

**East Carolina University
Faculty Manual**

**APPENDIX F
GRADUATE SCHOOL ORGANIZATION**

Appendix F

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I. The Graduate Faculty

A. Functions and Jurisdictions

The graduate faculty exercises the authority within the university for development of general policies and procedures for all graduate courses and programs. The graduate faculty may modify this instrument, Graduate School Organization, directly or through the concurrent approval of the Graduate Assembly and the Graduate School Administrative Board.

B. Membership

The following paragraphs address the general qualifications for membership, rights, privileges and responsibilities, method of appointment, and method of reappointment of each category of membership on the graduate faculty and the methods of implementing these policies.

There are five types of membership in the graduate faculty. They are (1) graduate faculty member, (2) associate graduate faculty member, (3) graduate teaching faculty member, (4) ex-officio graduate faculty member, and (5) adjunct graduate faculty member.

Graduate Faculty Members. Qualifications for graduate faculty members include:

- The highest earned degree in the field.
- Demonstrated evidence of success in research/creative activity.
- Demonstrated evidence of successful graduate teaching.
- Demonstrated evidence of successful supervision of research or creative activity, if applicable. In some instances, extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

Graduate faculty members are eligible to serve on the Graduate Assembly, the Administrative Board of the Graduate School, the Graduate Curriculum Committee, may teach graduate classes, may chair doctoral or master's committees, and may be a member of doctoral or master's committees. Code units may define additional criteria for eligibility to serve in doctoral programs.

Appointment to the graduate faculty occurs as the result of the following procedure. Upon recommendation of the graduate faculty of the code unit (the procedure for which has been outlined as described under Implementation, below), the appropriate unit administrator forwards a nomination to the dean of the college or professional school, as appropriate, and then to the dean of the Graduate School. Each nomination should state the type of appointment and contain evidence that the nominee has satisfied the criteria for the type of membership sought in a manner consistent with the code unit's interpretation of those criteria. The dean of the Graduate School will review the recommendation of the academic unit to determine that it is consistent with the unit's criteria and appointment procedures. If the dean concurs, he or she will notify the Graduate School Administrative Board, the academic unit and the faculty member of his or her appointment. If the dean does not approve the unit's recommendation the application will automatically be referred to the Graduate School Administrative Board. A two-thirds majority of the Graduate School Administrative Board will be required to overturn the administrative decision.

For individuals with permanent tenure, appointment to the graduate faculty is for five years. At the end of the term, the appointment shall be reviewed within the unit in the manner outlined for initial appointments, except that the focus will be on the activity during the five years immediately preceding the evaluation. If it is the opinion of the code unit graduate faculty that the appointment should be renewed, the appropriate unit administrator will add his/her opinion and submit the appropriate renewal application to the dean of the College or professional school, as appropriate, and then to the dean of the Graduate School who will review the application. To be reappointed, it is not necessary for an individual to have participated in all phases of graduate education. Individuals appointed to major administrative assignments (department chairs or above) who are members or associate members of the graduate faculty at the time of their appointment are exempt from the renomination process until five years after the expiration of the administrative appointment. Individuals with other administrative appointments may be considered for a waiver by the Administrative Board of the Graduate School upon nomination by their code units.

It is recognized that the process for awarding permanent tenure involves the evaluation of the individual's research, teaching, and service to the university over a substantial period of time as well as relevant experiences at other universities. Therefore, recipients of permanent tenure subsequent to the implementation of these policies by the graduate faculty are eligible for appointment as a member of the graduate faculty if that person is not already a member. To effect this appointment, it is the responsibility of the code unit to notify the dean of the college or professional school, as appropriate, and then the dean of the Graduate School of any person in this category to request an appointment to the graduate faculty. It is emphasized that there is no permanent tenure for graduate faculty appointments and persons appointed in this manner are subject to the same term limits and appointment renewal policies as other members of the graduate faculty. This process is used only by entities directly responsible for graduate degree programs.

For faculty on probationary appointments, the term on the graduate faculty is coterminous with the length of that appointment or four years, whichever is longer. Tenure track faculty will be renominated for the graduate faculty as part of the contract renewal process immediately prior to the expiration of the term on the graduate faculty. The appropriate dean or chair will provide information on the faculty member's accomplishments during the period to the appropriate graduate faculty in the unit and the nomination process will proceed as outlined above.

Associate Graduate Faculty Members. Qualifications for associate graduate faculty members include:

- Highest earned degree in the field.
- Demonstrated evidence of success or the potential for success in research/creative activity.
- Demonstrated evidence of successful graduate teaching or the potential of such success.
- Demonstrated evidence of successful supervision of research or creative activity or the potential of such success, if applicable. In some instances, extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

Associate graduate faculty members may serve as members of the Graduate Assembly, may teach graduate classes, may chair doctoral or master's committees, and may be a member of doctoral or master's committees. Code units may define additional criteria for eligibility to serve in doctoral programs. Code units must define criteria for associate graduate faculty members to chair doctoral committees. All procedures for appointment and reappointment as well as terms of office for the associate graduate faculty will be the same as those for the graduate faculty members.

Graduate Teaching Faculty Members. Qualifications for graduate teaching faculty members include:

- Highest earned degree in the field.
- Professional certifications or licensure as specified by the code unit.
- Demonstrated evidence of success or the potential for success graduate teaching.
- Evidence of professional growth, e.g., completion of continuing education, participation in relevant seminars, or other professional activity. In some instances, especially for clinical faculty, extensive professional experience, high productivity, or successful competition for research/creative activity support may substitute for the highest degree.

Graduate teaching faculty members may teach masters or doctoral classes as appropriate for their background, certification, and experience and may be the fourth member of a master's committee upon certification of appropriate experience or expertise by the unit administrator.

All tenure-track faculty who hold the appropriate terminal degree for the discipline in which they hold their appointments are deemed to be members of the graduate teaching faculty upon their initial appointments. Code units are responsible for notifying the dean of the college or professional school, as appropriate, and the dean of the Graduate School of these individuals and requesting an appointment to the graduate teaching faculty. As part of their first evaluation for contract renewal of a probationary appointment, if the code unit wishes the person to become a member or associate member of the graduate faculty, it would use the information gathered in the process of contract renewal to provide the nominations as outlined above. If the code unit wishes the person to remain a member of the graduate teaching faculty, it renews the appointment by notifying the dean of the college or professional school, as appropriate, the dean of the Graduate School, and the individual involved. If the code unit wishes to remove the person from responsibilities for graduate teaching, it notifies the person, the dean of the college or professional school if appropriate, and the dean of the Graduate School.

Other appointments to the graduate teaching faculty are made by the appropriate code unit administrator, the graduate faculty of the code unit, and the dean of the Graduate School, in accordance with procedures approved by the graduate faculty of the code unit. These appointments are valid for the terms of the individuals' contracts.

Adjunct Members. Persons not currently faculty members at East Carolina University may be named to the graduate faculty as adjunct members. Adjunct appointments may be made to any of the types of positions outlined above. Adjunct members of the graduate faculty must meet the same qualifications as required for the category to which they are named and are appointed and reappointed using the same procedures as graduate faculty members of the same category. Second and subsequent appointments as adjunct members must be predicated upon successful teaching experience and continuation of a level of professional activity appropriate to the category of membership.

Ex-officio Members. Administrators with responsibilities for graduate programs who do not hold other appointments to the graduate faculty will be appointed to an ex-officio membership commensurate with background and experience and will hold that appointment for the duration of their administrative appointment.

C. Meetings

The graduate faculty may meet in plenary session. Meetings may be called by the chairperson, the Graduate Assembly, the Graduate School Administrative Board, or upon petition of the graduate faculty as indicated below (II,A.1.). Notice of a plenary

session with time, place, and agenda will be distributed to members of the graduate faculty at least a full week prior to the meeting.

One-half or more of the graduate faculty will constitute a quorum for purposes of transacting such business as appears on the printed agenda. A simple majority of those graduate faculty members in attendance shall govern unless decision to the contrary is made prior to a ballot. When a quorum is not present at a called meeting, agenda items will be referred to the Graduate School Administrative Board for action.

A plenary session shall be conducted according to the most recent edition of Robert's Rules of Order. Minutes shall be kept and distributed to all members of the university faculty not later than ten days following the session.

D. Canvass

Business and opinion polls may be conducted through canvass of the graduate faculty by the chairperson when approved by the Graduate School Administrative Board. Ballots or other materials will be addressed to each graduate faculty member and sent through campus mail or delivered by messengers. To transact business through a canvass, at least one-half of the total graduate faculty must return ballots. A simple majority shall govern unless the Graduate School Administrative Board establishes a different criterion when it approved a canvass.

When the graduate faculty is canvassed in this manner, each ballot will provide space in which each member can indicate his or her preference for a plenary session dealing with the issue to be decided. If 15 percent or more of the graduate faculty indicates preference for a session, the canvass will be nullified; and a plenary session will be called.

E. Voting Privileges

Only graduate faculty members vote on university-wide issues and serve on the Graduate Administrative Board of the Graduate School except as indicated below (II, B.1.). It is assumed that each unit will encourage participation of individuals holding other appointments in decision making and planning related to the graduate programs in which they are involved.

F. Implementation

Each code unit with a graduate program will develop a procedure for obtaining faculty input to the process of nominating graduate faculty and report this procedure to the Graduate School Administrative Board. In addition, each code unit with a graduate program will examine the educational objectives of their graduate degrees which were prepared for the SACS accreditation and articulate the types of research, creative activity, or other activities which are appropriate for graduate faculty in their discipline. Each code unit will then submit its articulation to the Administrative Board of the Graduate School for approval. Once the articulation is approved, it will be used to evaluate nominations for the graduate and associate graduate faculty from the submitting code unit.

Except as noted above for administrators and ex-officio members, the status of all existing members of the graduate and associate graduate faculty will be confirmed within five years of the approval of the procedures and criteria according to a process to be developed by the Graduate School Administrative Board. These members may choose the year in which the confirmation occurs within a five year period.

II. The Graduate Assembly, the Graduate School Administrative Board, and the Graduate Curriculum Committee

A. Graduate Assembly

The Graduate Assembly shall include one graduate director from each academic department in the Thomas Harriot College of Arts and Sciences, the College of Education, the College of Business, the College of Fine Arts and Communication, the College of Health and Human Performance, the College of Human Ecology, the College of Technology and Computer Science, the School of Allied Health Sciences, the Brody School of Medicine, and the School of Nursing and a graduate student offering a graduate degree program and one member from the Graduate Student Advisory Council. The dean of the Graduate School, or his/her designee, chairs meetings of the Graduate Assembly. The chancellor, the provost and the vice chancellor for health affairs, or their designees, will serve as ex officio members of the Graduate Assembly.

Membership in the Graduate Assembly shall be limited to associate or full members of the graduate faculty who serve as graduate directors in their respective unit. Appointment to the position of graduate director shall be according to the unit code. There is no limit on service as a member of the Graduate Assembly.

The responsibilities of the Graduate Assembly will include:

- Implementing Graduate School policies on recruitment, application, enrollment, and graduation of students;
- Making recommendations to the dean of the Graduate School on policy issues referred to it by the Administrative Board;
- Making recommendations to the dean of the Graduate School on policies issues referred to it by at least forty percent of the Administrative Board.

The Graduate Assembly shall meet at least once a semester, by call of the dean of the Graduate School, or as the result of the petition of 15 percent of the members of the graduate faculty.

B. Graduate School Administrative Board

The Graduate School Administrative Board shall consist of three representatives from the Thomas Harriot College of Arts and Sciences, two from the College of Education, and one from the College of Business, the College of Fine Arts and Communication, the College of Health and Human Performance, the College of Human Ecology, the College of Technology and Computer Science, the School of Allied Health Sciences, the Brody School of Medicine, and the School of Nursing and a graduate student. Each college and school representative and his/her alternate shall be full graduate faculty and shall be elected by vote of the members of their respective constituencies. The term of membership on the Administrative Board of the Graduate School shall be three years. The president of the Graduate Student Advisory Council serves as the graduate student representative.

The dean of the Graduate School, or his/her designee, is chair of the Graduate School Administrative Board and presides at board meetings. The dean of the Graduate School or his/her designee will vote in case of a tie vote. The provost, the Vice Chancellor for Health Affairs, and the Chair of the Faculty, or their designees, will serve as ex officio members, without vote, of the Graduate School Administrative Board. The Graduate School Administrative Board will meet as necessary, ordinarily biweekly, during the academic year.

The responsibilities of the Administrative Board will include:

- Election of the membership of the Graduate Curriculum Committee
- Approval of all course proposals at the graduate level (5000 and above);
- Approval of all proposals for new degree programs and program tracks and changes in existing degree programs;
- Participation in the review of all existing graduate programs;
- Review and approval of all admissions by exception, requests for exceptions to transfer credit policy, and requests for exceptions to the time to degree requirements;
- Review of all unit appeals of negative decisions made by the Dean of the Graduate School regarding graduate faculty appointments;
- Review and development of Graduate School policy including requirements for admission, retention of students, permissible course loads, transfer credit, grading, thesis and dissertation requirements and examinations, and standards for graduate faculty appointment.
- Reporting its actions to the Graduate Assembly.

A simple majority of the Graduate School Administrative Board will constitute a quorum.

C. Graduate Curriculum Committee

The Curriculum Committee shall consist of seven graduate faculty members from different graduate degree areas and one graduate student nominated by the Graduate Student Advisory Council and elected by the Administrative Board of the Graduate School. The committee shall elect the chair itself and the chair, if not already a member, will be an ex-officio member of the Graduate Assembly and the Graduate School Administrative Board. Membership ordinarily is for a term of three years in staggered rotation with no more than three new members in any given year. Members may be reelected.

The committee will review proposals for new graduate programs, new and revised courses, degree related catalog text changes, and requests to delete, bank, and unbank graduate courses. The committee will make recommendations for action to the Graduate School Administrative Board and is empowered also to make recommendations to the Graduate Assembly and to the Graduate School administration on any graduate curriculum related matters. The committee is responsible for determining its own methods and procedures for fulfilling these responsibilities

D. Graduate School Organization

This instrument, Graduate School Organization, may be altered by a majority vote of both the Graduate Assembly and the Graduate School Administrative Board.

III. Graduate Student Advisory Council

A. Composition

The Graduate Student Advisory Council shall be composed of currently enrolled graduate student representatives from each professional school and from each department in the College of Arts and Sciences offering graduate degrees.

B. Functions

1. The advisory council shall elect co-chairpersons from its membership who shall in turn serve on the Graduate Assembly.

2. The advisory council shall serve as a student liaison between the Graduate School and the schools and departments by providing a forum through which concerns common to graduate students can be brought to the attention of the dean and assistant dean of the Graduate School.
3. Dates of meetings are set and the council develops agenda.

IV. The Dean

A. Functions and Jurisdiction

The dean shall be the chief executive officer of the Graduate School and chairperson of the graduate faculty, the Graduate Assembly, and the Graduate School Administrative Board. He or she shall be available to advise and assist schools and departments in the planning and development of their graduate programs. He or she shall be specifically responsible for coordinating with the general administration of the university all new program proposals advanced by schools and departments.

The dean shall be responsible for the implementation and execution of policies, rules, regulations, and procedures established by the graduate faculty and the Graduate School Administrative Board. He or she is expected to articulate both the current status and the short-term and long-term concerns and objectives of graduate education at the university and to offer timely and appropriate recommendations for its improvement and greater efficiency in meeting the needs of its constituents.

The dean shall be responsible for the operation of the Graduate School office including the preparation of its annual budget, spending of funds, utilization of allocated office space, assignments of responsibilities to staff, and the establishment of office procedures for effective implementation of all administrative tasks performed by the Graduate School office.

The dean shall develop procedures for consultation with other units of the university and extramural academic, professional, governmental, and community groups.

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East Carolina University Graduate Faculty

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