

Graduate School Operating Papers

I. Purpose and Functions of the Graduate School

1. The Graduate School is the central agency for organizing and supervising the graduate instructional program and for developing that program toward the highest level of excellence.
2. The Graduate School is also the central agency for facilitating, encouraging, and coordinating the research effort and for developing that effort toward the highest level of excellence.
3. The Graduate School has a primary concern with meshing graduate instruction and research into mutually supporting programs and also with integrating both programs into a total effort.

II. Relation of the Graduate School to Other Agencies

1. The Graduate School serves the Edwardsville Campus of Southern Illinois University. The Graduate School falls within the administrative jurisdiction of the Provost and Vice Chancellor for Academic Affairs.
2. The Graduate School is the central coordinating agency for the graduate and research programs of the campus.
 - A. Because this is essentially a joint effort, there are close working relationships between the Graduate School, the faculty, and other academic units.
 - B. The Graduate Faculty is organized as a single faculty whose members are also members of the faculties of the various academic units of the campus.
 - C. The Graduate Dean is in constant working contact with the chairpersons, deans, and other administrative officers of the campus.
 - a. In a mutually supporting relationship, the Graduate Dean must depend upon the academic units to recruit, retain, and effectively utilize the faculty members who become the Graduate Faculty, and to develop strong course offerings.
 - b. The Graduate Dean in turn has responsibility for coordinating, encouraging, and stimulating the graduate and research efforts originating in other academic units.

III. Organization for the Formulation of Policy – The Graduate Faculty

1. The Graduate Faculty shall consist of Graduate I and Graduate II members. Status may be accorded upon the recommendation of the graduate faculty of the appropriate department or equivalent academic unit to the Graduate Dean, whose decision will be based upon approved criteria.
 - A. Graduate I Membership. Graduate I faculty may teach graduate courses, serve on graduate committees, direct masters theses and chair masters committees. Admission to this category shall be based on the following criteria:
 - a. possession of the appropriate terminal degree
 - b. demonstrated competence in research, teaching, or other activity appropriate to the faculty member's special field.
 - B. Graduate II Membership. Graduate II faculty may perform Graduate I functions and shall be authorized to direct doctoral dissertations and to chair doctoral committees. Admission to this category shall be based on the following criteria:
 - a. experience in Graduate I functions in addition to teaching of graduate courses at Southern Illinois University Edwardsville or other institutions;
 - b. scholarly accomplishment as evidenced by at least one of the following:
 - i. publications of a book or books recognized by colleagues as evidence of scholarly work
 - ii. publication of articles in recognized scholarly journals
 - iii. contributions other than books or articles in fields such as music, theater, dance, or art that traditionally accept performances,

exhibitions, and the like as evidence of academic achievement when supported by proof of experience with the formal presentation of research findings (in the form of a thesis or dissertation, reports, manuscripts, etc.).

- C. The Graduate Dean shall administer departmental requests for exceptions through an advisory graduate committee.
- D. Graduate Faculty Status for Visiting Faculty Appointees
 - a. Visiting faculty with appointments of a minimum of two consecutive semesters may be accorded Graduate Faculty status in accordance with the policies followed in granting such status to faculty members on continuing appointments.
 - b. As a general rule, such appointees, if granted Graduate Faculty status, should not be assigned to graduate student advisory committees if it is anticipated that the duties of the committee in question will extend beyond the time of the visiting faculty member's appointment.
- E. Powers of the Graduate Faculty
 - a. The Graduate Faculty is empowered to determine academic policy on all matters having to do with the graduate program, except as authority is otherwise assigned by the Statutes of the Board of Trustees, or as its autonomy is limited by correct academic and administrative relations with other units of the University.
 - b. Academic responsibility for graduate standards, for recommending establishment of new graduate programs, and for graduate degree requirements rests with the Graduate Faculty.
 - c. The Graduate Faculty may delegate its powers to the Graduate Council, reserving the following rights:
 - i. to nominate and elect members to the Graduate Council
 - ii. to refer agenda items and issues to the Graduate Council
 - iii. to review and reverse Graduate Council actions
 - iv. to meet on call.

IV. **Organization for the Administration of Policy – The Graduate Dean**

1. **Selection and Appointment**

- A. In case of a vacancy in the Graduate Deanship, the Graduate Council shall elect an ad hoc committee that will assist and advise the Provost and Vice Chancellor for Academic Affairs in filling the vacancy.
- B. The ad hoc committee will work with the Provost and Vice Chancellor for Academic Affairs in such a manner as may be helpful, significant, and a meaningful reflection of the joint concern of faculty and administration.
- C. The recommendation to the Chancellor will be made by the Provost and Vice Chancellor for Academic Affairs and will be acted upon in accordance with established administrative procedures.

2. **Powers and Responsibilities**

- A. The Graduate Dean as the executive officer of the Graduate Council carries out established policy and also exercises leadership in the development of graduate education.
- B. The Graduate Dean as administrative head of the Graduate School has all powers and responsibilities appropriate to that role and is accountable to the Provost and Vice Chancellor for Academic Affairs.

3. **Functions and Duties**

Illustrative of the specific functions and duties of the Graduate Dean are the following:

- o recommending new policies or modifications of existing policies to the Graduate Council

- working with the Graduate Council in assembling the factual bases and acquiring the perspectives necessary for effective policy formulation
- exercising continuing efforts to maintain and improve overall educational standards in cooperation with the Graduate Council and the faculties and administrations of all academic units involved in the graduate program.
- acting, in accordance with Graduate Council policy and upon recommendation by the relevant administrative officer of the academic unit involved, upon such matters as applications for student admission or reinstatement, the awarding of degrees, and petitions for waiver of or exception to Graduate School rules and regulations
- acting, in accordance with Graduate Council policy and upon recommendation by the relevant administrative officer of the academic unit involved, upon such matters as approval of new graduate courses, appointment of graduate advisors and advisory committees, appointments to the Graduate Faculty, and determination of eligibility of Graduate Faculty members for service on or chairperson of doctoral committees
- allocating and assuming budgetary responsibility for such graduate awards as fellowships and nonteaching assistantships
- participating with deans in the allocation of such other graduate awards as regular teaching assistantships
- approving faculty research projects and extending such support as may be appropriate and feasible, upon recommendation by an appropriate review committee, and in accordance with Graduate Council policy
- supervising negotiation of research grants from governmental agencies, foundations, industry, or other outside sources, and assuming appropriate administrative responsibility for the resulting projects
- coordinating the research activities and graduate programs with the total educational effort of the University
- maintaining all necessary records concerning students, the Graduate Faculty, the Graduate Council, research activities, and other matters of importance
- working with the other deans and relevant administrative officers in regard to any appointments, promotions, or granting of tenure that may involve members or prospective members of the Graduate Faculty, and making appropriate recommendations on these matters to the Provost and Vice Chancellor for Academic Affairs
- representing the Graduate School in dealings with other universities, professional associations, funding agencies, or other persons and bodies outside the University.

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