

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Structure of the Graduate School

Policy Number: 02.20.01

Issuing Authority: Board of Trustees

Responsible Officer: Provost

Date Created: December 9, 1975

Date Last Amended/Reviewed: March 14, 2006

Date Scheduled for Review: March 14, 2011

Reviewing Office: Senior Vice Provost for Research and Graduate Education

Policy Statement

I. The Graduate Faculty

A. Membership

1. Each school shall establish a procedure of its own to determine the membership of its graduate faculty.
2. The graduate committee of each school or college shall certify annually, during September, those members of its graduate faculty who qualify as members of the Graduate Faculty.
3. To be a member of the Graduate Faculty, a faculty person must hold a tenured or tenure-track appointment at Temple University and participate regularly in a degree program administered by the Graduate School. Examples of such participation include, but are not limited to the following: serving as a director of master's theses or doctoral dissertations, teaching in courses open solely to graduate students, and/or contributing to significant research or scholarship in the appropriate field.

B. Organization

1. The Graduate Faculty shall meet at least once a year, during the latter part of the spring semester, and at such other times as the Dean of the Graduate School deems it appropriate to call meetings. Meetings may also be convened by petition; a petition to the Dean of the Graduate School signed by twenty-five (25) members of the Graduate Faculty will automatically convene such a meeting.
2. The Dean of the Graduate School shall chair meetings of the Graduate Faculty.
3. There shall be a standing committee of the Graduate Faculty on Membership and Elections. This committee is responsible for the annual collection, establishment and timely publication of the names of members

of the Graduate Faculty certified to it by the graduate committees of the schools participating in programs of the Graduate School. It shall also prepare slates for annual elections to the Graduate Board.

4. The Membership and Elections Committee shall be elected by the Graduate Faculty at the annual meeting. It shall be composed of five members of the Graduate Faculty, one of whom will be selected by the elected members to serve as chair. The term of membership on this committee will be one year, with no limit set on the number of consecutive terms for which a member may stand for election.

C. Responsibilities

1. Graduate Faculty concerns shall include all matters related to graduate educational programs. Its powers shall be (a) consultation, (b) review, (c) ratification and (d) recommendation.¹ In all cases where the exercise of one or more of these powers applies, the Graduate Faculty and its committees shall be understood to be acting as advisor to the administration and the Board of Trustees.
2. The Graduate Faculty shall have the responsibility and right, by the exercise of one or more of its powers, to advise the administration and the Board of Trustees on all matters affecting the relations of the graduate faculty of the university, and on all other matters of policy and administrative decision-making in which the graduate faculty claims a reasonable advisement either through consultation or review and either at the initiation of the administration or at its own recognizance. The Graduate Faculty, through the process of recommendation, may initiate advice to the administration and Board of Trustees on any matter of policy, decision, and program related to graduate education.
3. The administration shall, as a necessary means by which the powers of the Graduate Faculty can be exercised, bring to the Graduate Faculty through the Graduate Board full information concerning new academic policies; possible changes in existing policies which are being considered; new programs; possible changes in existing programs which are being planned; and all major administrative decisions which are being reviewed or for which ratification is requested.
4. Motions which are raised at meetings of the Graduate Faculty, other than purely procedural motions, may, upon the vote of two-fifths of those present, be sent to the full Graduate Faculty by mail ballot. The responsibility for preparing, distributing, collecting, and counting such ballots shall rest with the Office of the Dean of the Graduate School.

II. The Graduate Board

¹ As they apply to the powers of the Graduate Faculty the terms *consultation*, *review*, *ratification* and *recommendation* are defined in Article III of the Faculty Senate Constitution and Bylaws as printed in the Temple University Faculty Guide, August 1993.

A. Membership

1. The Graduate Board shall have thirty (30) members elected by and from the membership of the Graduate Faculty, and three graduate student members to be elected annually by the Temple Student Government.
2. Nominations for election to the Graduate Board are made by petition addressed to the Membership and Elections Committee of the Graduate Faculty. A candidate is nominated if the petition for his/her nomination carries the signatures of twenty (20) members of the Graduate Faculty, or one-third of the Graduate Faculty in the candidate's college, whichever is smaller, in addition to that of the candidate himself who must sign to indicate his/her willingness to serve.
3. Elections to the Graduate Board are by signed, sealed ballots. The balloting is supervised by the Membership and Elections Committee of the Graduate Faculty. Ballots will be checked off against the eligibility lists submitted annually by the schools.
4. Each of the colleges and schools is entitled to representation by at least one member on the Graduate Board. Ballots from each school will initially be tallied separately. The candidate from each school who receives the largest number of votes from within that school is elected to the Graduate Board. The remainder of the open positions on the Graduate Board will be determined on the basis of plurality of the total vote from all the schools. Not more than five of these positions may be filled by members from any one school.
5. Each member of the Graduate Faculty is entitled to vote for ten candidates from the slate of nominees. A ballot may not contain more than one vote for a given candidate.
6. Members of the Graduate Board are elected for a three-year term. Terms will be arranged to allow for rotation, so that normally one third of the Graduate Board will be elected each year. Members may serve a maximum of two consecutive three-year terms.
7. Elections to the Graduate Board are held in the spring. Members begin their terms of office in September.

B. Organization

1. The Dean of the Graduate School will serve as Chair of the Graduate Board.
2. Any university officers whom the Dean of the Graduate School deems appropriate will meet regularly with the Graduate Board.
3. The standing committees of the Graduate Board shall be as follows:
 - a. A committee for the review of existing and proposed graduate programs.
 - b. A budget committee for the administration of graduate fellowships and awards.
 - c. A committee to review academic policies and standards.

d. A committee to review student appeals.

These standing committees, plus any others established by the Graduate Faculty, shall be responsible to the Graduate Board.

4. The Dean of the Graduate School and/or the Graduate Board may create ad hoc committees as needed. Unless the dean's committees are approved by the Graduate Board, they shall not be considered to be committees of the Graduate Board.

C. Responsibilities

1. The Graduate Board is the policy-proposing body of the Graduate School.
2. The Graduate Board shall be accountable to the Graduate Faculty.
Decisions made by the Graduate Board which propose university-wide policy are to be brought to the Graduate Faculty for review and recommendation at the annual meeting or at a special meeting convened by the Dean of the Graduate School.
3. Minutes of all meetings of the Graduate Board will be published to the entire Graduate Faculty. Faculty objections or demands for full faculty discussion of Graduate Board actions shall be addressed to the Dean of the Graduate School within two weeks after the publication of the minutes.
4. The Graduate Board is responsible for recommending minimum admissions standards and monitoring them for all graduate programs.
5. The Graduate Board reviews all new graduate programs and recommends the granting of degrees.
6. The Graduate Board recommends policies for the initiation, advancement, supervision and administration of graduate programs, and establishes standards of scholarship.
7. The Graduate Board has the responsibility for stimulating, coordinating and recommending research and educational projects which cross the usual academic boundaries, as well as those which fall within the traditional disciplines.
8. All graduate programs that lead to the Master's Degree and to the Doctor's Degree are included in the Graduate School with the exceptions of the Doctor of Dental Medicine (D.M.D.) in the School of Dentistry; the Doctor of Medicine (M.D.) in the School of Medicine; the Doctor of Pharmacy (Pharm.D.) in the School of Pharmacy; the Doctor of Podiatric Medicine (D.P.M.) in the School of Podiatry; and the Juris Doctor (J.D.), Master of Laws (LL.M.), and Doctor of Juridical Studies (S.J.D.) in the School of Law.

III. The Dean of the Graduate School

1. The Dean of the Graduate School determines whether or not the initiation, advancement, supervision, and administration of graduate programs are consistent with policies established by the Board of Trustees.
2. The dean is the chief administrative officer of the Graduate School.

3. The dean determines the extent to which the several faculties are complying with the general standards for graduate study.
4. The dean encourages research which can be related to the graduate programs.
5. The dean administers a program of financial assistance for graduate students.
6. The dean issues admission letters to applicants after review of the recommendations by the deans of the various schools and colleges or their designees.

IV. The Deans and Graduate Committees of Schools

1. Deans and graduate committees of schools provide leadership in their schools or colleges in recommending programs, standards, policies and facilities for graduate instruction and research.
2. Deans and graduate committees administer the operation of graduate programs in their areas and recommend to the Graduate Board candidates for advanced degrees.
3. Graduate committees in individual schools and colleges are expected to have direct liaison with the standing committees of the Graduate Board.

V. Amendments

1. Any proposed amendment to this document must be announced to the Graduate Faculty, in writing, at least one week in advance of a Graduate Faculty meeting.
2. Amendments may be made by a recommendation of two-thirds of those Graduate Faculty members voting on a proposed amendment and with the approval of the Board of Trustees.
3. The Board of Trustees retains its discretionary rights to adopt amendments to this policy in the absence of a positive recommendation by the Graduate Faculty.

Notes

1. Dates of official enactment and amendments:

Adopted by the Board of Trustees on December 9, 1975, and amended on March 14, 2006.

2. History:

The 1975 action by the Board explicitly superseded its actions on December 9, 1964, October 10, 1972, and March 13, 1973, all of which had established policies and procedures governing the structure and operation of the Graduate School.

Initial Policy Effective Date:

December 9, 1975

Last Amended:

March 14, 2006

3. Cross References/Appendix:

None