

GRADUATE COUNCIL HANDBOOK

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MISSION STATEMENT

The mission of the Graduate Council is to provide timely, responsible, and evidence-based advice and assistance to graduate programs and the Graduate School, helping to ensure continuous improvement of the graduate education experience for students and a supportive academic environment for graduate faculty.

GRADUATE COUNCIL

Purpose

The Graduate Council is responsible for providing and periodically revising basic educational philosophy for graduate programs, for ensuring the maintenance of high standards in the graduate programs offered and for proposing and recommending to the UTC full faculty new graduate programs. The Graduate Council reviews new courses to be offered for graduate credit as well as other changes in the content of individual graduate programs. The Graduate Council is responsible for ensuring that general admission policies as established by the Board of Trustees and specific policies approved for individual graduate programs are maintained. The Graduate Council hears graduate students petitions and grade appeals and makes recommendations for resolution. The Graduate Council informs the Faculty Senate Executive Committee on graduate curricular issues and other substantive changes and reports its curriculum and standards actions to the Dean of the Graduate School, who reports to the Provost, with recommendations for implementation or appropriate disposition.

Officers

The elected officers of the Graduate Council will be a Chair and Vice-Chair position. The Vice-Chair (also designated as Chair-elect) will serve as the Chair of the Graduate Council following his/her year of service as the Vice-Chair. In the event that the Vice-Chair for a particular year cannot serve as Chair the subsequent year, the Vice-Chair elected during the spring elections will automatically assume the Chair position and election of a Vice-Chair will occur in a timely manner.

Election and Term of Services

A Vice-Chair election will be held each spring, at an April meeting. Voting can be conducted by show of hands, voice vote or paper ballot, at the discretion of Graduate Council membership. All Graduate Council members will be eligible for election as the Vice-Chair. An *ad hoc* nominating committee will establish a ballot for the Vice-Chair election. Any Graduate Council member elected to serve as Vice-Chair must agree to serve a total of two years, i.e., one year as the Vice-Chair and a second year as Chair. Officers will assume their elected positions in May.

Membership and Program Representation

Each graduate degree program shall have one representative who is a voting member of Graduate Council (see table below).

Members of Graduate Council serve two-year terms. One-half of the Council is appointed by the respective program at the conclusion of the spring semester in odd-numbered years for a term of

office beginning the following fall semester. The other half of the Council is appointed in even-numbered years. Members may be reappointed with no term limit.

Ex officio: The dean of The Graduate School, the dean of the Lupton Library, the Dean of Lifelong Learning, and the Graduate Student Association president.

Administrative support for Graduate Council is provided by the Graduate School.

Program	Odd Year Appointment	Even Year Appointment
Accountancy (M.Acc.)	X	
Athletic Training (M.S.)	X	
Business Administration (M.B.A., E.M.B.A.)	X	
Computational Engineering (Ph.D.)	X	
Computer Science (M.S.)	X	
Counseling (M.Ed.)	X	
Criminal Justice (M.S.C.J.)	X	
Education (Ed.S.)	X	
Education (M.Ed.)	X	
Engineering (M.S.)	X	
Engineering Management (M.S.)	X	
English (M.A.)		X
Environmental Sciences (M.S.)		X
Health and Human Performance (M.S.)		X
Learning and Leadership (Ed.D.)		X
Mathematics (M.S.)		X
Music (M.M.)		X
Nursing (M.S.N., D.N.P.)		X
Physical Therapy (D.P.T.)		X
Psychology (M.S.)		X
Public Administration (M.P.A.)		X

MEETING SCHEDULE

Graduate Council meets the second and fourth Thursday of each month from mid-August through April. The meeting time is generally at 3:15 p.m. unless otherwise noted.

MEETING PROCEDURES

Quorum

Conducting official business of Graduate Council requires more than half of the voting membership be present at a meeting. A member of Graduate Council may send a proxy to represent his/her respective program in his/her absence. The proxy may participate and vote on all matters that come before the Council.

Electronic Business

The decision to conduct business by electronic means will be made by the council chair. If electronic voting is necessary, a minimum of one half of the voting membership of the Council must vote. Issues will be decided based on majority rule.

Rules of Order

Meetings will be called to order by the Chair. Business will be conducted in an orderly manner and will follow in spirit Robert's Rules of Order.

An agenda shall be published and made available to all members 72 hours in advance of any regularly scheduled meeting. Items to be discussed must be on the agenda or presented by a standing committee. Items not on the agenda and brought up in a meeting will be placed on the agenda for a following meeting or referred to a standing committee.

Major items of business (as determined by the Council chair) for approval and/or recommendation require two readings and votes by the Council. Any item of business presented to the Council by a standing committee will have had the first reading and vote in the standing committee, such that the presentation to and vote by the Council will constitute the second reading. The Council may vote to approve, reject, or table any item.

Items of business for approval and/or recommendation by an ad hoc committee will require two readings and votes by the Council. The ad hoc committee recommendation is not considered a first reading.

STANDING COMMITTEES

Curriculum Committee

The Curriculum Committee is responsible for reviewing all proposals for new programs and courses, modifications to programs and courses, and any deletions. The committee is composed of at least five Council members. The committee evaluates proposals for adherence to the Graduate Curriculum and Courses Proposal format, justification for a new or modifications to a program or course, and for post-baccalaureate rigor. The committee presents a recommendation to the full Graduate Council for action. Approved proposals are forwarded to the Dean of the Graduate School and then the Provost (or his/her designee) for final action. Instructions for submitting Graduate Curriculum and Course proposals are available in this manual and on the Graduate School web site. This committee handles most business through electronic means and only convenes face-to-face meetings as necessary.

Best Practices and Policy Committee

The Best Practices and Policy Committee (BPPC) of the Graduate Council serves to evaluate current and proposed changes in Graduate School policy and practices, and brings suggestions and recommendations to Graduate Council for further deliberation and action. The committee is composed of at least five Council members. Request for study of existing policy and practice or

recommendation for a new policy or practice can be initiated by members of Graduate Council, the Dean of the Graduate School, or from other faculty, staff and students of UTC. Suggestions and recommendations for changes in policy and practice must be brought to the Graduate Council through a Council member. This committee meets the first and third week of each month from September through April.

Composition of the BPPC:

The chair of the BPPC will be the chair-elect (vice-chair) of the Graduate Council.

Other representation from Graduate Council will be a representative from:

- a non-thesis graduate degree program,
- a thesis requiring graduate degree program,
- the Ph.D. or Ed.D. degree programs,
- a clinical doctorate, and
- the Graduate Student Association, usually the president.

Additional members may be added by Graduate Council as deemed necessary and appropriate.

The Dean of The Graduate School will serve in an *ex officio* capacity.

Graduate Appeals Committee

The Graduate Appeals Committee is chaired by the Chair of the Graduate Council and is composed of at least five additional Council members. In cases where the Chair of the Graduate Council or any sitting member of the Graduate Appeals Committee may have a conflict of interest when serving, the Vice-Chair of the Council will serve as the chair and the sitting member will recuse him/herself from serving.

Student petitions for readmission, late candidacy, extension of candidacy, course waiver/substitution, request to take excessive hours and requests for second extensions of IP grades will be heard at the program level. The Graduate Appeals Committee will hear appeals of decisions made at the program level. The recommendation of the Graduate Appeals Committee is forwarded to the Dean of the Graduate School for final action. All program decisions, whether being appealed or not will be forwarded to the Dean for final action.

In cases where a grade appeal is submitted, the following procedure must be followed. A subcommittee formed of the Graduate Appeals Committee members will serve as the Grade Appeals Committee. If/when three members of the Graduate Appeals Committee are unable to serve in a timely fashion on a needed Grade Appeal Committee, members of the Graduate Council will be solicited to serve. Thus, the Grade Appeals Committee will be composed of the Chair of the Graduate Council and at least three additional members. The Dean of the Graduate School serves in an *ex officio* capacity.

The Grade Appeal Committee hears presentations from the student and the faculty member who issued the grade. After both parties have had 15 minutes each to provide pertinent information and respond to questions, they are excused and the Grade Appeal Committee will make a

determination. The committee may recommend that 1) the grade previously assigned be upheld; or 2) the faculty member be asked to change the grade; or 3) the grade of I be assigned until completion of specified requirements agreed upon by faculty and student. The determination of the Grade Appeal Committee is provided to the Dean of the Graduate School, who communicates the final decision to the student, the instructor, the instructor's department head, and the appropriate academic dean. Refer to the UTC Graduate Catalog for the specific appeal process.

This committee meets on an "as needed" basis.

AD HOC COMMITTEES AND TASK FORCES

Ad hoc committees or task forces may be requested by the Council or the Dean of the Graduate School to evaluate, investigate, and/or develop recommendations regarding various matters that are not routinely dealt with by a standing committee. Ad hoc committees and task forces will have narrowly defined topics to address limiting the scope and timeframe of their activity. Ad hoc committee composition should, at a minimum, adequately represent the academic colleges and membership can be based on appointment or volunteering. In cases where a particular expertise is needed, a graduate faculty who is not a member of Graduate Council may be requested to serve.

OTHER REPORTING GROUPS

Graduate Student Association

The Graduate Student Association President is an *ex officio* member of Graduate Council and reports activities of the Graduate Student Association Advisory Council meetings, concerns of graduate students, and events being planned by the Graduate Student Association.

THE GRADUATE SCHOOL

MISSION STATEMENT

The mission of The Graduate School is to provide rigorous advanced instruction, applied research opportunities, financial support, and other support services for graduate students. The Graduate School upholds high program and academic standards in serving the needs of the region, state, and nation.

GRADUATE SCHOOL ADMINISTRATION

The Dean of the Graduate School serves as the primary administrative officer for matters pertaining to graduate education, admissions, and oversees daily operations of all Graduate School functions. The Dean of the Graduate School is an *ex officio* member of Graduate Council and serves as the administrator advisor to the Graduate Student Association.

GRADUATE FACULTY APPOINTMENT PROCESS

The appointment process can be found at:

<http://www.utc.edu/Administration/GraduateSchool/documents/GraduateFacultyapptprocess5-2012.pdf>

Forms necessary to be submitted can be found at the following locations:

Application:

<http://www.utc.edu/Administration/GraduateSchool/documents/GradFacapplication6-20115-25-12xtd.pdf>

CV form: (pdf format)

<http://www.utc.edu/Administration/GraduateSchool/documents/CVformforGradFac11-2011v25-25-12.pdf>

A link to a Word copy of the CV form can be found at the bottom of the left hand contents directory on the Graduate School web page: <http://www.utc.edu/Administration/GraduateSchool/>

Verification of SACS Credential:

<http://www.utc.edu/Administration/GraduateSchool/documents/VerificationofSACSCredentialin g.pdf>

PROCEDURES FOR SUBMITTING GRADUATE CURRICULUM AND COURSE PROPOSALS

The course proposal instructions can be located on the Graduate School webpage at:

<http://www.utc.edu/Administration/GraduateSchool/Resources/Include/CurriculumProposalInformation.htm>.