

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 Graduate School serve as *ex-officio* members. Persons holding regular academic rank who were members of the Graduate Faculty as of March 1, 2002 will retain their membership. Additional members of the Graduate Faculty will consist of those members of the University Faculty elected to the Graduate Faculty 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 positive evidence concerning the preparation, experience, and recommendations of each prospective member.

There will be six categories of membership:

- Full Membership
- Associate Membership
- Assistant Membership
- Adjunct Membership
- Emeritus Membership
- Special Appointment

Voting members of the Graduate Faculty consist of Full, Associate and Assistant members.

1. Full Membership

Full membership will be available to experienced members of the University Faculty qualified to direct the research, theses, dissertations, and independent studies of graduate students.

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 in the field or demonstration of the equivalent scholarly or creative accomplishment.
- Record of scholarly or creative accomplishment conducted and completed as principal investigator, writer, or artist after receipt of degree. Such accomplishment may be demonstrated by publication in outlets recognized throughout the discipline or by regional or national recognition of creative endeavors.
- Demonstration of competence in the teaching and mentoring of students at the graduate level. Demonstrated experience educating graduate students (e.g., teaching graduate level course work, chairing or serving on thesis or dissertation committees, and advising non-thesis students).

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

c. Term of Appointment

- Terms of full members will continue until program review or other appropriate interval and will continue thereafter upon recommendation by department chair/program director or dean.

2. Associate Membership

Associate membership will be available to those members of the faculty who have yet to demonstrate the "record of scholarly or creative accomplishment" and/or the "demonstrated competence educating graduate students" required for full membership.

a. Responsibilities

- Associate members have all the privileges and responsibilities of full members with the following exceptions:
 - Associate members are not eligible for election to the Graduate Committee.
 - Associate members may direct the dissertation research of a doctoral student only under the supervision of a full member of the Graduate Faculty and with the approval of the Graduate School Dean.

b. Qualifications

- Holding of a terminal degree in the field or demonstration of the equivalent scholarly or creative accomplishment.

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

c. Term of Appointment

- Terms of associate members will continue until program review or other appropriate interval and will continue upon recommendation by department chair/program director or dean.

3. Assistant Membership

Special consideration may be given to University Faculty from clinical or professional disciplines who do not hold the qualifications required for associate or full membership.

a. Responsibilities

- Assistant members may serve as principal supervisors for scholarly projects (excluding dissertations and theses) and be responsible for the advising of such students. Assistant members may only advise students within their own department or program.

b. Qualifications

- Election to assistant membership will be based on academic and professional qualifications, experience, recommendation of the department chair/program director, and approval by the dean of their college or school.
- A person must be licensed, certified, accredited and/or credentialed to practice their profession.

Fulfillment of these criteria will be determined by the Graduate Committee upon the recommendation of the prospective Graduate

Faculty member's department.

c. Term of Appointment

- Terms of assistant members will continue until program review or other appropriate interval and will continue upon recommendation by department chair/program director or dean.

4. Adjunct Membership

Adjunct status requires that a courtesy appointment be made as an 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 Graduate School.

b. Qualifications

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

c. Term of Appointment

- The term coincides with the courtesy faculty appointment. An appointment of adjunct member of the Graduate Faculty may be renewed every two years when the courtesy faculty appointment is renewed.

5. 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 Graduate School when faculty members become emeritus faculty. Membership is a lifetime appointment.

6. Special Appointment

Persons who are not members of the Graduate Faculty may be appointed as members of students' faculty advisory committees. They will be given a special appointment by the Dean of the Graduate School upon recommendation of the department chair/program director in consultation with the program Graduate Faculty. The appropriateness of service on a particular committee will be a consideration.

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.
- 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 Selection

Subject to these provisions, the Graduate Faculty is the sole judge of the qualifications of its membership.

1. Appointment to Full, Associate, and Assistant Membership

Nominations to full, associate, and assistant memberships 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 Graduate School. Department chairs will notify faculty who are being nominated for full, associate or assistant membership. If a faculty member holds a joint appointment, either department chair may nominate 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 transmits its recommendations for membership to the Graduate Faculty. Individuals can only be nominated once per semester.

2. Advancement from Associate to Full Membership and Assistant to Associate Membership

For elevation of an associate member to full membership or an assistant member to associate membership, follow the procedure in the section I.B.1 titled, "Appointment to Full, Associate, and Assistant Membership."

3. 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 Graduate School.

C. Change of Status

Status on the Graduate Faculty may change either following program review or upon 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 of Graduate Faculty Membership

University 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.

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

E. Challenge of Graduate Faculty Membership Recommendations

Members of the Graduate Faculty may challenge the action on nominations of the Graduate Committee by submitting a written protest to the Dean of the Graduate School within two weeks of the submission of the nominee list to the Graduate Faculty. After hearing the challenge, the Graduate Committee will reconsider all information received 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 the full Graduate Faculty.

F. 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 Graduate School.

G. Meetings

The Graduate Dean will hold at least two meetings per year of the Graduate Faculty. Additional meetings may be called at the discretion of the Dean of the Graduate School, 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 Graduate School presides over meetings of the Graduate Faculty.

In the absence of the Dean of the Graduate School, 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 Graduate School 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. 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 with one exception. The Graduate Committee cannot vote to amend the Graduate Faculty Constitution.

II. Graduate Committee

A. Membership

The voting membership of the Graduate Committee will consist of thirteen full members of the Graduate Faculty. These thirteen 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. Non-voting *ex officio* members of the Graduate Committee include the Dean of the Graduate School, any Associate Dean(s), and the appointed graduate student member. The graduate student member must be enrolled in the Graduate School and will serve a one-year term.

- A quorum for the Graduate Committee will consist of seven voting members.
- The Committee will annually elect a chair and a vice-chair from its elected members.
- 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 Graduate School will distribute to the members of the Graduate Faculty a list of those members eligible for election to the Graduate Committee. Members who have completed their term on the Graduate Committee will not be eligible for re-election for one year. The Graduate Committee will annually review and distribute election procedures.

Terms for the Graduate Committee will begin and end on October 1.

C. Academic Areas Represented

Thirteen 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**

Graduate Faculty on joint appointment to an academic area will be assigned by the Graduate Committee. As new program areas are added to the Graduate School

offerings, the Graduate Committee will assign the program to an academic area.

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 Graduate School Dean.
- The Graduate Committee assists and advises the Dean of the Graduate School in planning, developing and periodically evaluating the graduate programs of the University.

E. Graduate Student and Graduate Faculty Appeal Policy

Students registered in the Graduate School or members of the Graduate Faculty may request the Graduate Committee to consider appeal of an administrative decision of the Graduate School 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 Graduate School 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.

As the executive of the Graduate Faculty, the Dean implements policies formulated by this body or the Graduate Committee. In implementing policies concerning the Graduate School, the Dean is directly responsible to the Graduate Committee and the Graduate Faculty.

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. At the first meeting changes are proposed and topics are introduced. The constitution can only be amended by a vote at a convened meeting of the Graduate Faculty. A quorum must be present at both meetings