



Graduate Council Chair Description

(Spring 2007)

Purpose:

- To provide guidance and assistance for the Graduate Council and Program Coordinators, Director of Graduate Studies and the Dean-in-Residence to Graduate Studies on matters and business that come or should come before the Council.
- To advocate for graduate faculty and programs.
- To advocate for academic, curricular, policy and administrative initiatives that support graduate studies.

Who's Eligible To Serve (currently under review in conjunction with bylaws review):

Any current member of the Graduate Council with at least one year remaining on his or her appointment to the Council; or any recent member of the Graduate Council (served within the past three years); or an active teaching graduate faculty member; experience on the Graduate Council preferred.

[Note: Chair would be a voting member of the Council even if not a member of the Council based on serving as coordinator of a graduate program.]

How Selected (currently under review in conjunction with bylaws review):

Nominated by a member of the Graduate Council. To be appointed must receive a majority of votes from at least a quorum of the Graduate Council. Nominations will be voted on at the last meeting of the Graduate Council in the spring semester.

If the chair resigns/leaves for any reason during the AY, a member of the Graduate Council will be asked to substitute for the remainder of the year until nominations and vote for a new chair are conducted at the last meeting in the spring semester.

Term (currently under review in conjunction with bylaws review):

Three years, staggered so that term expiration is not the same as the term expiration of Dean-in-Residence to the Graduate Council. The chair is a voting member of the Council and will be exempt from serving on the Council Curriculum Approval Committee and the Distinguished Thesis/AOP committee while serving as chair.

This position description is still considered under review. The person who serves as chair beginning AY2007-2008 will continue to help define and shape the role so that it is a source of professional growth for the chair and benefits graduate education at the university.



Graduate Council Chair Description

(Spring 2007)

Responsibilities:

- Chair the meetings of the Graduate Council and the Executive Committee of the Graduate Council
- Help formulate the agendas for meetings of the Graduate Council and the Executive Committee of the Graduate Council.
- Engage the Graduate Program Coordinators in discussions or activities with the Council as needed on business of the Council.
- Interpret and facilitate curricular actions through the campus approval process as appropriate.
- Collaborate with the Director of Graduate Admission and Records on organizing, researching, prioritizing, documenting, and conducting the business of the Graduate Council.
- Represent or appear for the Graduate Council when requested at meetings of governance, administration or other campus groups.

Advocacy:

- Confer the graduate degrees and honors/awards at the Commencement and Honors and Awards ceremonies, respectively.
- Represent the Graduate Council/Studies, if requested or needed, at other meetings and events such as Provost's Administrative Staff, Chancellor's Administrative Staff, Faculty Senate, Academic Policies Committee, Senate of Academic Staff, recruiting fairs or others.
- Represent the Graduate Council/Studies on ad hoc committees i.e. HLC-NCA self-study, search and screens or others.

Processes/Procedures:

- Prepare agendas and chair the Graduate Council meetings.
- Counsel and advise director of Graduate Studies, Curriculum Approval Committee, Graduate Programs and others regarding graduate academic and curricular matters.
- Attend Curriculum Approval Committee meetings if requested or needed.
- Review Graduate Council Curriculum Approval Committee summaries or reports if needed.
- Read Faculty Senate, Academic Policies Committee, Senate of Academic Staff and other various department/program meeting minutes for business related to graduate studies as needed.
- (Future) - Serve on the University Enrollment Management Team along with the Director of Graduate Studies. (Note: currently one of the faculty reps to the Team is a former graduate program coordinator. Attending and participating on the Team now and in the future is TBD.)

This position description is still considered under review. The person who serves as chair beginning AY2007-2008 will continue to help define and shape the role so that it is a source of professional growth for the chair and benefits graduate education at the university.