

**Wichita State University**

**Graduate School Bylaws**

	PAGE
PART I – STRUCTURE	
I. Administrative Structure of the Graduate School .....	1
II. Appointment and Election Procedures .....	2
A. Graduate Deans.....	2
B. Graduate Council.....	2
C. Doctoral Program Sub-Council.....	3
D. Academic Deans.....	3
E. Graduate Coordinators.....	3
F. Graduate Faculty.....	3
III. Duties and Responsibilities.....	6
A. Graduate Deans.....	6
B. Graduate Council.....	7
C. Doctoral Program Sub-Council.....	8
D. Academic Deans.....	9
E. Graduate Coordinators.....	9
F. Graduate Faculty.....	9
PART II – PROCEDURE FOR CHANGES	
I. Procedure for Changes in the Graduate Faculty Bylaws.....	10
APPENDIX A – FORMS FOR GRADUATE COUNCIL ELECTIONS .....	11
APPENDIX B – FORMS TO RECOMMEND GRADUATE COORDINATORS .....	14
APPENDIX C – PROCEDURES FOR GRANTING OF GRADUATE FACULTY MEMBERSHIP...	15
APPENDIX D –NOMINATION FORM FOR GRADUATE FACULTY MEMBERSHIP.....	18

## **PART I – STRUCTURE**

The Graduate School supervises all graduate work at the University, establishes rules for admission of students to graduate standing, and recommends to the President and the Board of Regents that the appropriate degrees be conferred upon students who satisfactorily have completed work in accordance with the requirements of the Graduate School.

### **I. Administrative Structure of the Graduate School**

- A. GRADUATE DEANS – The general administration of the Wichita State University Graduate School shall be the responsibility of the Dean of the Graduate School together with such Associate and Assistant Deans as may be appointed.
- B. GRADUATE COUNCIL – A Graduate Council shall be elected by the Graduate Faculty as an executive body to serve as an agent for the Graduate Faculty.
- 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. ACADEMIC DEANS – The chief administrative officer of each degree-granting college/school is a Dean, who is responsible to the Vice President for Academic Affairs and Research for the leadership and general management of the college/school. The Academic Deans shall have certain approval and review responsibilities as outlined in later sections of this document. These responsibilities are often in consultation with the Graduate Dean.
- E. GRADUATE COORDINATORS – A Graduate Coordinator shall be appointed for each graduate program. This individual may serve more than one program as appropriate for a given college.
- F. GRADUATE FACULTY – The Graduate Faculty of the University shall be constituted as described elsewhere in this document.

## II. Appointment and Election Procedures

- A. GRADUATE DEANS – The Graduate Dean shall be appointed by the President of the University with recommendations from faculty and administrative advisory groups. The Graduate Dean appoints Associate and Assistant Graduate Deans with recommendations from appropriate faculty and administrative groups.
- B. GRADUATE COUNCIL – The Graduate Council shall be composed of the Dean of the Graduate School and the Associate and Assistant Graduate Deans as *ex officio* members, elected representatives from the following academic areas, and selected representatives (at-large representative and student representative):

Academic Area Representatives:

W. Frank Barton School of Business	
MBA Program	1
Other Programs	1
College of Education	
Kinesiology & Sports Studies; and Communicative Disorders & Sciences	1
Administration, Counseling, Educational & School Psychology; and Curriculum & Instruction	1
College of Engineering	
All Programs	1
College of Fine Arts	
All Programs	1
College of Health Professions	1
Fairmount College of Liberal Arts & Sciences	
Humanities	1
Natural Sciences & Math	1
Social Sciences	1
<u>At-Large Representative</u>	
Doctoral Program Representative	1
<u>Student Representative</u>	1

Each academic area representative on the Graduate Council shall be elected to a two year term by the Graduate Faculty members of the area to be represented. Terms of elected members shall be staggered so as to provide continuity of experience on the Council. If a vacancy occurs during a member's two-year term, the Graduate Dean will consult with the graduate faculty of that area, and the person so elected or selected serves out the un-expired term.

Academic area representatives are to be chosen each spring by secret ballot. Graduate Office personnel will prepare and send to the appropriate Graduate Faculty members a nomination ballot, with instructions for voting procedures. When the nomination ballots are returned to the Graduate Office, election ballots will be sent out with instructions for voting. (Sample forms to be used may be found in **Appendix A**.) Should a tie occur, it shall be resolved at the discretion of the Graduate Dean.

The Graduate Dean selects the at-large member of the Council specifically to represent the doctoral programs. Graduate faculty members eligible to serve as an at-large member have full graduate faculty membership and have responsibilities in a doctoral program. Selection rotates among the three colleges offering doctoral programs (one year the representative is from Engineering, next year from Education, and the next year from Liberal Arts and Sciences, and so forth). The at-large member serves a one-year term.

The student representative to the Council is selected by the Graduate Deans to serve a one-year term. Nominations are solicited from the graduate coordinators within a specific college (based on the following rotation system: Liberal Arts and Sciences, Engineering, Business, Education, Fine Arts, and Health Professions). The representative is selected from the nominees based on willingness to serve, ability to attend Council meetings, and academic credentials.

In the event 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. DOCTORAL PROGRAM SUB-COUNCIL – Membership consists of the Graduate Dean who serves as chair, one representative from each doctoral program faculty (recommended by the doctoral program faculty and approved by the Graduate Council and Graduate Dean), and one member elected by the Graduate Council from current membership on the Council. The “doctoral program faculty” of an area consists of faculty working in the doctoral program with standing in the Graduate School of associate or above. Terms are for a one-year period coinciding with the academic year of the University.
- D. 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.
- E. GRADUATE COORDINATORS - Graduate Coordinators shall be recommended for appointment by the department chair. The Coordinator shall hold, as a minimum, Associate Graduate Faculty membership and shall be approved by the College Dean and the Graduate Dean (see **Appendix B** for recommendation form).
- F. GRADUATE FACULTY - The Graduate Faculty of Wichita State University shall consist of the following categories of membership:

**Full Membership w/ Doctoral Dissertation Chairing**

Responsibilities include those listed under the Full Membership category plus the chairing of doctoral dissertations

Criteria for awarding standing (in addition to those criteria for awarding full membership):

- Substantial and sustained scholarly/creative achievement over the last five to seven years
- Experience in serving on or supervising thesis or dissertation committees at WSU or elsewhere

Length of standing:

- Coincides with full membership appointment length

**Full Membership**

Responsibilities include thesis chairing, graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring and advising

Criteria for awarding standing:

- Tenure-eligible faculty ranking above Instructor
- Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
- Significant scholarly/creative achievement over the last five to seven years
- Qualified to bear all relevant academic responsibilities
- Substantial interest in graduate education
- Demonstrable departmental or program need

Length of Standing:

- Appointment is for six years, renewable as needed when criteria are met

**Associate Membership**

Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring and advising (may be authorized to chair master's thesis committees for a period of three years)

Criteria for awarding standing:

- Tenure-eligible faculty ranking above Instructor
- Qualified by academic or professional experience
- Substantial interest in graduate education
- Demonstrable departmental or program need

Length of Standing:

- Appointment is for six years, renewable as needed when criteria are met

**Acting Ad Hoc**

Responsibility includes graduate teaching only

Criteria for awarding standing:

- Tenure-eligible faculty or adjunct faculty in various temporary or part-time assignments
- Possess at least the academic degree of the level of the courses being taught
- Qualified by academic or professional experience

Length of Standing:

- Appointment is for three years, renewable as needed when criteria are met

**Graduate Faculty Affiliate**

Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring [may chair specific thesis committees (when authorized by the Graduate Dean) and may chair specific dissertation committees in their area of research (when authorized by the Doctoral Program Subcouncil and the Graduate Dean)]

Criteria for awarding standing:

- Adjunct faculty or faculty (not eligible for tenure) employed full-time by the University
- Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
- Significant scholarly/creative achievement over the last five to seven years
- Qualified to bear all relevant academic responsibilities
- Substantial interest in graduate education
- Demonstrable departmental or program need

Length of Standing:

- Appointment is for three years, renewable as needed when criteria are met

### **Practicing Professional**

Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring

Criteria for awarding standings:

- Adjunct faculty or faculty (not eligible for tenure) employed full-time by the University
- Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
- Substantial interest in graduate education
- Demonstrable departmental or program need
- Practicing professional in program degree area

Length of Standing:

- Appointment is for six years, renewable as needed when criteria are met

The interpretation of the above criteria at the discipline level is the responsibility of the departmental graduate faculty. Departmental committees submit (for the Graduate Dean's approval) discipline-specific criteria for each membership category that clearly state what relevant activities warrant the granting of membership, in terms of quality and quantity. The criteria are reviewed every five years by the departmental faculty for needed revisions and updating.

Recommendations for Graduate Faculty membership in any category follow the sequence of steps below (see **Appendix C** for complete procedures and **Appendix D** for the form to request membership):

1. Individual faculty may initiate the request or the department chair may identify faculty who need graduate faculty status and meet with those faculty to complete the request and obtain a current vita.
2. Department chair submits vita and request to the appropriate department/college committee.
3. Department/college committee completes their section of the recommendation form, and returns vita and request form to the department chair.
4. Department chair sends materials to the Academic Dean.
5. Academic Dean indicates support or non-support of the committee's recommendation on the form and forwards materials to the Graduate Dean.
6. Graduate Dean takes final action (recorded on the front of the form). If dissertation-chairing status is recommended, the Graduate Dean submits materials to the Doctoral Sub-Council for a recommendation before taking final action.
7. At any decision point, if a negative recommendation is made, the denied recommendation form (and justification for denial) is returned to the candidate, and a copy of the denied recommendation form is forwarded to bodies who previously granted approval.
8. If a negative recommendation is made, the faculty member may appeal directly to the Graduate Council by sending said request to the Graduate Dean (along with vita). In these cases, the decision of the Graduate Council is final.

The following members of the University Administration shall be *ex officio* members of the Graduate Faculty. These members are not reviewed for membership while holding their administrative position. When these administrators return to full-time teaching and research, they will be reviewed for graduate faculty membership within six years after having left their administrative appointment.

1. The President of the University
2. The Vice-President of Academic Affairs
3. The Deans of the Graduate School
4. The Deans of the following colleges or schools: School of Business, College of Education, College of Engineering, College of Fine Arts, College of Health Professions, and College of Liberal Arts and Sciences

Current graduate faculty members who accept full-time administrative positions remain members of the Graduate Faculty during their administrative appointment and are not reviewed during the time of their administrative appointment. When these administrators return to full-time teaching and research, they will be 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 regular 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 chair doctoral dissertations must be reviewed and recommended by the Doctoral Program Sub-Council for doctoral chairing status. There are no exceptions.

The Graduate Faculty supports a periodic review process (every six years) for membership on the Graduate Faculty. The rationale for this periodic review is that graduate education is founded upon the concept of a graduate faculty who has been duly identified and provided with both the resources and environment essential to serious advanced study and research. 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 or professional practice. Graduate faculty members will usually have earned the highest 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. Thus, periodic review (every six years) for membership on the Graduate Faculty occurs as indicated for the membership levels identified earlier in the document. The Graduate School maintains a record of current graduate faculty, including their membership category and date of term completion. Each spring semester, the Graduate School notifies department chairs of the graduate faculty members whose membership terms will expire the next academic year. Those faculty members are reviewed for continuing membership the following 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.

### **III. Duties and Responsibilities**

- A. GRADUATE DEAN – The Graduate Dean is responsible for the overall operation of the Graduate School. Duties in this position shall include (a) leadership in the development of all graduate programs, (b) development of resources for the conduct of graduate programs, (c) representation of faculty interests in graduate programs to the central administration, and (d) involvement in the development and promotion of research at the University.

Within the broad categories listed above, more specific items can be listed, but only a few specific things are listed in order not to restrict the Graduate Dean in actions necessary for the general welfare of graduate programs at this University.

Under the category of leadership in the development of all graduate programs, the Graduate Dean should be instrumental in the development of the joint graduate program between WSU and the other Kansas Graduate Schools. Academic reviews of both new and existing graduate programs and recommended actions on such programs to the central administration shall be initiated and conducted.

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.

The Graduate Dean shall take action on such matters as admission and dismissal of graduate students, approval of programs of study for graduate students, 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 administrating 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).
10. 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.
11. 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 judgement of the Council is final, and two-thirds vote of those present is needed to approve such judgment.
12. 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.
13. To serve as a committee on appeals for program areas when appealing the Graduate Dean's decisions on matters of course changes and degree requirements. In these cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.

The Graduate Council may authorize the appointment of committees to deal with various matters that are within its jurisdiction. At least one member of the Graduate Council will be on each committee. The Dean of the Graduate School appoints members to serve on these committees.

- 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 doctoral dissertation chairing faculty status for persons 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. ACADEMIC DEANS – The Academic Deans of Colleges offering graduate work shall have approval responsibility for items pertaining to programs, graduate faculty membership, personnel, or resources involved in such graduate activity within their college. Specific approval steps are indicated elsewhere in this document.
- E. 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 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,
  2. Program advising and maintaining departmental student records,
  3. Monitoring academic progress of students,
  4. Applications for Graduate Assistantships,
  5. Ensuring administration and reporting of general graduate program requirements, and
  6. Program assessment.
- F. GRADUATE FACULTY – The Graduate Faculty shall be charged with the operation of the various graduate programs of the University. The Graduate Faculty shall monitor offerings as to quality and appropriateness, advise and encourage students, and initiate changes in graduate offerings.

Graduate Faculty may be called into session as a whole by the Graduate Dean, or by area of interest by the Graduate Dean or Academic Dean, as appropriate, in order to consider for academic approval matters within its responsibility (e.g., approval of new programs, major changes in existing programs, or major changes in the academic policies of the Graduate School.) At each meeting, parliamentary rules will be followed.

The University Graduate Faculty may meet at least once each academic semester. Additional meetings may be called by the Graduate Dean or by petition as described below. There shall be no less than fourteen (14) calendar days between date of notice and the date of the meeting. Issues submitted to a vote at a meeting of the Graduate Faculty shall be decided by majority vote of those present at the meeting who hold full or associate membership on the Graduate Faculty. Final vote on motions of major importance shall be by mail (or electronic) ballot after review and possible amendment at convened sessions of the Graduate Faculty. Issues submitted to the Graduate Faculty (those with full or associate membership) by mail (or electronic) ballot shall be decided by majority vote of those returning ballots.

Special meetings of the Graduate Faculty may be called by petition of 10 percent of the Graduate Faculty members (members holding full or associate membership).

## **PART II – PROCEDURE FOR CHANGES**

### Procedure for Changes in the Graduate Faculty Bylaws

Approval for substantive changes, additions, or deletions to the Graduate Faculty Bylaws shall be submitted to the Graduate Faculty for vote. A two-thirds vote, of the full and associate members of the Graduate Faculty who return the mail ballot, amends the Bylaws.

APPENDIX A

WICHITA STATE UNIVERSITY  
GRADUATE SCHOOL  
INTERDEPARTMENTAL CORRESPONDENCE

TO: Members of the Graduate Faculty in Engineering

DATE: March 28, 2001

FROM: Susan Kovar, Interim Dean

SUBJECT: Nominations for Graduate Council Membership

Members of the Graduate Council are elected representatives of the various disciplinary areas of the University as defined by the Graduate Faculty in May, 1976, together with one student representative and one appointee named by the Dean of the Graduate School. Elected members serve two-year terms. The term of the appointment of the representative from your area expires at the end of the current fiscal year. You are invited to nominate one **FULL MEMBER** of the Graduate Faculty from your academic area as a candidate for election for this position. Please confirm with the person you are nominating that he/she is willing to serve in this role if elected. Graduate Faculty in your area who are in the full Member category are listed on the attached sheet(s). The name of your area, departments/programs in the area, and the name of the current representative are shown below. An election to choose one of the nominees as a member of the Graduate Council for the period of July 1, 2001, through June 30, 2003, will be held following the close of the nomination period.

Area: **Engineering**

Departments in the Area: Aerospace Engineering, Industrial & Manufacturing Engineering, Electrical and Computer Engineering, and Mechanical Engineering

Current Representative: Dr. S. Smith

\_\_\_\_\_

I nominate \_\_\_\_\_ as a candidate for membership on the Graduate Council for the two-year term 2001-2003, representing the area of **Engineering**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this ballot to the Graduate School Office (Jardine Hall 107, Campus Box 4) on or before Wednesday, April 11, 2001. The names of those nominated will be compiled and sent to you for your vote within the week after the deadline.

**WICHITA STATE UNIVERSITY  
GRADUATE SCHOOL  
INTERDEPARTMENTAL CORRESPONDENCE**

**BALLOT**

**GRADUATE COUNCIL ELECTIONS  
SPRING 2001**

The following colleagues have been nominated to represent the area of Humanities on the Graduate Council for the period of July 1, 2001, through June 30, 2003.

Please **RANK** the candidates in the order of your preference. (1 = your first choice; 2 = your second choice, etc.) Rank all candidates and do not assign the same ranking to two candidates.

Return this ballot to the Graduate School, Box 4, before 4:00 p.m. **Monday, April 23, 2001.**

John Wright

Ernest Long

Tate Donohue

Celeste Jones

Delta Dotts

**WICHITA STATE UNIVERSITY  
GRADUATE SCHOOL  
INTERDEPARTMENTAL CORRESPONDENCE**

**BALLOT**

GRADUATE COUNCIL ELECTIONS

FALL 2001

The following Full Members of the Graduate Faculty have been nominated to represent the area of Social Sciences on the Graduate Council for the period of July 1, 2001, through June 30, 2003\*.

On the ballot below, please write the name of your choice (from the following list).

Margaret Jones

Susan Smith

\*Additional faculty members were nominated; however, two declined the nomination and one (Jessica Smith) already serves on the Council as the at-large representative appointed by the Graduate Dean. Thus two names appear above (instead of five).

---

***Graduate Council Election Ballot***

**AREA: Social Sciences**

---

(name of person you support)

Please return this ballot to the Graduate School Office, Box 4, no later than Tuesday, September 25 at 4:30 p.m.

## APPENDIX B

### Graduate Coordinator Recommendation

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 generally monitoring the condition of the graduate program in their field, working with their departmental chairman or other responsible administrator in maintaining the quality and viability of their graduate program, serving as an agency of the Graduate Faculty in their area, and handling the detailed mechanics of processing the local records of graduate students in their area. These items may include:

1. Admission recommendations,
2. Program advising and maintaining departmental student records,
3. Monitoring academic progress of students,
4. Applications for Graduate Assistantships,
5. Ensuring administration and reporting of general graduate program requirements, and
6. Program assessment.

A Graduate Coordinator is appointed for each graduate program; however, a particular faculty member may serve as the Coordinator for more than one program. Graduate Coordinators are recommended for appointment by the department chair and approved by the Graduate Dean and the College Dean.

Name of Nominee \_\_\_\_\_

Briefly describe the nominee's qualifications in light of the duties indicated above.

Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

- Approve recommendation                       Disapprove recommendation

College Dean \_\_\_\_\_ Date \_\_\_\_\_

- Approve recommendation                       Disapprove recommendation

Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX C

### Procedures for Granting of Graduate Faculty Membership

#### Philosophy Underlying the Procedures:

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. What constitutes a program of original work varies considerably from field to field. Quantity is not the sole criteria 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.

The research, scholarship, creativity, or performance of a member of the graduate faculty serves as a model and standard for graduate students. It thus provides one of the benchmarks for what constitutes the original and independent work in one's discipline and is an essential component in high-quality graduate education.

Research productivity, scholarship, and creative activities are best evaluated by graduate faculty at the departmental/college level. The Graduate School and Graduate Council can best provide oversight and due process for faculty seeking grievances in this matter.

#### Procedures:

##### 1. DEPARTMENTAL/COLLEGE-LEVEL

###### 1.1 Faculty seeking graduate faculty status

1.1.1 Faculty (including chairs who are not defined as full-time administrators) who seek graduate faculty status for the first time, change in their current status, or who have completed their 6-year term and wish re-appointment are responsible for submitting a current curriculum vita to the department chair.

1.1.2 Department chairs will forward the candidate's material to the Departmental/College Graduate Faculty Status Committee (see below) for consideration.

###### 1.2. Departmental/College Graduate Faculty Status Committee

1.2.1 Each department/college will have a committee (minimum of three members) comprised of graduate faculty with voting status (associate or full) and charged with the following responsibilities:

1.2.1.1. Using the Graduate School's graduate faculty status membership categories as a guideline, departmental or college committees will submit to the Graduate Dean, for approval, the criteria for each graduate faculty category reflective of their respective discipline. The criteria should clearly state in terms of quality and quantity what relevant activities warrant the granting of each graduate faculty status category based on discipline standards. In order to stay current, departments/colleges will re-evaluate the criteria and submit them to the Graduate School every five years.

1.2.1.2. Assess faculty who seek to have graduate faculty status (including re-

appointment) and complete the Recommendation for Appointment to the Graduate Faculty form.

1.2.1.3. In cases of a positive recommendation (majority vote), the recommendation form and curriculum vita are forwarded to their respective college dean.

1.2.2. 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.

### **1.3. College Dean Level**

1.3.1. 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.

1.3.2. In the case of a positive vote by the College Dean, the completed recommendation form and curriculum vita are forwarded to the Graduate School

## **2. GRADUATE DEAN AND GRADUATE COUNCIL-LEVEL**

### **2.1. Departmental/College Committee Criteria**

2.1.1. The Graduate School will forward the graduate faculty status membership categories to departmental/college committees indicating what constitutes the general standards for each graduate faculty status in relationship to graduate education, so they can establish discipline-specific criteria.

2.1.2. The Graduate Dean has the responsibility to evaluate and approve the departmental/college committee's criteria for each graduate faculty status.

2.1.3. In cases where the Graduate Dean has disagreement with criteria established by the departmental/college committee, the Graduate Dean may return the criteria to the departmental/college committee for revision or further justification, and may also ask the Graduate Council for their recommendation.

### **2.2. Processing of Candidate's Material: Graduate School Level**

2.2.1. The Graduate School will maintain records of current graduate faculty, including their status category and date of term completion.

2.2.2. Each spring semester, the Graduate School will notify graduate faculty members (and their respective department chairs) whose terms will expire the next academic year. Review would then occur at the departmental/college level in the following fall semester. In addition, the Graduate School will notify newly hired faculty that if they wish to have graduate faculty status, they will need to initiate the process at the departmental level.

2.2.3. Once the recommendation form and curriculum vita arrive at the Graduate School, the Graduate School Dean may elect to confirm or deny the requested graduate faculty status. The Graduate School Dean may also forward the candidate's material to the Graduate Council for further discussion and recommendation. The Graduate School Dean informs the faculty member, the respective college dean and department chair, and the departmental/college committee as to the final decision made regarding the granting of status.

2.2.4. Faculty seeking dissertation-chairing status will have their material forwarded by the Graduate School Dean to the Graduate Doctoral Sub-Council for consideration and recommendation before the Graduate School Dean makes a final decision.

2.3. The Graduate School Dean will provide a graduate status report to the Graduate Council at the end of the fall and spring semesters.

## **3. FACULTY DUE PROCESS**

3.1. Each level of review should occur in a timely manner.

- 3.2 When a negative recommendation is made (at any recommendation level), the denied recommendation form (which includes the justification for denial) is returned to the candidate (including the candidate's materials), and a copy of the denied recommendation form is forwarded to bodies who previously granted approval.
- 3.3 Recommendations at all levels are based on a judgment of whether the faculty member meets the criteria set by the particular department or college.
- 3.4 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.
- 3.5 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.

**4. EXPEDITED REVIEW**

The process just outlined will occur when requesting graduate faculty status in the categories of full membership, associate membership, doctoral dissertation chairing, and graduate faculty associate membership. Requests for Acting Ad Hoc membership will occur with an expedited review that involves the department chair submitting directly to the Graduate Dean a recommendation (on the form) and the individual's vita.

APPENDIX D



WICHITA STATE UNIVERSITY

Recommendation for Appointment to the Graduate Faculty

GRADUATE SCHOOL

Instructions: (1) Department chair or faculty member completes (types) the first section of this form, (2) faculty member signs the request and attaches a current vita\*, and (3) department chair forwards vita and request to the departmental review committee. Consult Graduate School and discipline criteria (on the reverse side) and departmental needs to determine the membership status to be requested.

Department \_\_\_\_\_ Program \_\_\_\_\_ Phone \_\_\_\_\_ Box \_\_\_\_\_

Name of applicant \_\_\_\_\_ SSN # \_\_\_\_\_

Complete procedures for Graduate Faculty appointment process may be viewed on line from the Graduate School website and abbreviated procedures are outlined on the reverse side of this form.

\* Current vita includes: listing of academic positions held (including appointment at WSU), degrees earned, and scholarship record. Subdivide the scholarship record to clearly identify peer (vs. non-peer) reviewed activities and in review or submitted vs. published and in-press activities. Provide a complete citation for each entry (citation style of applicant's choice).

Membership Status Requested: I request the following Graduate Faculty membership(s)

- (1) Dissertation Chairing (2) Full Membership (3) Associate Membership (4) Graduate Faculty Affiliate (5) Acting Ad Hoc\*\* (6) Practicing Professional

\*\* List duties requiring Ad Hoc status \_\_\_\_\_

Date \_\_\_\_\_ Applicant (Signature) \_\_\_\_\_

Recommendation from Department/College Committee: The department/college committee recommends the following action:

- Support requested membership Do not support requested membership Support alternative membership (specify)

Date \_\_\_\_\_ Committee Chair (Signature) \_\_\_\_\_

Department/College Rationale: Briefly describe how the nominee meets/does not meet the criteria specified on reverse side for the relevant membership status.

Recommendation from Academic Dean: The Academic Dean recommends the following action:

- Support dept/college committee recommendation Do not support dept./college committee recommendation (attach justification)

Date \_\_\_\_\_ Academic Dean (Signature) \_\_\_\_\_

Graduate Dean's Action:

- Membership approved (indicate membership category) Membership disapproved

Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_

Photocopy Distribution: Original - Graduate School Copies - Nominee, Academic Department (Dept. Chair & Committee Chair), and Academic Dean

## **Graduate Faculty Membership Categories: Descriptions, Criteria and Length of Service (approved by Graduate Faculty, 5/17/05)**

### **Full Membership w/ Doctoral Dissertation Chairing**

Responsibilities include those listed under the Full Membership category plus the chairing of doctoral dissertations

Criteria for awarding standing (in addition to those criteria for awarding full membership):

- Substantial and sustained scholarly/creative achievement over the last five to seven years
- Experience in serving on or supervising thesis or dissertation committees at WSU or elsewhere

Length of standing:

- Coincides with full membership appointment length

### **Full Membership**

Responsibilities include thesis chairing, graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring and advising

Criteria for awarding standing:

- Tenure-eligible faculty ranking above Instructor
- Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
- Significant scholarly/creative achievement over the last five to seven years
- Qualified to bear all relevant academic responsibilities
- Substantial interest in graduate education
- Demonstrable departmental or program need

Length of Standing:

- Appointment is for six years, renewable as needed when criteria are met

### **Associate Membership**

Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring and advising (may be authorized to chair master's thesis committees for a period of three years)

Criteria for awarding standing:

- Tenure-eligible faculty ranking above Instructor
- Qualified by academic or professional experience
- Substantial interest in graduate education
- Demonstrable departmental or program need

Length of Standing:

- Appointment is for six years, renewable as needed when criteria are met

### **Acting Ad Hoc**

Responsibility includes graduate teaching only

Criteria for awarding standing:

- Tenure-eligible faculty or adjunct faculty in various temporary or part-time assignments
- Possess at least the academic degree of the level of the courses being taught
- Qualified by academic or professional experience

Length of Standing:

- Appointment is for three years, renewable as needed when criteria are met

### **Graduate Faculty Affiliate**

Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring [may chair specific thesis committees (when authorized by the Graduate Dean) and may chair specific dissertation committees in their area of research (when authorized by the Doctoral Program Subcouncil and the Graduate Dean)]

Criteria for awarding standing:

- Adjunct faculty or faculty (not eligible for tenure) employed full-time by the University
- Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
- Significant scholarly/creative achievement over the last five to seven years
- Qualified to bear all relevant academic responsibilities
- Substantial interest in graduate education
- Demonstrable departmental or program need

Length of Standing:

- Appointment is for three years, renewable as needed when criteria are met

### **Practicing Professional**

Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring

Criteria for awarding standings:

- Adjunct faculty or faculty (not eligible for tenure) employed full-time by the University
- Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
- Substantial interest in graduate education
- Demonstrable departmental or program need
- Practicing professional in program degree area

Length of Standing:

- Appointment is for six years, renewable as needed when criteria are met

### **Procedures:**

1. Individual faculty may initiate the request or the department chair may identify faculty who need graduate faculty status and meet with those faculty to complete the request and to obtain a current vita.
2. Department chair submits vita and request to the appropriate department/college committee.
3. Department/college committee completes their section of the recommendation form, and returns vita and request form to the department chair.
4. Department chair sends materials to the Academic Dean.
5. Academic Dean indicates support or non-support of the committee's recommendation on the front of the form and forwards materials to the Graduate Dean.
6. Graduate Dean takes final action (recorded on the front of the form). Dissertation chairing status requests go to Doctoral Program Subcouncil for action.
7. At any decision point, if a negative recommendation is made, the denied recommendation form (with justification for denial) is returned to the candidate and a copy of the denied recommendation form is forwarded to bodies who previously granted approval.
8. If a negative recommendation is made, the faculty member may appeal directly to the Graduate Council by sending said request to the Graduate Dean (along with vita).