acceptance or rejection of the nominee to graduate faculty status
 - c. Review Regular Graduate and Associate Faculty credentials every six years
 2. Assessment and Program Review
 - a. Plan and oversee five-year evaluations of all graduate programs
 - b. Conduct studies and systematic reviews of all graduate program offerings
 - c. Make recommendations to the Graduate Programs Council and the Provost regarding continuation or discontinuation of graduate programs, related resource allocations, and curricular modification
 3. Curriculum and Planning
 - a. Review all graduate courses and recommend to Graduate Programs Council their acceptance or rejection
 - b. Review all proposed graduate programs and recommend to Graduate Programs Council their acceptance or rejection
 - c. Conduct long-range planning regarding new graduate courses and programs and report periodically to the Graduate Programs Council
 4. Admissions, Graduate Assistantships, and Degrees
 - a. Recommend to the Graduate Programs 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 Programs 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 Programs Council for certification
 - e. Review student petitions regarding graduate degree requirements and make recommendations thereon to the Graduate Programs Council 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.
5. Governance and Administration
- a. Revise the Graduate Faculty Membership and Governance document as directed by the Graduate Programs 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 Programs Council in March of each academic year
 - c. Review yearly the committee structure of the Graduate Programs 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
6. Nominations
- a. The committee will provide a slate of nominations for vacant seats or for seats of members whose terms are expiring on the Graduate Programs Council and Graduate Programs Council Committees. The slate will be presented by the March meeting of the Graduate Programs Council. The slate will be voted on by the graduate faculty at a meeting in April.

VII. Graduate Program Committees

- A. Membership
 - 1. Regular and Probationary 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 Admissions and Records
 - 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 portfolio defense videotapes and thesis portfolio copies
 - r. ensuring external review of theses and/or portfolios and comprehensive exams if required
 - s. collecting course syllabi and exams for program reviews
2. Provide liaison with Director of Graduate Studies and Graduate Programs Council
 3. Provide timely review for credentials of prospective graduate students as submitted by the Office of Graduate Admissions and Records
 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 members of Instruction Faculty for Regular, Probationary, and Associate membership on the Graduate Faculty
 11. All responsibilities not stated herein shall reside in the Graduate Programs Council

VIII. Academic Freedom and Research
See Christopher Newport University Handbook

IX. Graduate Faculty Workload and Compensation

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

judged according the Graduate School criteria regarding continued membership as part of the Graduate Faculty.