

# Utah Tech University Policy

## 702: Administration and Governance of Graduate Studies



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### I. Purpose

- 1.1 To define the administrative structure of Graduate Studies at Utah Tech University (“the University”) including the Office of Graduate Studies, as well as the structure and function of the Graduate Council; and to provide the criteria and processes for appointment of Graduate Faculty and for admission, retention and awarding of graduate degrees; and to establish the structure and processes for creating and maintaining graduate courses and programs.

### II. Scope

- 2.1 This policy applies to all faculty, staff and administrators involved in teaching, developing, supporting, or administering Graduate Studies.

### III. Definitions

- 3.1 **Director of Graduate Studies:** The Academic Affairs employee responsible for the Office of Graduate Studies who provides oversight and guidance to the University’s post-baccalaureate programs.
- 3.2 **Graduate Faculty:** A faculty member meeting the criteria established by the Graduate Council who is thus eligible to teach post-baccalaureate courses, and supervise post-baccalaureate projects and professional experiences.
- 3.3 **Graduate Program(s):** A post-baccalaureate field of study resulting in a master’s degree, professional doctorate degree, or a graduate certificate.
- 3.4 **Graduate Program Coordinator:** A Graduate Faculty member who oversees a non-accredited Graduate Program.

- 3.5 **Graduate Program Director:** A Graduate Faculty member who oversees a Graduate Program that is either accredited or is seeking accreditation through an external professional organization.
- 3.6 **Office of Graduate Studies:** The office in the Division of Academic Affairs that oversees Graduate programs.

#### IV. Policy

- 4.1 Administration and leadership of Graduate Studies is provided through the Office of Graduate Studies within the division of Academic Affairs, in collaboration with the Graduate Council.
- 4.2 The Office of Graduate Studies
  - 4.2.1 The Office of Graduate Studies serves as the administrative body within the division of Academic Affairs that promotes, supports and reviews graduate education at the University.
  - 4.2.2 The Office of Graduate Studies, in conjunction with the Graduate Council, works collaboratively with University administration, colleges and academic departments to ensure consistency and excellence in all Graduate Programs.
- 4.3 The Director of Graduate Studies
  - 4.3.1 The appointment of the Director of Graduate Studies shall be made by the Vice President of Academic Affairs and Provost. The Director reports to the Vice President of Academic Affairs and Provost.
  - 4.3.2 The Director of Graduate Studies leads the Office of Graduate Studies.
  - 4.3.3 The responsibilities of the Director of Graduate Studies include, but are not limited to, the following:
    - 4.3.3.1 Create and manage strategic and annual planning processes for graduate education.
    - 4.3.3.2 Guide all curriculum-related activities of the Graduate Council through the chain of appropriate University approval processes.
    - 4.3.3.3 Execute budgetary responsibility for the Office of Graduate Studies.

- 4.3.3.4 Liaison with other University administrative units.
- 4.3.3.5 Promote and support quality graduate education at the University.
- 4.3.3.6 Disseminate information about best practices in graduate education.
- 4.3.3.7 Oversee graduate student advising.
- 4.3.3.8 Supervise Graduate Studies administrative personnel.

#### 4.4 The Graduate Council

- 4.4.1 The Graduate Council is a standing committee of the Faculty Senate.
  - 4.4.1.1 The Faculty Senate shall appoint the Chair of the Graduate Council from among current membership of the Council. The Chair shall serve for one academic year and will continue to represent the Chair's college and maintain voting rights in the Chair's college.
    - 4.4.1.1.1 The Chair shall be responsible for scheduling meetings, managing the agenda, and defining charges for Graduate Council subcommittees.
- 4.4.2 In conjunction with the Office of Graduate Studies, the Graduate Council is responsible for the establishment of policy and standards for Graduate Studies and for approval, review, and monitoring of Graduate Programs at the University.
- 4.4.3 The Graduate Council shall collaborate with University administration, colleges, and academic departments to ensure consistency and excellence in all Graduate Programs.
  - 4.4.3.1 Voting members of the Graduate Council include representatives of each college and a graduate student representative.
  - 4.4.3.2 College representatives serve three-year terms on the Graduate Council and are appointed by the Faculty Senate.
  - 4.4.3.3 Graduate student representatives serve for one academic year and the same Graduate Program cannot be represented in consecutive years.

- 4.4.3.4 Non-voting members of the Graduate Council may include representatives of each Graduate Program, select Graduate Program support staff, and representatives of critical administrative support services.
- 4.4.4 The full membership of the Graduate Council shall meet during the academic year to facilitate information exchange, promote best practices, mentor faculty and departments in developing new graduate degrees, and consult with non-academic departments regarding the needs and purposes of Graduate Programs at the University.
- 4.4.5 The Graduate Council establishes policies and procedures for Graduate Studies, including the drafting or amending of sections of the University's policies and the University catalog relevant to all Graduate Programs. Such additions or amendments to University policies are subject to review by the Faculty Senate as specified in the University Policy Manual.
- 4.4.6 The Graduate Council shall conduct formal approval of all new Graduate Program and graduate course proposals and formal approval of all Graduate Program change proposals, including changes in program delivery format.
- 4.4.7 The Graduate Council sets/revises general Graduate Studies admissions standards and policies common to all Graduate Studies.
- 4.4.8 The Graduate Council shall work collaboratively with the Director of Graduate Studies and other appropriate University offices to develop and execute cooperative strategies for recruitment, promotion and marketing of Graduate Studies at the University.
- 4.5 The academic integrity of Graduate Programs rests primarily with the Graduate Faculty.
  - 4.5.1 Only Graduate Faculty may teach graduate level courses.
  - 4.5.2 Eligibility for Graduate Faculty status requires:
    - 4.5.2.1 Faculty or part-time instructors assigned to teach graduate level courses must hold Graduate Faculty status by either being academically-qualified or professionally-qualified for such status.
    - 4.5.2.2 Respective Graduate Programs may have additional requirements than those shown below.

- 4.5.2.3 Eligibility is in no way limited by the Graduate Programs offered in each department.
- 4.5.2.4 To be considered academically-qualified, a candidate for a Graduate Faculty position must:
  - 4.5.2.4.1 Possess an earned terminal degree in an appropriate discipline.
  - 4.5.2.4.2 Demonstrate recent effective teaching (may be waived for those who have no prior teaching experience) as determined by the respective chair, director, or dean.
  - 4.5.2.4.3 Demonstrate a continuing record of scholarly activities as determined by the respective college posting the position.
  - 4.5.2.4.4 Demonstrate a continuing record of service as determined by the respective college committee.
  - 4.5.2.4.5 Exhibit exemplary collegiality as determined by the respective college committee based on available evidence.
- 4.5.2.5 To be considered professionally-qualified, a candidate for a Graduate Faculty position must, at a minimum:
  - 4.5.2.5.1 Hold a master's degree in a discipline appropriate to the subject being taught. Substitution may be granted with a related bachelor's degree and documented exceptional experience and/or related certifications, when approved by the respective chair/director, college dean, and the Office of the Vice President of Academic Affairs and Provost.
  - 4.5.2.5.2 Demonstrate recent effective teaching (which may be waived for those who have no prior teaching experience) as determined by the respective chair, director or dean.
  - 4.5.2.5.3 Demonstrate recent and significant relevant work-related experience, continuing professional education, and/or other criteria, as determined by the respective chair or dean, which demonstrates the candidate is current in the area considered for teaching and/or research.

#### 4.5.2.6 Additional activities for Graduate Faculty:

- 4.5.2.6.1 Academically-qualified Graduate Faculty with full-time status may serve on the Graduate Council, as the Graduate Council Chair and/or serve on advisory (including thesis) committees of graduate students, serve as directors/coordinators of Graduate Programs, and participate in other matters concerning Graduate Studies within their respective college and the University.
- 4.5.2.6.2 Academically-qualified Graduate Faculty with part-time status may serve on (but not chair) advisory (including thesis) committees of graduate students and participate in other matters concerning Graduate Studies within their respective college and the University.
- 4.5.2.6.3 Professionally-qualified Graduate Faculty may serve on (but not chair) advisory (including thesis) committees for graduate students.

#### 4.5.2.7 Review of Graduate Faculty courses:

- 4.5.2.7.1 Supervising chairs/directors/coordinators and deans review Graduate Faculty every three years for continuing eligibility.

#### 4.5.3 The primary responsibilities of a Graduate Faculty include, but are not limited to, the following:

- 4.5.3.1 Provide effective instruction using contemporary strategies and methods.
- 4.5.3.2 Foster independent learning that stimulates demands on student intellectual and/or creative/artistic capacities.
- 4.5.3.3 Enable students to contribute to a profession or academic discipline.
- 4.5.3.4 Conduct scholarly research and/or creative work.
- 4.5.3.5 Maintain proficiency in their discipline.
- 4.5.3.6 Ensure graduate programs in their discipline are relevant and of high quality.

- 4.5.3.7 Cultivate the research, scholarly, and creative endeavors of graduate students.
- 4.5.3.8 Participate in Graduate Faculty selection.
- 4.5.3.9 Collaborate with other Graduate Faculty in assessing student attainment of program graduation standards.
- 4.5.3.10 Engage actively in the professional field and/or discipline.
- 4.5.4 The departments are expected to provide more specific guidelines based upon the norms and expectations of their particular discipline and provide a copy of these guidelines to the Office of Graduate Studies.
- 4.5.5 Graduate Faculty Workload
  - 4.5.5.1 Tenured and tenure-track full time equivalency Graduate Faculty with greater than 50% annual graduate teaching assignment may receive a teaching reassignment up to 1/4 of their teaching load per semester, as approved by their Dean, Department Chair, and the Vice President of Academic Affairs and Provost to accommodate increased scholarship and/or service required by the related Graduate Program and/or accreditation.
  - 4.5.5.2 The approval of a teaching reassignment shall be documented in writing and include the following:
    - 4.5.5.2.1 Written criteria and standards that clearly define the expected level of increased scholarship and/or service required of faculty for warranting a reduction in teaching load.
    - 4.5.5.2.2 A clear statement of the consequences for failure to meet the expectations within an agreed upon timeframe.
  - 4.5.5.3 Faculty approved for a reassigned time for scholarly and/or creative activity who, in the opinion of evaluative entities, fail to meet the expected level of increased scholarship and/or service within the agreed upon timeframe may be subject to the set forth consequences.
- 4.5.6 Notwithstanding satisfaction of the requirements stipulated above, conferral or retraction of Graduate Faculty status is within the sole

discretion of the University; no member of the faculty is hereby conveyed a property right or entitlement to such status; nor does retraction of such status impact a liberty interest in one's name or reputation.

#### 4.6 Graduate Program Oversight

4.6.1 The primary responsibility for policy compliance and the overall success of a Graduate Program lies with the Graduate Program Director or Graduate Program Coordinator.

#### 4.6.2 Graduate Program Coordinator responsibilities

4.6.2.1 Market the program and recruit eligible students.

4.6.2.2 Coordinate with the Graduate Studies Support Specialist in the Curriculum Office regarding Graduate Program applications and student admissions.

4.6.2.3 Monitor student progress and ensure all graduate students submit required forms to the Office of Graduate Studies on time.

4.6.2.4 Oversee Graduate Studies student advising which can be delegated, including to a student's Graduate Program Committee Chair.

4.6.2.5 May attend Graduate Council meetings as an ex officio member.

4.6.2.6 Maintain currency of program and submit course/program changes in a timely manner through the established curriculum process.

4.6.2.7 Oversee assessment of Graduate Program learning outcomes.

#### 4.6.3 Graduate Program Director responsibilities

4.6.3.1 In addition to all responsibilities listed above for coordinators, assure all criteria and deadlines are met to qualify for and maintain continuing the Graduate Program's accreditation.

#### 4.6.4 Compensation

4.6.4.1 Both directors and coordinators will be compensated commensurate with Policy 643 as approved by the dean.



## **V. References**

- 5.1 Policy 643: Faculty Off-Contract and Supplemental Compensation

## **VI. Procedures**

- 6.1 Application procedure for Graduate Faculty
  - 6.1.1 Complete application form and obtain approval from Faculty Member's chair and dean.
  - 6.1.2 Submit application to Office of Graduate Studies.
  - 6.1.3 Graduate Council will review the application and vote to accept or reject the application.
  - 6.1.4 Notification of acceptance or rejection will be sent to applicant, chair, and dean by the Graduate Council.
- 6.2 New faculty hired expressly for teaching graduate courses will be granted Graduate Faculty status without having to apply once the Director of Graduate Studies has been notified by the department.
- 6.3 All other procedures are housed on the Graduate Studies web page.

## **VII. Addenda--N/A**

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Policy Owner: Provost and Vice President of Academic Affairs  
Policy Steward: Director of Graduate Studies

### History:

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