

## **TARLETON STATE UNIVERSITY GRADUATE COUNCIL**

### **PURPOSE AND FUNCTION**

The Graduate Council considers all matters relating to graduate programs at Tarleton State University and to recommend practices and procedures that enhance the quality of Tarleton State University's graduate programs. The Graduate Council also serves as the advisory body to the Graduate Dean. The Graduate Council reviews and evaluates the admissions policies and processes, curriculum and program requirements, academic standards, grading policies and practices, academic advising, orientation, faculty qualifications and productivity, library and learning resources, computer and laboratory facilities and other issues relating specifically to graduate education at the University. The Council assists the Graduate Dean, who serves as the Chair, in reviewing the content of the Graduate College sections of the University Catalog.

This Council also reviews new graduate curriculum submitted by the colleges destined to be considered by the University. The academic department initiates a proposal, the departmental and college committees review submissions and forward approved items to the Graduate Council. The Council, by vote, directs the Dean on the next steps. Once approved, a proposal will continue through further processes as required by the TAMU System and the state.

The Graduate Council also considers strategic directions that the university should pursue regarding graduate education and assists in the formulation of marketing, scholarship, recruiting, and program development objectives needed to achieve the institution's graduate education goals. Council decisions support the mission and goals of the Graduate College and the University.

### **COUNCIL MEMBERSHIP**

The Graduate Council memberships consists of graduate faculty members from each department offering graduate degrees, elected or appointed by the graduate faculty or Department Head, and a graduate student selected by the Graduate Dean. One graduate faculty representative from Faculty Senate may serve as non-voting member of the Council.

The Graduate Council membership list is updated each semester and is available online.

### **APPROVAL OF GRADUATE FACULTY, AFFILIATE GRADUATE FACULTY AND VISITING GRADUATE FACULTY**

Since the academic reputation of any graduate program rests upon the quality of its faculty, great care is given to the awarding of graduate faculty status (*based upon SACS standard 3.7.1; 2010 ed.*) The graduate faculty comprises the core teachers and scholars of the Tarleton State University graduate programs.

The nomination for membership on the graduate faculty, affiliate faculty or visiting faculty is always initiated by the head of the appropriate academic department, intercollegiate faculty, or dean of college (under special circumstances such as department head nomination) of Tarleton State University with a Graduate Faculty Appointment Form to the Dean of the College of Graduate Studies. The nomination should be signed by the department head, academic dean, and the Dean of the College of Graduate Studies. The approval rests with the Graduate Council (*SACS standard 3.7.2*), with final approval delegated to the Dean of the College of Graduate Studies.

## **GRADUATE FACULTY DUTIES**

All graduate faculty at each status level are responsible to their respective department heads and are assigned duties by them. These duties may be in addition to those specifically addressed in the graduate area. The normal workload of those teaching only graduate-level courses is 9 hours in master's programs and 6 for doctoral programs. Graduate faculty teaching a combination of undergraduate and graduate classes may bank graduate classes taught and receive release time in a later semester as decided upon by the faculty member in conjunction with the department head.

## **GRADUATE FACULTY REVIEW**

Membership on the graduate faculty is maintained only by participating in graduate programs by teaching graduate level courses, directing or administering graduate work, by doing research and publishing, or by other direct and substantial contributions to the graduate programs of the University.

The Graduate Council expects that all Deans, Department Heads and Chairs of Intercollegiate Faculty will regularly review the Graduate Faculty under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership on the Graduate Faculty on the basis of their lack of contribution to graduate education.

Retired or relocated graduate faculty who are in good standing, upon recommendation of the graduate faculty in their program and their department head, are allowed to continue as chair or member of dissertation or theses committees.

## **LEVELS OF GRADUATE FACULTY MEMBERSHIP**

### **▪ Graduate Faculty – Master's Directive Status**

Graduate faculty members with master's directive status can serve on or chair master's theses. They may teach graduate-level courses if credentialed to do so by Academic Affairs, and may serve as their department's representative on the University Graduate Council.

### **• Graduate Faculty – Doctoral Directive Status**

Graduate faculty members with doctoral directive status can direct master's theses, serve on doctoral committees, and chair doctoral dissertations. They may teach masters and doctoral-level courses if credentialed to do so by Academic Affairs, and may serve as their department's representative on the University Graduate Council.

### **▪ Affiliate Graduate Faculty**

Affiliate members may be full-time faculty, adjunct faculty or professional staff. Affiliates may serve on graduate committees but not as the chair. Those who hold a terminal degree may teach graduate classes in the discipline of that degree. Tenured and Tenure-Track faculty in this membership level should demonstrate continued professional development as defined by their Tarleton academic program.

### **▪ Visiting Graduate Faculty**

Visiting members are eligible to teach graduate courses and serve on masters and doctoral committees. The University will recognize the graduate faculty status held by the visiting member at his/her home institution. This includes TAMU System Graduate Faculty. Anyone not affiliated with an institution of higher education will be evaluated on an individual basis.

*A Department, upon special circumstances or specific need, may be granted, by permission from the Graduate Dean, an exception to the tenured or tenure-track requirement for the assignment of faculty responsibilities. Such permission is not meant to be construed as a change in the University's expectations or practices.*