

Chair Position Description, UW Oshkosh Graduate Council
December, 2008

With guidance as needed and appropriate from the Provost, the Chair works closely with the Director of Graduate Services and the Graduate Dean-in-Residence to lead the Graduate Council on matters relating to Graduate policies and procedures especially as they involve academic and curricular matters. The Chair works with individual Graduate Program Coordinators to pursue issues of programmatic, academic and curricular interest, to recommend actions related to student matriculation, enrollment, progress and support and to coordinate broad efforts to promote the Graduate Programs as a whole.

1. Meetings

- a. Graduate Council. Serves as Chair of all Graduate Council Meetings. Establishes the agenda, reviews prior minutes and leads the meetings.
 - b. Standing Committees. Consults with the Standing Committees, as requested. including Curriculum Approval Committee, Distinguished Thesis Committee and others as may be established. Convenes special meetings of these and any other committees of the Council as needed.
 - c. Task Forces. Identifies the need for short-term Task Forces, convenes meetings, and chairs meetings.
 - d. University Groups. Represents the Graduate Council at and regularly attends the Enrollment Management Team, Provost's Administrative Staff, Commencement Ceremonies and other groups' meetings/activities where Council presence is appropriate or requested.
 - e. Individual Graduate Program Coordinators and Graduate Faculty. Meets and/or discusses specific issues, as needed or requested.
 - f. Leadership Team. Participates in meeting(s) with the Provost, Dean-in-Residence, and Director of Graduate Services during the summer prior to any academic year.
 - g. Provost. Periodically updates the Provost on progress toward directives established during the summer prior to any calendar year.
2. Accreditation. Actively pursues issues raised by the Accreditation Review Team to ensure compliance with directives and improved Graduate School functioning.
3. Effectiveness. Establishes yearly goals in consultation with an Effectiveness Task Force. Maintains records of progress toward those goals.

(Continued on next page.)

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Conditions of Employment:

University of Wisconsin Oshkosh Tenured Faculty Member. Current or past participation with university graduate program(s), Graduate Council, service as Graduate Program Coordinator or teaching graduate courses is desired. Knowledge of University Graduate Studies and Policies and Procedures

Qualifications for Application:

Commitment to Promoting Graduate Programs
Willingness to Provide Leadership on Graduate Issues
Ability to Support the Broad Mission of Graduate Education
Effective Meeting Facilitation Skills
Strong Interpersonal and Conflict Resolution Skills
Good Rapport with Faculty and Staff

Length of Term: 2 years – Majority of service during 17-week spring and fall semesters; some service during the summer.

Compensation: 2-course release per academic year