

# Charter of the Graduate Faculty of the University of Wisconsin-Superior

## Preamble

The Graduate Faculty of the University of Wisconsin-Superior adopt this Charter in order to:

- Create and sustain transformative learning at the graduate and post graduate levels
- Encourage diverse scholarly activities that meet the needs of a pluralistic society
- Provide leadership with a liberal arts tradition that meets the needs of the region and a pluralistic society
- Be of service to the State of Wisconsin

by providing an opportunity for graduate students and faculty to participate in determining the conduct and direction of the graduate education in the university.

## Article 1 Composition and Function

### Section 1.

The official name of the body shall be The Graduate Faculty of the University of Wisconsin-Superior.

### Section 2.

This charter shall become effective and replace the previous charter of the Graduate Faculty upon adoption by a two-third majority of the Full Graduate Faculty Members voting, the University of Wisconsin-Superior Faculty Senate, and by approval of the Chancellor of the University of Wisconsin-Superior.

### Section 3.

The Graduate Council shall be the policy making body for the Graduate Faculty and Graduate Programs, acting within the limits of the charter, policies of the State of Wisconsin, and the Board of Regents of The University of Wisconsin System.

**Section 4.** The Graduate Council shall serve as a council of the University of Wisconsin-Superior Faculty Senate. All powers necessary to implement this charter and those necessary for controlling operation of graduate education and programs shall be reserved to the Graduate Faculty.

### Section 5.

The Graduate Faculty is the community of scholars responsible for creating the academic climate for graduate education by teaching graduate courses, stimulating and conducting research and advising graduate students. All tenure track faculty with a terminal degree are full graduate faculty members. Membership on the Graduate Faculty is of two types, full and limited.

(a) Full membership: Full Graduate Faculty Members shall possess the earned doctorate or terminal degree in their academic discipline. Each full graduate faculty member shall:

- (1) have a full-time University of Wisconsin-Superior faculty appointment;
- (2) be eligible to teach graduate classes, advise graduate students, direct and guide graduate research and theses;

- (3) be eligible to conduct oral and written comprehensive graduate examinations;
- (4) be eligible to serve as a member of the Graduate Council;
- (5) be eligible to serve as an officer of the Graduate Faculty; and
- (6) maintain full graduate status throughout her/his period of continuous employment.

(b) Limited membership: Limited Graduate Faculty Members shall:

- (1) possess the earned doctorate or terminal degree in their academic discipline, or a level of experience appropriate for teaching graduate students as recommended by each individual graduate program;
- (2) have a full-time or part-time faculty appointment, adjunct or ad hoc faculty appointment, or full- or part-time academic staff appointment;
- (3) be eligible to teach graduate courses and advise graduate students as determined by department chair;
- (4) participate in the conducting of comprehensive oral and written graduate examinations upon request of department chair;
- (5) participate in, and/or direct, a final project or thesis committee upon request of department chair;
- (6) be ineligible to serve as a member of the Graduate Council;
- (7) be ineligible to serve as an officer of the Graduate Faculty; and
- (8) be recommended by department and approved by the Graduate Council.

## **Article II**

### **Officers and Duties of Graduate Faculty**

#### **Section 1.**

The officers of the Graduate Faculty shall be a Chairperson of the Graduate Council and a Secretary of the Graduate Faculty.

(a) The Chairperson of the Graduate Council shall:

- (1) be elected by the current members of the Graduate Council to a two-year term at the first meeting of the academic year;
- (2) convene and chair all Graduate Council meetings;
- (3) convene and chair all Graduate Faculty meetings;
- (4) perform those responsibilities and duties normally associated with the office; and
- (5) represent the Graduate Faculty at the Faculty Senate Executive Committee.

(b) The Secretary of the Graduate Faculty shall:

- (1) be elected to a biennial term by a majority of the Graduate Faculty present at its annual meeting;
- (2) be responsible for sending a copy of the agenda and other pertinent materials to members of the Graduate Council five days prior to a meeting of the Council;
- (3) be responsible for sending a copy of the agenda and other pertinent materials to the Dean of Faculties or designee fifteen days prior to a meeting of the Graduate Faculty for dissemination to the maintained list of all Graduate Faculty members five days prior to a meeting of the Graduate Faculty; and
- (4) perform those responsibilities and duties normally associated with the office.

**Section 2.**

The Graduate Faculty shall adopt its own rules of order except that it may not depart from conventional procedures.

**Section 3.**

The Graduate Faculty shall hold at least one meeting each academic year. Additional meetings may be called if needed. Meetings of the Graduate Faculty will be called by Chairperson of the Graduate Council. Upon absolute majority vote of the Graduate Council or upon presentation to the Graduate Council a petition bearing the signatures of at least one fifth of the Full Graduate Faculty Members, the Graduate Council shall request that the Chairperson of the Graduate Council call a meeting of the Graduate Faculty within fourteen days following such a Graduate Council vote or the receipt of such petition.

**Section 4.**

Meetings of the Graduate Faculty shall be open to any interested person. At these meetings the Dean of Faculties or designee shall report on the activities of graduate education at the University of Wisconsin-Superior. An agenda for meetings of the Graduate Faculty shall be distributed to the Graduate Faculty and graduate students by the Chairperson of the Graduate Council via normally accepted means of notice five days in advance of any meeting.

**Section 5.**

In order to vote on any question at a Graduate Faculty meeting, a full member of the Graduate Faculty must be present at the meeting at the time of the vote. Only Full Graduate Faculty Members shall be eligible to vote. A minimum of one representative from each graduate program shall constitute a quorum for a graduate faculty meeting.

**Article III  
Structure and Standing Committees**

**Section 1.**

The University of Wisconsin-Superior academic departments shall formulate requirements for graduate degrees within the framework of the Graduate Program, University of Wisconsin System, and policies of the Board of Regents.

**Section 2.**

Within the framework of policies established by the Graduate Faculty Council each graduate program shall be responsible for recommending graduate candidates for degrees and/or certification completion.

**Section 3.**

Each department or designated graduate program shall be responsible for continual evaluation, and improvements of existing graduate programs and the development of new graduate programs. Department chairpersons or designated graduate program representatives shall make recommendations regarding the graduate program to Dean of Faculties or designee for final action by the Graduate Council, the University of Wisconsin-Superior Faculty Senate Executive Committee, the Chancellor of the University, and the Board of Regents.

**Section 4.**

The Graduate Council shall act on all student petitions and problems related to admission, retention, suspension, and granting of degrees. The Graduate Council may assign an ad hoc committee to act on petitions.

## **Article IV Composition of Graduate Council**

### **Section 1.**

The Graduate Council shall consist of one Full Graduate Faculty Member Representative selected from the graduate degree and certification programs of: (a) Communicating Arts; (b) Educational Administration; (c) Counselor Education; (d) Instruction; (e) Library Science (f) Reading; (g) Special Education; and (h) Visual Arts. The Chairperson of the Graduate Faculty and the Secretary of the Graduate Faculty shall also serve as voting members of the Graduate Council. The Chairperson of the Faculty Senate, the Dean of Faculties or designee, the Registrar, and a member of Continuing Education shall be ex officio members of the Graduate Council.

### **Section 2.**

The Chairperson of the Graduate Council shall be elected by the Graduate Council at the first meeting of the academic year for a two year term in accordance with Article II Section 1(a) 1.

### **Section 3.**

A quorum of the Graduate Council shall be a majority of the Full Graduate Faculty Member Representatives. To vote on any question, a member of the Graduate Council or designee must be present at the meeting at the time of the vote.

### **Section 4.**

Upon the entitlement of a new graduate degree program to the University of Wisconsin-Superior, a Full Graduate Faculty Member Representative from that program area shall be selected to membership on the Graduate Council.

### **Section 5.**

Full Graduate Member Representatives on the Graduate Council shall be selected by each graduate department or designated graduate program no later than the end of the spring semester to serve from September 1 to August 31 of the following year.

### **Section 6.**

The Graduate Council shall follow Roberts Rules of Order, latest edition.

## **Article V Functions of Graduate Council**

### **Section 1.**

The Graduate Council shall be the legislative body recognized by the University of Wisconsin-Superior for graduate program policy in all matters related to graduate education including, but not limited to, new program authorization, program planning and review, program operation, and resource allocation.

### **Section 2.**

The University of Wisconsin-Superior Faculty Senate shall be the body recognized by the Graduate Faculty in matters related to faculty governance aside from graduate program policy matters as set forth in Article V, Sec.1.

### **Section 3.**

The Graduate Council shall be the policy making body for graduate education and act on behalf of the Graduate Faculty in the operation of graduate programs. The Graduate Council shall be responsible to the Graduate Faculty.

**Section 4.**

The Graduate Council shall continuously review all aspects of graduate education and may do so through committees composed of Graduate Council Members or Graduate Faculty Members as appointed by the Chairperson of the Graduate Council and approved by the Graduate Council.

**Section 5.**

The Graduate Council shall consider and approve any person who is not a full or limited member of the Graduate Faculty to teach a specific course open to graduate student enrollment.

**Section 6.**

Proposals for new graduate workshops, institutes, courses, or any academic activity awarding graduate credit shall be presented to the Graduate Council for consideration and approval. The Graduate Council shall distribute its meeting agenda through normally accepted means of public dissemination.

**Section 7.**

The Graduate Council shall hold regular biweekly meetings throughout the academic year and as needed during the summer session. Additional meetings of the Graduate Council may be called by the Chairperson of the Graduate Council. All meetings shall be open, except when a matter under consideration subject to state or federal law must be closed.

## **Article VI Duties of Dean of Faculties**

**Section 1.**

The Dean of Faculties shall be the principal administrator of the Graduate Program who acts on behalf of the university. The Dean administers graduate policies, standards, and procedures approved by the Graduate Council.

**Section 2.**

The Dean of Faculties or designee shall serve as admissions officer for the graduate program subsequent to an applicant's admission determination made by each program area designated graduate program representative.

**Section 3.**

The Dean of Faculties or designee, upon the recommendation of each program area designated graduate program representative, shall be responsible for making final verification on admission, candidacy, completion of degree requirements, and any other aspects of a graduate student's degree program prior to the awarding of a degree.

**Section 4.**

The Dean of Faculties or designee shall prepare the graduate catalog and all other publications related to general administration of the graduate programs.

**Section 5.**

In cooperation with graduate programs the Dean of Faculties shall provide administrative leadership and advocacy for:

- (a) entitlement to plan new graduate programs;
- (b) support, development, and operation of new graduate programs; and
- (c) successful pursuit and attainment of external accreditation.

**Section 6.**

In cooperation with graduate programs the Dean of Faculties shall provide administrative leadership and advocacy for the promotion and marketing of the university's graduate programs.

**Article VII  
Amendments**

**Section 1.**

Amendments to this charter may be initiated by:

- (a) a two-third vote of the Graduate Council; or
- (b) petition of one-third of the Full Graduate Faculty Members as determined by the last roll of members maintained by the Graduate Studies Office.

**Section 2.**

Having been initiated in either manner, the Secretary of the Graduate Faculty shall distribute the proposed amendment to the Graduate Faculty seven days prior to a meeting of the Graduate Faculty. Following the Graduate Faculty meeting and discussion of the proposed amendment, a ballot shall be distributed to the Full Graduate Faculty Members no later than seven days following the meeting. Approval of two thirds of the Full Graduate Faculty members voting within seven days, the Faculty Senate, and by the Chancellor of the University is required for adoption.

**Article VIII  
By-Laws**

**Section 1.**

By-laws to this charter shall become effective when they have been approved by two-thirds of the Full Graduate Faculty Members voting, the Faculty Senate and by the Chancellor of the University.

**Section 2.**

Membership and organization of the Graduate Council existing prior to the adoption of this charter shall remain in full existence and effect until a new charter has been adopted by the Graduate Faculty.

**As adopted by the University of Wisconsin-Superior Graduate Council on this  
\_\_\_\_\_ Day of \_\_\_\_\_, 2011.**

Communicating Arts	_____	Keith Berry
Educational Administration	_____	Orvin Clark
Counselor Education	_____	Terri Kronzer
Instruction	_____	Suzanne Griffith
Library Science	_____	Ella Cross
Reading	_____	Debra Nordren
Special Education	_____	Rhoda Robinson
Visual Arts	_____	Susan Loonsk

**Approved and ratified by the University of Wisconsin-Superior Graduate Faculty on this  
\_\_\_\_\_ Day of \_\_\_\_\_, 2011.**

Secretary

\_\_\_\_\_  
Ella Cross

**Approved and ratified by the University of Wisconsin-Superior Faculty Senate on this  
\_\_\_\_\_ Day of \_\_\_\_\_, 2011.**

Chair

\_\_\_\_\_  
Orvin Clark

**With effect by the University of Wisconsin-Superior Administration on this  
\_\_\_\_\_ Day of \_\_\_\_\_, 2011.**

Chancellor

\_\_\_\_\_  
Interim Chancellor Julius E. Erlenbach

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