

# UNIVERSITY OF ARKANSAS AT MONTICELLO

## OPERATING PROCEDURES

### GRADUATE COUNCIL

#### JURISDICTION

The Graduate Faculty, as represented by the Graduate Council, has jurisdiction over policies and procedures concerning all graduate academic matters. Academic matters include review and approval of proposed graduate degree programs and certificates; curriculum and graduate course proposals, changes, and modifications; admission criteria and requirements; graduate faculty nominations; and graduate student appeals. The authority of the Graduate Faculty shall be vested in the Graduate Council. The review process of Graduate Council actions shall include a report of actions to the Graduate Faculty. Actions of the Graduate Council may be revised or nullified in the following manner:

- Within 10 days after distribution of any report of action of the Graduate Council, any voting member of the Graduate Faculty may challenge the action by presenting the Vice Chancellor for Academic Affairs a petition signed by 5 voting members of the Graduate Faculty requesting that a review be made of the action by the Graduate Council.
- Within 10 days of receipt of the petition, the Graduate Council shall meet with representatives of the petitioners to attempt to resolve the issue(s).
- If the objection is not resolved, the Vice Chancellor for Academic Affairs shall call a special meeting of the Graduate Faculty as soon as is feasible, for the specific purpose of resolving the challenge. A motion to replace, revise, or nullify the Graduate Council action must be made. Any formal action will require a 2/3 majority vote of the Graduate Faculty in attendance to approve.

#### POLICIES AND PROCEDURES

##### *Graduate Faculty Nomination and Status*

The Graduate Faculty consists of the President of the University of Arkansas System, the Chancellor, the Vice Chancellor for Academic Affairs, and faculty members who have been approved by the Graduate Council, upon nomination by an Academic Unit Head, in one of the following categories:

Category I: Applies to academic units offering graduate degrees.

##### AUTHORITY

- Supervision of study of candidates for the master's degree
- Graduate teaching

- Membership on master's advisory committees
- Graduate faculty voting privileges

#### QUALIFICATIONS

- Academic rank of Assistant Professor or higher
- Terminal degree in relevant field of study

Category II: Applies to academic units that do not offer graduate master's degrees.

#### AUTHORITY

- Graduate teaching
- Membership on master's advisory committees
- Graduate faculty voting privileges

#### QUALIFICATIONS

- Academic rank of Assistant Professor or higher
- Terminal degree in relevant field of study

Category III: Time-limited status that applies to faculty holding an academic rank of instructor or higher and to other qualified individuals.

#### AUTHORITY

- Teaching of specified graduate courses as approved by Graduate Council
- Membership on master's advisory committees as approved by Graduate Council

#### QUALIFICATIONS

- Master's degree or higher and evidence of proficiency
- Experience in relevant field of study

Category IV: Rarely granted time-limited status that applies to qualified individuals with extraordinary experience.

#### AUTHORITY

- Teaching of specified graduate courses as approved by Graduate Council
- Membership on master's advisory committees as approved by Graduate Council

#### QUALIFICATIONS

- Evidence of proficiency
- Extraordinary experience in relevant field of study

Nominations for Graduate Faculty status originate with an Academic Unit Head. A completed nomination form and vita must be submitted to the Vice Chancellor for Academic Affairs for distribution to all members of the Graduate Council for review at least ten (10) working days prior to the Graduate Council meeting at which action on the nomination will take place. The appropriate Academic Unit Head and nominee will be notified in writing of the outcome of the Graduate Council's action by the Vice Chancellor for Academic Affairs.

### ***Curriculum and Course Additions, Modifications, Deletions***

#### *Format of Proposal Submissions*

A completed version of the current Graduate Council Course and Curriculum Proposal Form must be attached to all proposals. The proposer may attach additional sheets to the proposal form if necessary.

The format for the catalog description of courses is:

Course symbol and number, title, hours of credit; prerequisites, if any; hours of lecture and/or laboratory; and exact catalog description using standard catalog prose (omission of articles and unnecessary words) in approximately 25 words.

In addition to the completed proposal form, the following information should be included as part of the proposal, and/or the proposer should be prepared to address the following issues:

For course additions:

- A syllabus for the proposed course must be included with the proposal.
- The proposer should be prepared to answer questions during Graduate Council meetings regarding:
  - support (a statement of the appropriate faculty, library support, and any laboratories or equipment required; and availability of funds [if required] for setting up and continuing the course);
  - planned frequency of the course, and the term in which the course will be first offered; and
  - an explanation of any duplication of courses currently listed in the catalog.

For course deletions:

- If the course is part of the requirements for students in other academic units, the proposer should be prepared to address this issue if requested by the Graduate Council.

For course modifications:

- Any of the pertinent items listed under course additions or deletions above.

- If the existing course is being modified to the extent that a syllabus should be part of the proposal, the appropriate action is to submit proposals to delete the current course and add a new course.

For curriculum proposals:

This applies to both existing and new curricula. The proposal must include the following:

- A detailed statement of curriculum requirements.
- Any of the pertinent items listed under course additions, deletions, or modifications above.

### *Changes Required by External Agencies*

When curriculum changes are required by agencies external to UA-Monticello (e.g., accrediting agencies, learned societies, national professional organizations, etc.) the external agency's pertinent guidelines must be made available for review by the Graduate Council. The Graduate Council recognizes that professional guidelines and requirements may not be specified precisely by the external agency. Consequently, the list below is intended only as a guide to the kinds of questions that may be asked. The extent to which the proposal refers to the mandate of an external agency as its justification will determine the amount and kind of documentation required.

In addition to items and issues listed in the *Format of Proposal Submissions* section above, the Graduate Council may review professional guidelines and requirements in regard to the following:

- Do the professional guidelines mandate the exact course or courses requested?
- Is it possible that other already existing courses will satisfy the requirements?
- Does the expertise already exist on campus to offer the course or courses?

### *Graduate Certificate Program Proposals*

A graduate certificate program consists of 12-18 semester credit hours of graduate courses (that are part of a graduate curriculum) and reflects a coherent academic accomplishment or meets requirements for professional licensure or certification. The curriculum, the goals, objectives and student learning outcomes, justification for offering the new program, and professional licensure criteria must be submitted along with completed versions of the current Graduate Council Certificate Program Proposal Form and appropriate Graduate Council Course and Curriculum Proposal Forms. If the certificate program is designed for professional certification or licensure, the appropriate agency/board criteria also must be submitted.

### *Add-on Licensure Proposals*

With regard to Add-on Licensure it is the policy of the School of Education to adhere to the rules and regulations set forth by the Arkansas Department of Education which are detailed below: Teachers assigned to teach in a field that is out of their current level of licensure, or in an exception area, must complete an approved performance-based program of study, as defined by an Arkansas university, and pass the required assessment(s) for the new licensure area.

**Approved Performance-Based Program of Study** refers to a program approved by the Arkansas Department of Education and based upon the Arkansas licensure standards. The program requires a candidate to demonstrate and document competency in the specific knowledge, skills and dispositions for a particular licensure area.

The curriculum, the goals, objectives and student learning outcomes, justification for offering the new program, and professional licensure criteria must be submitted along with completed versions of the current Graduate Council Certificate Program Proposal Form and appropriate Graduate Council Course and Curriculum Proposal Forms.

### ***Graduate Degree Program Proposals***

Completed versions of the current Graduate Council Degree Program Proposal Form and appropriate Graduate Council Course and Curriculum Proposal Forms must be attached to all proposals. Format of proposals must follow that required by the Arkansas Department of Higher Education at the time of submission. This typically includes:

- proposed program title,
- program initiation date,
- general description of the program,
- documentation of need for the program and student demand/interest,
- program goals, objectives and student learning outcomes,
- program curriculum and new course descriptions,
- list of program faculty (names and credentials),
- description of program resources (library, instructional equipment and facilities, technology support),
- program budget (new funds required and funding sources),
- organizational chart reflecting new program
- program duplication (similar programs in Arkansas), and
- professional licensing or certification requirements and criteria.

### ***Proposal Review and Approval Process***

Copies of all proposals (submitted with the appropriate approval forms) must be sent by the proposer to the Vice Chancellor for Academic Affairs, members of the Graduate Council, and members of the Academic Council at least ten working days prior to the Graduate Council meeting at which the proposals will be presented. The ten-day review may be waived upon Graduate Council review and a 2/3 affirmative vote. Academic units should send their written comments by campus mail or e-mail to the proposer and to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs will share with the Graduate Council any comments received.

After a proposal has been properly submitted and distributed, the proposal will be reviewed at the next scheduled meeting of the Graduate Council. At that time, the Graduate Council representative from the academic unit submitting the proposal will be available to explain the proposal, defend it, and answer any questions. If deemed necessary by a majority of the

Graduate Council, other individuals (e.g., academic unit heads) may be asked to provide additional insights and information. The Graduate Council may table the proposal for later consideration, reject the proposal, approve the proposal, or revise the proposal in consultation with the designated representative to the Graduate Council and then approve it. The Graduate Council always reserves the right to seek additional information from the proposer.

If a proposal is approved, a report of the Graduate Council's action will be distributed to the Graduate Faculty for a 10-day review period. Following the Graduate Faculty review process, the Vice Chancellor for Academic Affairs will forward the Graduate Faculty's recommendation to the Chancellor for final action. Recommendations for approval will include a copy of the approved or revised proposal. The Chancellor may approve, reject, or request a revision to the proposal. When the Chancellor rejects or recommends a revision to a proposal, the proposal will be placed on the agenda for the next scheduled meeting of the Graduate Council for reconsideration. The Graduate Council may revise and resubmit, withdraw, or uphold its recommendation to the Chancellor. If the recommendation is upheld by the Graduate Council, a majority vote of the graduate faculty taken within thirty calendar days will carry the action of the graduate faculty to the President for final determination. Copies of the final approved document will be sent to the Chancellor, Vice Chancellor for Academic Affairs, the academic unit head proposing the change(s), and the Registrar.

All proposals which are to appear in the next two-year academic catalog must be submitted to the Graduate Council by October 30 of the year prior to printing the new catalog. Proposers are responsible for circulating proposals in time to meet this deadline. The Graduate Council may consider proposals received after this date for inclusion in the forthcoming catalog if the proposals are editorial in nature or driven by previously approved proposals.

### ***Academic Appeal Process***

#### *University Academic Policies*

The right to appeal academic matters is open to all graduate students. Requests for appeals of University academic policies should be initiated with the completion of a Graduate Studies Appeal of Academic Policy Form. This form requires the signatures of the student's major advisor and Dean prior to submission to the Graduate Council. The appeal form and supporting material should be submitted to members of the Graduate Council at least ten (10) working days prior to the meeting at which the appeal will be considered.

The Vice Chancellor for Academic Affairs will notify the student of the time and place of the Graduate Council meeting and of the student's right to appear before the Council to provide pertinent information. The Vice Chancellor for Academic Affairs will inform the student in writing within three (3) working days of the Council's decision. Decisions of the Graduate Council are final.

#### *School Academic Policies*

Appeals of academic matters within each school follow a process outlined in the appropriate School's graduate handbook. If a School's academic appeal process, or if mediation by the School Dean or Vice Chancellor for Academic Affairs, cannot resolve a dispute, an appeal can be heard by the Graduate Council using the process described in the previous section.