

# The Graduate Faculty Constitution

## I. Graduate Faculty

### A. Membership

The President of the University, the Vice President for Academic Affairs and the Dean of the School of Graduate Studies serve as ex-officio members. Persons holding regular academic rank who were members of the Graduate Faculty in AY17-18 will retain their membership status, with the exception of those persons holding Graduate Faculty status at Assistant or Associate rank; these persons will be granted Full membership status. Additional members of the Graduate Faculty will consist of those members of the University Faculty nominated by their respective departments and approved for Graduate Faculty membership by the Graduate Committee on the basis of their ability to direct creative and scholarly activities and to advise graduate students. The criteria for the selection of the Graduate Faculty members will be based upon department recommendations concerning the preparation, experience, and recommendations of each prospective member.

There will be four categories of membership:

- Full Membership
- Adjunct Membership
- Emeritus Membership
- Special Appointment

Voting members of the Graduate Faculty are limited to those with Full Membership

#### 1. Full Membership

Full membership will be available to all members of the University Faculty deemed qualified by their respective departments and Deans to direct the research, theses, dissertations, and independent studies of graduate students. This will include UND tenure track, tenured, and appropriately qualified non-tenure track faculty.

##### a. Responsibilities

- Upon their election to the Graduate Faculty, full members may act as chairs of a student's faculty advisory committee, serve as principal supervisors for thesis or dissertation research, and be responsible for the advising of students.

b. Qualifications

- Holding of a terminal degree or the appropriate scholarly or professional qualifications in the field or demonstration of the equivalent scholarly or creative accomplishment.
- Record of scholarly, creative or professional accomplishment conducted and completed as principal investigator, writer, or artist. Such accomplishment may be demonstrated by publication in outlets recognized throughout the discipline or by regional or national recognition of scholarly, creative or professional endeavors.

Fulfillment of these criteria will be determined by the Graduate Committee based upon the recommendation of the prospective Graduate Faculty member's nominating department.

c. Term of Appointment

- Terms of full members will continue unless and until program review, in concert with recommendation by department chair/program director or College dean indicates revocation of membership is warranted.

**2. Adjunct Membership**

Adjunct status requires that an appointment be made as an university adjunct professor. Adjunct faculty status must be recognized by the Office of the Vice-President for Academic Affairs and Provost. Adjunct membership to the Graduate Faculty will follow the terms of appointment as an Adjunct University Professor.

a. Responsibilities

- An adjunct graduate faculty member may serve as a member of advisory committees or as principal supervisor for thesis or dissertation research upon recommendation of the department chair/program director in consultation with the program Graduate Faculty and approval by the Dean of the School of Graduate Studies.

b. Qualifications

- Holding of a terminal degree in the field or demonstration of the equivalent scholarly, professional, or creative accomplishment.
- The individual must hold a courtesy appointment (UND Faculty Handbook, Section II-3.3).
- The individual must demonstrate creative, professional, or scholarly activity in peer-reviewed outlets recognized throughout the discipline.

Fulfillment of these criteria will be determined by the Graduate Committee upon the recommendation of the prospective faculty member's Adjunct department.

c. Term of Appointment

- An appointment of an adjunct member of the Graduate Faculty will remain in force for the term of the adjunct's employment by the University.

**3. Emeritus Membership**

Anyone who achieves emeritus status in their department and has been a member of the Graduate Faculty will retain the rights of their graduate faculty status. Departments will need to notify the School of Graduate Studies when faculty members become emeritus faculty. Membership is a lifetime appointment.

**4. Special Appointment**

Persons who are not members of the Graduate Faculty may, because of their special qualifications for service, and by special appointment by the Graduate Dean, be appointed as members of students' faculty advisory committees.

a. Responsibilities

- A special appointment Graduate Faculty member may serve as a member of an advisory committee.

b. Qualifications

- Holding of a terminal degree in the field or demonstration of the equivalent scholarly, creative or professional accomplishment.
- Must have a record of research or creative accomplishment in the discipline.

c. Term of Appointment

- The term is limited to the duration of the advisory committee to which the special member was appointed.

**B. Procedures for Appointment**

Subject to these provisions, the Graduate Faculty is the sole judge of the qualifications of its membership, insofar as any changes to these qualifications requires a majority approval vote of the Graduate Faculty

**1. Appointment to Full Membership**

Nominations to full membership will originate with the department chair/program director in consultation with the program Graduate Faculty, are approved by the dean of the appropriate college, and executed on a

form available from the office of the Dean of the School of Graduate Studies.

If a faculty member holds a joint appointment, either department chair may make the nomination for Graduate Faculty membership. Such nominations should include written statements by both department chairs and must be approved by the dean(s) of the appropriate college(s). Nominations are submitted to the Graduate Committee, which approves, or not, each nomination and transmits its recommendations for membership to the Graduate Faculty. The slate of approved nominations will be posted for two weeks on the School of Graduate Studies website for Graduate Faculty review.

## **2. Appointment to Adjunct Membership**

Nominations of the adjunct professors for appointment to the Graduate Faculty must originate with a department chair/program director in consultation with the Graduate Faculty in the department/program, and must also be approved by the dean of the appropriate college. A letter of approval from the head of the organization in which the adjunct professor is employed must be submitted. Nomination forms are available from the School of Graduate Studies.

It is essential that in making the nomination, the chair clearly outlines specific responsibilities of the adjunct professor being nominated as a Graduate Faculty, for example, the nominee might be serving on masters or doctoral advisor committees, teaching graduate courses, conducting seminars, or serving as research director.

A curriculum vita with a list of relevant publications must be submitted. Nominations should be submitted to the Graduate Committee.

## **C. Change of Status**

Status on the Graduate Faculty may change following program review and the recommendation of a dean and the department chair/program director.

Graduate Faculty status may be affected by faculty study. Faculty wishing to pursue additional study are subject to the guidelines of the UND Faculty Handbook (Section III, 11.2.1).

## **D. Appeal Process**

Faculty who believe themselves qualified and who are not nominated by the department chair/program director may appeal to the appropriate academic dean for a review of their qualifications. After consultation with the department

chair/program director, the appropriate academic dean may then nominate the university faculty member for Graduate Faculty.

Faculty who are nominated by their department chair/program director but not nominated by the Dean of the appropriate college may also appeal to the School of Graduate Studies Dean for a review of their qualifications. After consultation with the academic dean, the Chair, and the Graduate Program Director, the School of Graduate Studies Dean may then choose to allow the nomination to stand.

### **E. Review and Approval Process**

After review of the nominations, the Graduate Committee will communicate their recommendation to the department/program chairs. The department/program chairs will notify their nominees who are not to be recommended to the Graduate Faculty. Nominees who are not recommended by the Graduate Committee may withdraw their names from nomination before the complete list of approved and unapproved nominees is presented to the Graduate Faculty. Graduate Faculty members are notified by email that the list of approved and unapproved nominees is available for review, for a period of two weeks, on the School of Graduate Studies website. In the absence of a challenge, the approved nominees will become members of the Graduate Faculty two weeks after the list has been presented to the Graduate Faculty.

### **F. Challenge of Graduate Faculty Membership Recommendations**

Members of the Graduate Faculty may challenge the Graduate Committee recommendations by submitting a written protest to the Dean of the School of Graduate Studies within two weeks of the submission of the nominee list to the Graduate Faculty. After hearing the challenge and the Dean of the School of Graduate Studies response, the Graduate Committee will reconsider all information received at its next regular meeting and come to its final decision regarding the nominee in question. In the case of continued dissatisfaction with the Graduate Committee's membership decision, the challenge may be brought before a meeting of the full Graduate Faculty.

### **G. Duties and Responsibilities**

Subject to the constitutional rights and responsibilities of the University Senate, the University Council, and the Board of Higher Education, the Graduate Faculty is responsible for:

- Recommending to the University Senate university-wide policies on graduate work.
- Determining policies within the School of Graduate Studies.

## **H. Meetings**

The Dean of the School of Graduate Studies will hold meetings of the Graduate Faculty on an as needed basis. Additional meetings may be called at the discretion of the Chair of the Graduate Committee, or on the written request of ten members of the Graduate Faculty.

### **1. Presiding Officer**

The Dean of the School of Graduate Studies presides over meetings of the Graduate Faculty.

In the absence of the Dean of the School of Graduate Studies, matters involving conflict of interest or at the Dean's discretion, the chair of the Graduate Committee presides.

### **2. Agenda**

Notice of regular meetings of the Graduate Faculty will be circulated to the members of the Graduate Faculty at least one week in advance of the meeting. Items for the agenda, which must be in writing, may be submitted to the office of the Dean of the School of Graduate Studies by any member of the Graduate Faculty. The agenda will be circulated to the members of the Graduate Faculty at least a week in advance of the meeting. No final vote will be taken at any meeting on any item of business not listed on the agenda.

Notice of special meetings called under the procedure provided in the University Senate Legislation establishing the Graduate Faculty will be circulated to the members of the Graduate Faculty at least one week in advance of the meeting, and the notice will state the purpose for which the meeting is called.

### **3. Procedure**

Sturgis Standard Code of Parliamentary Procedure will be followed in the conduct of the Graduate Faculty's business.

### **4. Quorum**

One-tenth of the voting membership of the Graduate Faculty constitutes a quorum, excluding those with Emeritus, Adjunct, or Special Appointment status. If a called meeting of the Graduate Faculty cannot take place because of the lack of a quorum and if the agenda contains subjects requiring Graduate Faculty action, the Graduate Committee is empowered to act on behalf of the Graduate Faculty on the subjects contained in the agenda.

## **II. Graduate Committee**

### **A. Membership**

The membership of the Graduate Committee will consist of the Dean and the Associate Dean of the School of Graduate Studies as ex-officio members and thirteen full members of the Graduate Faculty as well as a graduate student representative. The members of the Graduate Committee will be elected by those members of the Graduate Faculty from each of thirteen academic areas, with each person elected to serve a three-year term. The student body president, in consultation with the graduate student senator, will appoint a graduate student to serve as the student member to the Graduate Committee. This student member must be enrolled in the School of Graduate Studies and will serve a one-year term. Non-voting ex officio members of the Graduate Committee include the President, the Vice President of Academic Affairs, Dean of the Graduate School and any Associate Dean(s). A quorum for the Graduate Committee will consist of eight voting members.

- The Committee will annually elect a chair and a vice-chair from its elected members.
- The Dean of the School of Graduate Studies will delegate someone outside of the committee to serve as Secretary of the Graduate Committee. The secretary will be responsible for distributing the agendas and minutes of the Graduate Committee.
- If an elected member of the Graduate Committee does not regularly attend the meetings of the Graduate Committee, the Graduate Committee is empowered to order an election to be conducted for a replacement member who will complete the remainder of the term.
- If an elected member resigns, or goes on leave, a replacement member will be elected as soon as possible to complete the remainder of the term or for the duration of the leave.

### **B. Election of Members**

The Dean of the School of Graduate Studies will distribute to the members of the Graduate Faculty a list of those members eligible for election to the Graduate Committee. Members are eligible to serve two consecutive terms; after completion of the second term, members are ineligible for re-election for one year.

Each member of the Graduate Faculty who submits a nomination will nominate not more than two persons for each vacancy with the expressed consent of the nominee. Those persons receiving the largest numbers of nominations within each academic unit will be declared nominated, i.e., the persons receiving the largest number of votes plus any ties.

The nominees will be matched in a run-off election, with each member of the Graduate Faculty voting.

The Graduate Dean will prescribe the time and procedures for the nomination, election, and tabulations, providing that all procedures will be completed by the end of the third week in September.

October 1 of each year will be the date for the beginning of the new and expiration of old membership on the Graduate Committee.

### **C. Academic Areas Represented**

Thirteen Graduate Committee members are elected by the Graduate Faculty from academic areas that have been agreed upon by departmental representatives. Academic areas can be changed at program review.

The academic areas are as follows:

- Aerospace Sciences
- Basic Medical Sciences
- Business
- Education
- Engineering
- Fine Arts
- Health Professions
- Human Development
- Humanities
- Mathematics and Natural Sciences
- Nursing
- Social Sciences
- Speech and Language

As new program areas are added to the School of Graduate Studies offerings, the Graduate Committee will ask departments where they think they fit within the academic areas. Graduate Faculty on joint appointment to an academic area will be assigned by the Graduate Committee after receiving the wishes of the faculty member and the advice of the graduate program chair regarding such assignment.

### **D. Graduate Committee Duties and Responsibilities**

The Graduate Committee acts as the executive committee of the Graduate Faculty and exercises such responsibilities on behalf of the Graduate Faculty. In these capacities, the Graduate Committee advises and assists the Dean in the development and revision of policy.

- The Graduate Committee acts as the curriculum committee of the Graduate Faculty.
- The Graduate Committee acts as the committee on committees of the Graduate Faculty recommending such standing committees as it deems desirable, and making nominations to the faculty for membership on the standing committees. The Graduate Committee may establish such ad hoc committees as it considers necessary to facilitate the work of the Graduate Committee and Graduate Faculty.
- The Graduate Committee serves as an appellate body for students and faculty on matters involving an administrative decision made by the School of Graduate Studies Dean.
- The Graduate Committee assists and advises the Dean of the School of Graduate Studies in planning, developing and periodically evaluating the graduate programs of the University.

#### **E. Graduate Student and Graduate Faculty Appeal Policy**

Students registered in the School of Graduate Studies or members of the Graduate Faculty may request the Graduate Committee to consider appeal of an administrative decision of the School of Graduate Studies Dean. Requests for appeal must be in writing. Any member of the Graduate Committee with a conflict of interest will not participate in these appeals. The Graduate Committee will regularly review, modify when necessary, and distribute the procedures for the appeal.

### **III. The Dean**

The Dean of the School of Graduate Studies is an administrator within the University and the executive of the Graduate Faculty; the Dean may also serve as an advisor to the Board of Higher Education. As an administrator within the University, the Dean's duties include, particularly insofar as they relate to the graduate program, matters of University policies, personnel, budget, and operations. In carrying out such duties, the Dean is directly responsible to the Vice President for Academic Affairs.

When requested by the Board of Higher Education, the Dean advises on matters concerning graduate work at the University and throughout the state.

### **IV. Amendments to the Constitution**

The Constitution of the Graduate Faculty may be amended by a majority vote at the second of two successive meetings of the Graduate Faculty, an initial meeting where changes are proposed and topics are introduced and another where the Graduate Faculty votes. The second meeting, in which the Graduate Faculty votes, may take place through electronic means.