

# Wichita State University

## Graduate School Bylaws

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## **GRADUATE SCHOOL STRUCTURE**

The Graduate School supervises all graduate work at the University, establishes rules for admission of students to graduate standing, and recommends to the President and the Board of Regents that the appropriate degrees be conferred upon students who have satisfactorily completed work in accordance with the requirements of the Graduate School.

### **I. Administrative Structure of the Graduate School**

- A. GRADUATE DEANS – The general administration of the Wichita State University Graduate School shall be the responsibility of the Dean of the Graduate School together with such Associate and Assistant Deans as may be appointed.
- B. GRADUATE COUNCIL – A Graduate Council shall be elected by the Graduate Faculty as an executive body to serve as an agent for the Graduate Faculty.
- C. ACADEMIC DEANS – The chief administrative officer of each degree-granting college/school is a Dean, who is responsible to the Provost and Vice President for Academic Affairs for the leadership and general management of the college/school. The Academic Deans shall have certain approval and review responsibilities as outlined in later sections of this document. These responsibilities are often in consultation with the Graduate Dean.
- D. GRADUATE COORDINATORS – A Graduate Coordinator shall be appointed for each graduate program. This individual may serve more than one program as appropriate for a given college.
- E. GRADUATE FACULTY – The Graduate Faculty of the University shall be constituted as described in Appendix I and II.

### **II. Appointment and Election Procedures**

- A. GRADUATE DEANS – The Graduate Dean shall be appointed by the President of the University with recommendations from faculty and administrative advisory groups. The Graduate Dean appoints Associate and Assistant Graduate Deans with recommendations from appropriate faculty and administrative groups.
- B. GRADUATE COUNCIL – The Graduate Council shall be composed of the Dean of the Graduate School and the Associate and Assistant Graduate Deans as *ex officio* members, elected representatives from the following academic colleges and selected representatives (doctoral program representative and student representative):

<i>W. Frank Barton School of Business</i>	
All Programs	1
<i>College of Education</i>	
All programs	1
<i>College of Engineering</i>	
All Programs	1
<i>College of Fine Arts</i>	
All Programs	1
<i>College of Health Professions</i>	
All Programs	1
<i>Fairmount College of Liberal Arts &amp; Sciences</i>	
Humanities	1
Natural Sciences & Math	1
Social Sciences	1
<i>At-Large Representative</i>	
Doctoral Program Representative	1
<i>Student Representative</i>	1

Each academic area representative on the Graduate Council shall be elected to a two-year term by the Graduate Faculty members of the area to be represented. Terms of elected members shall be staggered so as to provide continuity of experience on the Council. If a vacancy occurs during a member's two-year term, the Graduate Dean will consult with the graduate faculty of that area to select a replacement member to serve out the remainder of the term.

Academic area representatives are to be chosen each spring by mail or electronic ballot. Election ballots will be distributed with instructions for voting after the nomination ballots are returned. Should a tie occur, it shall be resolved at the discretion of the Graduate Dean.

In consultation with the programs, the Graduate Dean selects the at-large member of the Council specifically to represent the doctoral programs. Selection rotates among the colleges/schools offering doctoral programs (for example, one year the representative is from Engineering, next year from Education, and the next year from Liberal Arts and Sciences, and so forth). The at-large member serves a one-year term.

The student representative to the Council is selected by the Graduate Deans to serve a one-year term. Nominations are solicited from the graduate coordinators within a specific college (based on a rotation among colleges/schools). The representative is

selected from the nominees based on willingness to serve, ability to attend Council meetings, and academic credentials.

In the event of new academic divisions within the University receive approval to offer graduate work but are not represented on the Graduate Council, a petition to be represented on the Council may be submitted to the Graduate Dean, subject to review by the Graduate Faculty.

- C. **ACADEMIC DEANS** – The chief academic officers of the colleges and schools are appointed by the President of the University with recommendations from faculty and administrative advisory groups.
- D. **GRADUATE COORDINATORS** – Graduate Coordinators shall be recommended for appointment by the department chair. The Coordinator shall be a member of the Graduate Faculty and shall be approved by the College Dean and the Graduate Dean.
- E. **GRADUATE FACULTY** – Wichita State University has two categories of Graduate Faculty membership: Graduate Faculty and Affiliate Graduate Faculty. Candidates for membership must meet all department specific criteria and the university specified in Appendix I, which is also section 5.12 (Graduate Faculty Membership) of the WSU Policies and Procedures Manual ([http://webs.wichita.edu/inaudit/ch5\\_12.htm](http://webs.wichita.edu/inaudit/ch5_12.htm)). All nominations for either status must originate from an academic department of Wichita State University.

Graduate Faculty members are expected to have a demonstrated record of research, scholarship, or achievement appropriate for the graduate program. Members should have command of his/her field and have demonstrated a capacity for teaching and research, professional practice, and student mentoring. As such, graduate faculty members will typically have earned the terminal academic degree in their field or have attained the clear equivalent in professional experience, scholarship, or creative achievement. They will also have remained active at the graduate level in their field.

The rigorous process used to hire, review, and promote tenure-track faculty is sufficient to identify Graduate Faculty, and as such all members of the tenure-track faculty are deemed eligible for regular Graduate Faculty standing. In addition, programs may define standards for other appropriate Wichita State University faculty to be included based on their professional experience, scholarship, or creative achievement (e.g., clinical faculty). Affiliate Graduate Faculty are composed of individuals who do not meet the requirements for regular membership, but satisfy the program's standards for affiliate membership.

Recommendations for Graduate Faculty membership in any category follow the sequence of steps below (see Appendix II for the complete procedure):

1. Individual faculty may initiate the request or the department chair may identify faculty who need graduate faculty status and meet with those faculty to complete the nomination form.

2. Department chair, in consultation with appropriate departmental/college committee, submits the nomination form with additional information/documents, if any, to the Academic Dean.
3. Academic Dean indicates support or non-support of the committee's recommendation on the form and forwards materials to the Graduate Dean.
4. Graduate Dean takes final action.
5. At any decision point, if a negative recommendation is made, the denied nomination form (and justification for denial) is returned to the candidate, and a copy of the denied nomination form is forwarded to bodies who previously granted approval.
6. If a negative recommendation is made, the faculty member may appeal directly to the Graduate Council by sending the nomination form to the Graduate Dean (along with all supporting information/documents). In these cases, the decision of the Graduate Council is final.

The following members of the University Administration shall be *ex officio* members of the Graduate Faculty.

- The President of the University
- The Provost/Vice-President of Academic Affairs
- The Dean, Associate Deans, and Assistant Deans of the Graduate School
- The Deans of School of Business, College of Education, College of Engineering, College of Fine Arts, College of Health Professions, College of Liberal Arts and Sciences, Honors College, and University Libraries

### **III. Duties and Responsibilities**

- A. GRADUATE DEAN – The Graduate Dean is responsible for the overall operation of the Graduate School. Duties in this position shall include (a) leadership in the development of graduate programs, (b) development of resources for the conduct of graduate programs, (c) representation of faculty interests in graduate programs to the central administration, and (d) involvement in the development and promotion of research at the University.

Within the broad categories listed above, more specific items can be listed, but only a few specific things are listed in order not to restrict the Graduate Dean in actions necessary for the general welfare of graduate programs at this University.

Under the category of leadership in the development of all graduate programs, the Graduate Dean should be instrumental in the development of joint graduate programs between WSU and other higher learning institutions and in the development of interdisciplinary graduate programs. Academic reviews of both new and existing graduate programs and recommended actions on such programs to the central administration shall be initiated and conducted by the Graduate Dean.

The Graduate Dean shall take action on such matters as admission and dismissal of

graduate students, approval of plans of study for graduate students, certifying completion of degree requirements, and exception and waiver requests of graduate students. Such records, forms, and minutes as necessary for the operation of the Graduate School shall be maintained. The Graduate Dean shall provide for the establishment and updating of procedures and regulations relating to the Graduate School. The Graduate Dean shall chair meetings of the Graduate Council and shall call a meeting of the Graduate Council at least once a month during the regular academic year.

The Graduate Dean shall take action on routine items such as (a) Graduate Faculty nominations, (b) course changes, (c) exceptions to current regulations, and (d) departmental degree requirements over and above the general Graduate School requirements. The Graduate Council shall review disapprovals on these matters made by the Graduate Dean, if appeals are initiated.

The Graduate Dean may delegate any of the listed responsibilities.

Associate or Assistant Graduate Deans are responsible for assisting the Graduate Dean as determined by the Graduate Dean.

- B. GRADUATE COUNCIL – The Graduate Council shall serve as an executive body of the Graduate Faculty in an advisory role to the Graduate Dean. In general, it shall concern itself with consideration of major policy items or major changes in graduate programs as are appropriate to the areas of responsibility defined for the Graduate Dean and exercise final review in cases involving disapprovals by the Graduate Dean, as described previously.

Actions of the Graduate Council shall constitute final recommendations to the Dean, except that the Council may choose, by a two-thirds vote, to place a motion before the Graduate Faculty.

The Graduate Council shall serve as a central agency whereby communication is established and maintained among the various areas of the University in matters pertaining to graduate affairs. The representatives on the Graduate Council shall disseminate information pertaining to graduate affairs from the Graduate Office. They shall also determine and present the views of their constituents (graduate faculty members, doctoral program faculty, and/or students) whom they represent to the other members of the Council and the Graduate Dean.

Specific functions of the Graduate Council include:

1. To review, evaluate, and recommend to the Graduate Faculty new graduate program proposals, major revisions in existing programs, and the deletion of existing degrees.
2. To review, evaluate, and recommend to the Graduate Faculty major regulations governing graduate students, graduate programs, and broad University policies and principles regarding graduate work.

3. To conduct review of graduate programs by evaluating the program self-studies generated by the departments, as part of the Board of Regents Program Review, and providing recommendations to the Graduate Dean concerning the quality of the programs.
4. To maintain effective liaison with departments participating in graduate programs, encourage the growth of interdisciplinary programs, and exercise central planning functions designed to promote programs of the highest quality.
5. To assist in designing and administering graduate programs.
6. To encourage student research/creative endeavor as part of their graduate education.
7. To provide input to the Graduate Dean on issues submitted to the Council by the Dean.
8. To receive and act upon such matters brought to it by its standing or ad hoc committees.
9. To develop the Graduate School categories for Graduate Faculty membership (with subsequent approval by the Graduate Faculty) and to provide necessary implementation interpretation of the eligibility qualifications and duties/ responsibilities in each category.
10. To investigate and render judgment concerning any complaint about a Graduate Faculty that may lead to revocation of Graduate Faculty status or revocation of privileges. In these cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.
11. To serve as a committee on appeals if a graduate student is dissatisfied with direct administrative action taken by the Graduate Dean. In such cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.
12. To serve as a committee on exceptions for student requests for exceptions to catalogue regulations when students are dissatisfied with the decision made by the Graduate Dean. In such cases, the judgment of the Council is final, and two-thirds vote of those present is needed to approve such judgment.
13. To serve as a committee on appeals for faculty members who are denied graduate faculty membership. In these cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.
14. To serve as a committee on appeals for program areas when appealing the Graduate Dean's decisions on matters of course changes and degree requirements. In these cases, the judgment of the Council is final, and a two-thirds vote of those present is needed to approve such judgment.

The Graduate Council may authorize the appointment of committees to deal with various matters that are within its jurisdiction. At least one member of the Graduate Council will be on each committee. The Dean of the Graduate School appoints members to serve on these committees.

- C. **ACADEMIC DEANS** – The Academic Deans of Colleges offering graduate work shall have approval responsibility for items pertaining to programs, graduate faculty membership, personnel, or resources involved in such graduate activity within their

college. Specific approval steps are indicated elsewhere in this document.

- D. GRADUATE COORDINATORS – Graduate Coordinators are charged with the primary role of coordinating the policy and procedures of the Graduate School between their programs and the Graduate Office. Additionally, they are charged with monitoring the condition of the graduate program in their field, working with their departmental chair or other responsible administrator/committee in maintaining the quality and viability of their graduate program, serving as an agent of the Graduate Faculty in their area, and processing records of graduate students in their area. These items may include:
1. Admission recommendations and graduate enrollment management
  2. Program advising and maintaining departmental student records
  3. Monitoring academic progress of students, including probation and dismissal recommendations and exception requests
  4. Ensuring administration and reporting of general graduate program requirements
  5. Program assessment
- E. GRADUATE FACULTY – The Graduate Faculty shall be charged with the operation of the various graduate programs of the University. The Graduate Faculty shall monitor offerings as to quality and appropriateness, advise and mentor students, teach courses, and initiate changes in graduate offerings.

Graduate Faculty may be called into session as a whole by the Graduate Dean, or by area of interest by the Graduate Dean or Academic Dean, as appropriate, in order to consider for academic approval matters within its responsibility (e.g., approval of new programs, major changes in existing programs, or major changes in the academic policies of the Graduate School.) At each meeting, parliamentary rules will be followed.

The University Graduate Faculty may meet at least once each academic year. Additional meetings may be called by the Graduate Dean or by petition as described below. There shall be no less than fourteen (14) calendar days between date of notice and the date of the meeting. Issues submitted to a vote at a meeting of the Graduate Faculty shall be decided by majority vote of those present at the meeting who hold regular membership on the Graduate Faculty.

Final vote on motions of major importance shall be by mail (or electronic) ballot after review and possible amendment at convened sessions of the Graduate Faculty. Issues submitted to the regular membership of the Graduate Faculty by mail or electronic ballot shall be decided by majority vote of those returning ballots.

Special meetings of the Graduate Faculty may be called by petition of 10 percent of the Graduate Faculty members holding regular membership.



## **PROCEDURE FOR CHANGES**

Approval for substantive changes, additions, or deletions to the Graduate Faculty Bylaws shall be submitted to the Graduate Faculty for vote. A two-thirds vote of the regular membership of the Graduate Faculty who return the mail or electronic ballot is needed to amend the Bylaws.

- Approved by Graduate Faculty: December 2003, May 2005
- Update to College of Education Representation: Fall 2005, Spring 2008
- Update to College of Business Representation: Spring 2008
- Approved by Graduate Faculty of Graduate Faculty Categories, Section 5.12 of Policies & Procedures Manual: Spring 2014 & Approved by President in Summer 2014
- Update by Graduate Council to reflect Section 5.12 changes and minor simplifications: September 2014
- The Graduate School Bylaws were revised by vote of the Graduate Faculty: September 2017
- Graduate Council Bylaws were approved by the Graduate Council and added as an appendix: September 2017

## APPENDIX I

### Policy 5.12 / Graduate Faculty Membership

Graduate faculty develop curricula, teach graduate courses, guide student research, Mentor graduate students, participate in the governance of graduate education, and determine criteria for Graduate Faculty membership.

Remaining current in one's discipline is a special responsibility of faculty who teach at the graduate level. In particular, research, scholarship, creative activities, and performance serve as models for graduate students. What constitutes a program of original work varies considerably from discipline to discipline. Quantity is not the sole criterion, and may not even be a major criterion. However, periodic evidence that one's work has undergone independent peer review and is part of an ongoing scholarly agenda is expected. In some disciplines, graduate faculty are also expected to generate external funding through grants and contracts to support their research and scholarly activities as well as to support graduate students.

There are two categories of Graduate Faculty membership in Wichita State University. Candidates for Graduate Faculty membership must meet all department specific criteria and the following university specified eligibility criteria. All nominations for Graduate Faculty status must originate from a Wichita State University academic department.

#### I. CATEGORIES

##### **Graduate Faculty**

###### *Eligibility:*

- Possess terminal degree in the discipline or its equivalent in training and/or experience (documentation is required when equivalency is claimed from a combination of training and experience)
- Tenured or tenure-track WSU faculty with assistant professor or higher rank or meet established criteria for the academic unit

###### *Duties and responsibilities:*

- Teach graduate courses
- Serve on master's and doctoral committees
- Chair capstone (project, thesis, and dissertation) committees
- Mentor graduate students

###### *Duration of membership in category:*

- Ongoing till separation from the University

##### **Affiliate Graduate Faculty**

*Eligibility:*

- Demonstrated departmental needed
- Earned graduate degree or qualified by education and/or professional achievement

*Possible duties and responsibilities:*

- Teach graduate courses
- Serve on and chair master's thesis and terminal committees for practice doctorates
- Serve on PhD dissertation committees
- Other duties as appropriate

*Duration of membership in category:*

- Appointment length suggested by chair of the department and approved by the Dean of the Graduate School
- Membership may be renewed through the submission of a nomination form by the academic department recommending the appointment, which should document successful performance in the preceding term

## **GRANTING OF GRADUATE FACULTY PRIVILEGES**

Research productivity, scholarship, and creative activities are best evaluated by graduate faculty at the departmental/college level. The Graduate School and Graduate Council provide oversight and due process for faculty seeking grievances in this matter, but the units are best equipped to make informed decisions regarding graduate faculty membership. Based on the rigorous process used to hire, review, and promote faculty, all members of the tenure-track faculty are eligible for regular Graduate Faculty standing. The procedure below is to be used to identify non-tenure track graduate faculty members.

Each graduate program, either individually or collectively by department and/or college, can establish regular Graduate Faculty criteria for non-tenure track faculty. These criteria must be approved at the department, college, and Graduate Council levels, and should be updated at least every five years.

*Departmental/College Level:*

Faculty who seek graduate faculty status for the first time are responsible for submitting a completed nomination form along with pertinent supporting information/documents to the department chair. The department chair will forward the candidate's material to the Departmental/College Graduate Faculty Status Committee (see below) for consideration. After the appropriate faculty status committee has reviewed, it will inform its recommendation to the chair who will send the nomination form (with supporting information/documents) to the Academic Dean with his/her own recommendation and signature.

Each department and/or college should have a committee (minimum of three members) comprised of Graduate Faculty. Using the Graduate School's graduate faculty categories as a guideline, the college or department committee will submit criteria for each graduate faculty category to the Graduate Dean for approval. In order to stay current, departments/colleges will re-evaluate the criteria and submit them to the Graduate School every five years. The committee will also assess faculty who seek to have graduate faculty status (including re-appointment). A positive recommendation is defined by a simple majority vote, after which the nomination and supporting information are forwarded to their respective department chair or college dean. Faculty (including departmental chairs) whose material is under consideration cannot serve or vote on the departmental/college committee during consideration of the candidate's material.

The College Dean has the right to request from the departmental/college committee additional justification in regards to the committee's vote or candidate's material. In the case of a positive vote by the College Dean, the completed nomination form and supporting information/documents are forwarded to the Graduate School.

*Graduate Dean and Graduate Council Level:*

The Graduate Dean has the responsibility to evaluate and approve the departmental/college committee's criteria for each graduate faculty status. In cases where the Graduate Dean has disagreement with criteria established by the departmental/college committee, the Graduate Dean may return the criteria to the departmental/college committee for revision or further justification, and may also ask the Graduate Council for their recommendation.

The Graduate School will maintain records of current graduate faculty, including their status category and date of term completion (if applicable). The Graduate School will notify graduate faculty members (and their respective department chairs) whose terms will expire in a timely manner. Review/renewal would then occur at the departmental/college level by the end of the fall semester. In addition, the Graduate School will notify the chairs to nominate newly hired faculty if they wish them to have graduate faculty status.

Once the nomination form is received by the Graduate School, the Graduate School Dean may elect to confirm or deny the requested graduate faculty status. The Graduate School Dean may also forward the candidate's material to the Graduate Council for further discussion and recommendation. The Graduate School Dean informs the faculty member and department chair as to the final decision made regarding the granting of status.

*Faculty Due Process:*

Each level of review should occur in a timely manner. When a negative recommendation is made (at any recommendation level), the denied recommendation form (which includes the justification for denial) is returned to the candidate (including the candidate's materials), and a copy of the denied recommendation form is forwarded to bodies who previously granted approval.

Recommendations at all levels are based on a judgment of whether the faculty member meets the criteria set by the particular department or college. Faculty who receive a negative decision from

the departmental or college committee, college dean, or Graduate School Dean may petition the Graduate School Dean to have their material reviewed by the Graduate Council. As part of their petition, faculty may elect to write a rebuttal to the vote justification of the departmental/college committee, college dean, or Graduate School Dean and may include additional material in support of their grievance.

## **II. REVOCATION OR LOSS OF STATUS OR SUSPENSION OF PRIVILEGES**

*Conditions under which changes in membership status or loss of privileges may take place:*

Membership status may be terminated or changed when an affiliate graduate faculty member no longer meets the eligibility requirements, or the affiliate graduate faculty member does not renew his/her membership. Nonrenewal of status, other than in cases of revocation or suspension of privileges may be appealed to the Graduate Council and the Graduate Council's disposition of appeal is final. Membership of either status may be revoked or privileges may be suspended in certain extreme cases, such as those of professional incompetence as a Graduate Faculty member, academic dishonesty, scholarly/scientific/creative misconduct, or gross failure to fulfill duties related to graduate faculty membership.

*Procedure for status revocation or suspension of privileges:*

Revocation of status or suspension of privileges of a graduate faculty may only result from Graduate Council action following a complaint lodged with the Graduate Dean in writing and only if the complaint includes appropriate documentation as evidence of cause for removal of status or suspension of privileges. The complaint will be investigated by a faculty committee formed by the Graduate Council (comprising of at least three regular Graduate Faculty members). If further action on the complaint is deemed appropriate by the investigating committee, Graduate Council will make the final decision about the action to be taken. The accused graduate faculty member will have the right to a hearing before the investigating committee and the Graduate Council.

## APPENDIX II

### Graduate Council Bylaws

#### Preamble

The Graduate Council is elected by the Graduate Faculty as an executive body to serve as an agent for the Graduate Faculty. The function and composition of the Council is specifically defined by the Wichita State University Graduate School Bylaws. While these areas are summarized below for completeness, the Graduate School Bylaws serves at the governing document for defining the function and composition of the Council. The primary function of this document is to define procedure and process in carrying out the work of the Council.

#### Section 1: Function

In general, the Council shall concern itself with consideration of major policy items or major changes in graduate programs as are appropriate to the areas of responsibility defined for the Graduate Dean and exercise final review in cases involving disapprovals by the Graduate Dean. The Council shall also serve as a central agency whereby communication is established and maintained among the various areas of the University in matters pertaining to graduate affairs. The representatives on the Graduate Council shall disseminate information pertaining to graduate affairs from the Graduate Office. They shall also determine and present the views of their constituents (graduate faculty members, doctoral program faculty, and/or students) whom they represent to the other members of the Council and the Graduate Dean. Additional specific functions are defined within the Graduate School Bylaws.

#### Section 2: Composition

The Council includes the Dean of the Graduate School and the Associate and Assistant Graduate Deans as *ex officio* members. Representatives from each college are elected for two year terms by the Graduate Faculty from that area (one per college, except for the Fairmount College of Liberal Arts and Sciences that has a representative for each division). There are two at-large representatives, representing current graduate students and the doctoral programs. The student and doctoral at-large members are selected by the Graduate Dean, but in practice the process of identifying and nominating at-large representatives is cycled through the colleges. Both at-large members serve one year terms. Whenever a vacancy occurs, the Graduate Dean selects replacements in consultation with the graduate faculty of that area to serve out the remainder of the term.

#### Section 3: Alternate Representatives, Proxy Votes, and Quorum

An alternate representative shall be identified for each member of the Council, so that the area can be represented when the Council member cannot attend meetings. The runner-up in each Council representative election will be selected as the alternate for that area. In the absence of a second person on the ballot or the runner-up declines the alternate representative role, the Graduate Dean in consultation with the faculty from that area will select the alternate. Similarly,

the Graduate Dean will select an alternate for each of the two at-large positions from the nominees provided by the college.

In general, proxy votes are not allowed. However, when a Council member misses a vote the Council can allow for a proxy vote given unanimous agreement to do so. Members can attend meetings remotely using phone or other electronic means, and they have full voting privileges when doing so.

A quorum of the Council shall consist of a majority of the voting members of the Council, and the affirmative majority vote of the quorum shall be necessary to take any action.

#### **Section 4: Meetings**

The Council shall meet regularly during the academic year, with the regular schedule initially calling for two meetings per month (although they may be cancelled when there is not a sufficient agenda to merit a meeting). While it is not the custom of the Council to function during the summer, it may be necessary for that to occur on occasion. In those rare instances, the Dean of the Graduate School can call the Council into session to address a specific and urgent issue only. Summer work on the Council shall be on a voluntary basis.

#### **Revision History**

Approved by the Graduate Council on September 21, 2017