

GRADUATE COLLEGE GOVERNANCE DOCUMENT

I. GENERAL ORGANIZATION

- A. There shall be a single University-wide Graduate College with a single University-wide graduate faculty, having the authority and responsibilities designated in Section II, THE GRADUATE FACULTY.
- B. Unless superseded by direct action of the Graduate Faculty acting as a whole, the legislative and academic authority of the Graduate Faculty shall be vested in an Executive Graduate Council. The authority and responsibilities of the Council are designated in Section III, THE EXECUTIVE GRADUATE COUNCIL.
- C. The Dean of the Graduate College shall be the University-wide executive officer for graduate studies and research. The Dean shall coordinate graduate programs among the respective campus units. The Dean, or the Dean's designee, shall serve as the presiding officer of the University-wide Graduate Faculty and Councils thereof. The Dean shall recommend appointment to or removal from the Graduate Faculty and shall be administratively responsible for the welfare of the Graduate College and for implementing the policies of the Board of Regents and the Graduate Faculty concerning graduate studies and research. The office of the Dean of the Graduate College shall be the clerical center and clearing house for all official communications between the Executive Graduate Council, and the faculty, administrators, and external agencies.
- D. Campus Deans for Graduate Studies shall be administratively responsible to their respective Chancellors, and to the Dean of the Graduate College in their capacities as officers of the College. Campus Deans shall act as liaison officers between the Chancellors and the Dean of the Graduate College, preside over the meetings of their campus Graduate Councils and campus Graduate Faculties, and administer their respective campus graduate programs.
- E. Under authority delegated to them by the Executive Graduate Council, the Graduate Faculty of each campus shall conduct the affairs of the Graduate College which are specific to their campus, including the election of a campus Graduate Council to act on behalf of the campus Graduate Faculty. Actions of a campus Graduate Faculty or a campus Graduate Council shall not supersede the authority of the University-wide Graduate Faculty or of the Executive Graduate Council.

II. THE GRADUATE FACULTY

A. Authority and Responsibilities

- 1. The authority and responsibilities of the Graduate Faculty shall include adoption of attendance rules, determination of requirements for graduation in all Graduate College programs, recommendations of candidates therefore, developing research and extension programs, discipline of students for conduct solely affecting the College, and providing to the Board of Regents recommended admission requirements, courses of study and other relevant material for meeting statutory requirements.

B. Membership

- 1. **Graduate Faculty.** The Graduate Faculty may vote on any matter presented to the Graduate Faculty, including the election of the Graduate Council for their specific campus. They may also hold any elected office in the Graduate College. Graduate Faculty may teach graduate courses, serve on final examining committees, and serve on supervisory committees. Graduate Programs may have additional written criteria, approved by the campus Dean for Graduate Studies, for participation on Ph.D. supervisory committees. Graduate Faculty have the additional responsibility of voting on certain nominations of

Graduate Faculty in their department/school or interdepartmental area program.

2. **Emeriti Status.** Upon the recommendation of the departmental/school or interdepartmental Graduate Committee retired Graduate Faculty who have been appointed to emeritus status may retain the rights and privileges associated with their status as Graduate Faculty. These rights and privileges include permission to teach graduate courses, to serve as members of graduate programs, or to co-chair the supervisory committees of doctoral students with a resident Graduate Faculty member. Emeriti faculty can be reappointed annually by the departmental/school Graduate Committee, and approved by the departmental/school Chair or Head and by the respective campus Dean for Graduate Studies, University of Nebraska. Any compensation continues to reside with the department/school.

C. **Criteria for Membership**

1. **Graduate Faculty.** A faculty member nominated for appointment as Graduate Faculty member must meet the following minimum requirements:
 - a. Hold the rank of Senior Lecturer¹, Assistant Professor or above;
 - b. Hold the terminal degree normally accepted for academic employment in the discipline or its clear equivalent as determined by the Graduate Committee of the nominee's department/school or interdepartmental area;
 - c. Be actively involved in scholarly activity and/or graduate teaching as part of his or her regular duties;
 - d. Have demonstrated clear evidence of continuing scholarly activity at the national level and potential in the discipline, beyond teaching.

D. **Procedures for Appointment**

1. **Appointment as Graduate Faculty without Application**

- a. **New faculty in departments/schools with graduate degrees.** All future new University of Nebraska faculty members who meet the required criteria and are to be appointed to specific term, health professions or continuous appointments in academic departments/schools that house a graduate degree granting program (masters, doctoral, or both) would automatically be appointed as Graduate Faculty. No application process would be required. All new faculty in this category will be appointed as Graduate Faculty in their letter of appointment at the time of hire, contingent upon the approval of the campus Dean for Graduate Studies.

2. **Faculty Who Must Apply to be Designated Graduate Faculty**

- a. **Faculty in departments/schools not granting graduate degrees.** With the exception of faculty appointed as Graduate Faculty without application under Section D1, all current or future University of Nebraska faculty members in academic departments/schools that currently do not house a graduate degree granting program (masters, doctoral, or both) must apply to be appointed as Graduate Faculty.

¹ Senior lecturers who seek Graduate Faculty designation must apply for such appointment.

- b. **Future faculty on special appointment (including senior lecturer and adjunct faculty).** All future University of Nebraska faculty members on special appointment in any academic department/school (whether it houses a graduate degree program or not) must apply to be appointed as Graduate Faculty.

3. **Process for Applying to Become Graduate Faculty**

Eligible faculty members will utilize the following process to apply for status as Graduate Faculty:

- a. Submit an application form and vita to the chair of the graduate committee in the relevant department/school or interdepartmental program.
- b. All Graduate Faculty in the relevant department/school will vote on the application. A two-thirds majority of these graduate faculty must support the nomination in order for it to be forwarded to the campus-level Dean for Graduate Studies. The chair of the graduate committee will write a letter interpreting the department/school vote (i.e., explaining the reasons for supporting the nomination), and then forward the file to the campus Dean for Graduate Studies.
- c. For faculty in departments/schools without graduate programs, or in departments/schools with graduate programs with fewer than six Graduate Faculty, or for interdepartmental programs, a special ad-hoc six-person review committee of Graduate Faculty will be appointed by the campus Dean for Graduate Studies. The chair of the ad-hoc committee will write a letter to the campus graduate dean explaining the reasons for supporting the nomination. A two-thirds or greater majority of the committee must support the nomination. In the case of interdepartmental graduate programs, the director of the program will recommend members to the campus Dean for Graduate Studies.
- d. The campus Dean for Graduate Studies will then review the nomination, and either approve or defer it. If approved, the nomination is forwarded to the Dean of the Graduate College.
- e. The Dean of the Graduate College will then review the nomination and either approve or defer the nomination. If approved, the Dean formally appoints the faculty member to Graduate Faculty status.

4. **Special Procedures**

In those cases in which there is no graduate program in a particular discipline on a given campus, or in which the number of Graduate Faculty in a particular discipline is less than six, a person in that discipline on that campus may be nominated for Graduate Faculty by any Graduate Faculty member in that discipline or a related discipline on that campus or another campus. Such nominations must be recommended by either two-thirds vote of the Graduate Faculty of the corresponding department/school on another campus, or by two-thirds vote of a special ad hoc committee of six Graduate Faculty that shall:

- a. include all the Graduate Faculty in the nominee's department/school or interdepartmental area, with the remainder being Graduate Faculty from the same campus or similar departments/schools or interdepartmental areas from the same campus; and
- b. be appointed by the campus Dean for Graduate Studies from names submitted by the nominator.

5. In all cases, nominations for Graduate Faculty shall be submitted from the groups indicated above to the campus Dean for Graduate Studies for approval. If the campus Dean approves a nomination, it shall be submitted to the Dean of the Graduate College for approval.

E. Procedure of Appeal

1. Any nominee, or nominator only with the written permission of the nominee, who believes that his or her nomination has not been properly acted upon by the departmental/school or interdepartmental Graduate Committee, or the chairperson thereof, or departmental chairperson/school director, or college dean, may appeal to the campus Dean for Graduate Studies, who may wish to refer the appeal to the campus Graduate Council for advice. A nominee, or nominator only with the written permission of the nominee, who believes that his or her nomination has not been properly acted upon by a campus Dean for Graduate Studies may appeal to the Dean. The nominee, or nominator only with the written permission of the nominee, may at his or her discretion discuss the nomination under appeal with either the campus Dean for Graduate Studies or the Dean. In the event that such a meeting is scheduled, both the nominee and the nominator may attend.
2. The Executive Graduate Council shall serve an appellate function when a nominee, or nominator only with the written permission of the nominee, believes that his or her nomination has been improperly deferred by the Dean. If the Executive Graduate Council upholds the deferment, that decision shall be final. If the Executive Graduate Council recommends that the Dean's previous decision to defer be reversed, the nomination shall be returned to the Dean with a recommendation that it be approved. If the Dean does not approve it, the nomination and all accompanying documents shall be forwarded to the Executive Vice President and Provost; if the Executive Vice President/Provost does not approve it or if the Executive Vice President/Provost and the Dean are one and the same, the nomination and documents shall be forwarded to the President for final disposition. Decisions on appeals forwarded by Council approval must be made within twenty (20) working days.
3. The nominee, or nominator only with the written permission of the nominee, must file any appeal of any deferral of his or her nomination within twenty (20) working days after notification of such deferral.
4. Only data which accompanied the original nomination may be considered at any level of an appeal.
5. Even though a particular nomination is under appeal, a new nomination containing additional information may be submitted to the campus Dean at any time without prejudicing the appeal. The appeal will then be held in abeyance during the period that the new nomination is being considered by the campus Dean.

F. Graduate and Supervisory Committees

1. **Graduate Committees.** Each department/school or interdepartmental area offering major work leading to the master or doctoral degree shall have a Graduate Committee consisting of not less than three Graduate Faculty, one of whom shall serve as chairperson of the Committee.

All Graduate Committees must have at least a two-thirds majority of Graduate Faculty on the Committee and its chairperson must be a member of the Graduate Faculty.

For graduate programs involving only one department/school, membership on the Graduate Committee shall be recommended by the Graduate Faculty of the department/school through its departmental chairperson/school director, for approval and appointment by the campus Dean. For graduate programs involving more than one department/school, membership on the Graduate Committee shall be

recommended by the participating Graduate Faculty of the participating departments/schools through the chairperson of the interdepartmental area committee, or, if no such committee exists, through the chairpersons of the participating departments/schools, for approval and appointment by the campus Dean. Graduate Committees are responsible for the general supervision of graduate work in their departments/schools or interdepartmental areas.

2. **Supervisory Committees.** For each student who has been accepted by a departmental/school or interdepartmental area for doctoral studies there shall be a Supervisory Committee, of at least four members, all of whom shall be Graduate Faculty. Membership on Supervisory Committees shall be recommended by the departmental/school or interdepartmental Graduate Committee for approval and appointment by the campus Dean. Graduate programs may have additional written criteria, approved by the campus Dean for Graduate Studies, for participation on Ph.D. supervisory committees. The minor, or related fields, if applicable, shall be represented on the Committee. The Committee shall approve the student's program of studies, monitor the student's academic progress, approve the dissertation subject, prepare, give, and evaluate the comprehensive and final examinations, and approve the dissertation.

G. Meetings

The Graduate Faculty as a whole shall be called into special session by a majority vote of the Executive Graduate Council, or by a petition signed by any 100 members of the Graduate Faculty. The quorum for meetings of the Graduate Faculty shall be ten percent of the voting membership of the Graduate Faculty. Provided a quorum is in attendance, all actions taken at such meetings under the category of new business, or agenda items supported by a majority, but less than a two-thirds majority of those present at such meetings, must be submitted to the Faculty of the Graduate College on a mail ballot. Any agenda item ratified by a two-thirds majority shall be policy and shall not be sent to the Graduate Faculty on a mail ballot, unless specifically requested by a majority of those present at the meeting.

Ten members of the Graduate Faculty may petition to place items on the agenda for meetings of the Faculty of the Graduate College, if such items are presented in writing to the Dean of the Graduate College at least three weeks prior to the meeting. Items to be voted on must be submitted as written motions with proper supporting material. If substantial amendments to the written motions are made at the meeting, they shall be considered as new business and shall be submitted to the Faculty of the Graduate College on a mail ballot. In the absence of a quorum, the agenda items of the proposed meeting of the Graduate Faculty shall be referred to the Executive Graduate Council for consideration.

There shall be an alphabetical master list, by campus, of Graduate Faculty available at meetings of the Graduate Faculty for sign-in purposes. The Dean shall appoint a parliamentarian, and Robert's Rules of Order shall be the parliamentary authority for Graduate Faculty meetings. Actions taken by the Graduate Faculty as a whole, either at a duly called meeting of the Graduate Faculty or by a two-thirds majority of those voting by mail ballot, shall supersede any action taken by the representation Executive Graduate Council.

III. THE EXECUTIVE GRADUATE COUNCIL

A. Authority and Responsibilities

Unless superseded by direct action of the Graduate Faculty acting as a whole, the legislative and academic authority of the Graduate Faculty shall be vested in the Executive Graduate Council. Specific responsibilities of the Executive Graduate Council shall include:

1. Exercising the general legislative and academic authority of the Graduate Faculty, and delegating appropriate portions thereof to the campus Graduate Faculties and campus Graduate Councils;
2. Recommending approval or disapproval of all new proposed graduate programs or substantially modified graduate programs, as well as proposed deletions of graduate programs, and monitoring graduate course offerings;
3. Coordinating graduate programs where such coordination seems in the best interests of the clientele being served, and of the University;
4. Establishing broad policy concerning graduate education and research for the University of Nebraska;
5. Assisting and promoting cooperation between campuses, between colleges, and between departments/schools where such cooperation seems promising;
6. Conducting a continuing quality audit on all graduate programs, including graduate programs at the subdoctoral level, with findings and recommendations made to the Executive Vice President/Provost and the respective Chancellors; and
7. Conducting a continuing review of the criteria for membership on the Graduate Faculty and the manner in which these criteria are applied in practice.

B. Membership

The Executive Graduate Council is a representative body, consisting of Graduate Faculty. The Council will consist of two faculty representatives from each campus and one faculty alternate from each campus.

The process for selecting representatives to the Executive Graduate Council shall be determined by the graduate faculty or graduate council, as appropriate, at the local campus level, provided that a model of faculty governance is maintained. This process can be modified at the local campus level. The selection process must ensure that Executive Graduate Council members also serve on their respective Campus graduate council in order to facilitate communication between the Council and campuses.

C. Terms

The term for faculty members of the Executive Graduate Council shall be three years with the composition changing at staggered intervals. A faculty member may serve no more than two terms consecutively. When a faculty member resigns from the Council before his or her term is completed, a successor shall be chosen by the campus to serve for the remainder of the vacated term. The Dean may appoint temporary replacements to serve until the campus names a replacement.

D. Meetings

The Executive Graduate Council shall meet in regular session as a whole Council at least four times each year at such times and such places as shall be designated by the Executive Graduate Council. A quorum shall be considered to be half the voting membership of the Executive Graduate Council. Robert's Rules of Order shall be the parliamentary authority for conducting all meetings of the Executive Graduate Council. Special meetings of the Executive Graduate Council may be called by a petition signed by any three voting members presented to the Dean or by the Dean.

IV. AMENDMENTS AND CONFLICTS

All amendments to this Governance Document shall be proposed by the Executive Graduate Council and, once proposed shall be forwarded to the Graduate Faculty on mail ballots, which ballots must be returned to the Office of the Dean of the Graduate College within fifteen (15) working days. Approval of all amendments must be by a two-thirds majority of those Graduate Faculty voting. All amendments that are approved by mail ballot shall be forwarded to the Board of Regents for final approval.

Nothing in this Graduate College Governance Document shall be construed to be in conflict with any Bylaws of the Board of Regents, or any applicable state or federal laws.

Document History "System-Wide Organization and Procedures for Administrative and Faculty Management of Graduate Studies and Research" approved by Voting Graduate Faculty in a mail ballot on April 7, 1973, subsequently modified by system Graduate Council on June 18, 1973, which included "Administrative Understandings Concerning . . ." the above document. Approved by the Board of Regents on July 14, 1973.

Approved "Executive Graduate Council as the representative of the Graduate Faculty" by the Executive Graduate Council on November 13, 1975, and by the Board of Regents on March 13, 1976.

Amendment (also to the Bylaws) to include "appeal procedure" approved by the Executive Graduate Council on September 1, 1977, and by the Board of Regents on November 11, 1977.

Amendment to include "graduate student representatives on Council" approved by mail ballot of the entire Graduate Faculty on March 16, 1978, and by the Board of Regents on May 20, 1978.

Amendment to name "the Executive Committee as a permanent Standing Committee" approved by mail ballot of the entire Graduate Faculty on February 15, 1979, and by the Board of Regents on May 18, 1979.

Amendment to include "Committee III of the EGC shall serve as the nominating committee for the faculty members of the Executive Committee and shall determine a slate of nominees for presentation to the Executive Graduate Council at the September meeting," also including "additional nominations shall be called for from the floor at the time of the election" approved by the Executive Graduate Council on December 5, 1985, and by the Board of Regents on December 14, 1985.

Amendment to "extend membership to Emeriti Graduate Faculty" approved by mail ballot of the entire Graduate Faculty on December 7, 1988, and by the Board of Regents on February 11, 1989.

Amendment to include "UNK representation of the EGC and the Executive Committee of the EGC" approved by mail ballot of the entire Graduate Faculty on November 9, 1990, and by the Board of Regents on January 12, 1991.

Amendment to "exclude faculty with emeriti or adjunct status from determining the number of member representatives on the Executive Graduate Council" approved by mail ballot of the entire Graduate Faculty on May 13, 1993, and by the Board of Regents on July 10, 1993.

Amendment to "reduce the size of the Executive Graduate Council and streamline its mode of operation" approved by mail ballot of the entire Graduate Faculty on February 1, 1996, and by the Board of Regents on February 24, 1996.

Amendment to "include the rank of Senior Lecturer in the Criteria for Membership to the University of Nebraska Graduate College" approved by mail ballot of the entire Graduate Faculty on March 24, 1999 and by the Board of Regents on May 1, 1999.

Amendment to "replace the current two-tier system of Graduate Faculty member and Graduate Faculty Fellow with a single tier in which all faculty would be designated as Graduate Faculty" approved by mail ballot of the entire Graduate Faculty on May 12, 2003 and by the Board of Regents on June 7, 2003.