

# THE CONSTITUTION OF THE GRADUATE FACULTY

(Revised and Approved by Graduate Faculty April 2015)

## ARTICLE I - Name

The name of this organization shall be the Graduate Faculty of the University of Wisconsin - Whitewater.

## ARTICLE II - Purpose

The purposes of this organization are to formulate and to administer programs of graduate study as authorized by the Legislature of the State of Wisconsin and the Board of Regents of the University of Wisconsin System.

## ARTICLE III - Membership

**Section 1:** Graduate Faculty members shall be designated for participation at one of two levels.

- *Level I Membership:* will hold an educational code of 1 as defined in the most recent University Handbook (earned a doctorate or other terminal degree, e.g., MFA); hold a minimum rank of assistant professor; demonstrated continuing successful teaching at the graduate level; and demonstrated continuing scholarship or creative activity over the previous five years.
- *Level II Membership:* will hold an educational code of 1 as defined in the most recent University Handbook; hold a minimum rank of assistant professor; demonstrated successful teaching; demonstrated graduate-level subject matter competence; and demonstrated success in scholarship or creative activity.

To qualify for a given membership level, the faculty member must meet all stated criteria. Academic colleges can establish more rigorous criteria with approval by the graduate faculty of the college.

**Section 2:** Eligibility to participate in various graduate affairs is determined by the level of membership.

- *Level I Membership:* eligible to teach all 500, 600, 700, 800, and 900-level courses; direct or serve on dissertation committees; direct or serve on committees involved in master's-level capstone experiences (e.g., thesis committee, professional integrative project committees, comprehensive examination committees); and serve on the Graduate Council.
- *Level II Membership:* eligible to teach 500, 600 and 700-level courses; direct or serve on committees involved in master's-level capstone experiences (e.g., thesis committee, professional integrative project committees, comprehensive examination committees); and serve on the Graduate Council.

Persons transacting graduate affairs within a department must be members of the Graduate Faculty as defined in this article. Acceptance of appointment of the Graduate Faculty at one of the two levels also carries with it the willingness of the member to transact other graduate affairs at the department/program level which include, but are not limited to, graduate admission decisions and recommendations; graduate student academic advisement; departmental graduate committee activities. Graduate Council membership is limited to faculty holding Level I or II memberships.

**Section 3:** Membership to the Graduate Faculty is limited to those members of the administrative staff and faculty who are qualified as defined in Section 1 of this article. Level I Membership will be granted to all new faculty appointed at assistant professor level or above. Such individuals will be given five years to establish the credentials to remain at Level I as defined in Section 1. Level I Membership will be granted to all faculty who hold Graduate Faculty Membership as defined in Article III, Section I of the Graduate Faculty Constitution prior to 1 September 2013. Such individuals will be given five years to establish the credentials to remain at Level I as defined in Section 1.

**Section 4:** Departments shall determine which of their instructional personnel meet the qualifications for each of the two levels described in Section 1. During the first week of August, the School of Graduate Studies will supply each academic department with a list of faculty and academic teaching staff assigned to the department as identified by the Office of Human Resources. Departments will return rosters with indication of graduate faculty membership level by the first week of September.) Nominations not approved by the Dean of the School of Graduate Studies and Continuing Education may be appealed before the Graduate Council. Graduate Council has the right to review and approve by simple majority vote.

**Section 5:** Departments may seek academic term exceptions allowing individual graduate faculty to perform graduate activities identified in Section 2 not affiliated with their level of membership (e.g., Level II graduate faculty member participating on a dissertation committee).

**Section 6:** In order for a person who is not a member of the Graduate Faculty to teach a master's-level course and/or to transact other graduate affairs during a specific term, the Graduate Faculty of the department, the college graduate committee (if such an entity exists), the dean of the academic college, and the Dean of the School Graduate Studies and Continuing Education must certify that the individual meets minimum qualifications. The minimum qualifications include:

- A master's degree in a discipline relevant to the course; and
- Five or more years of professional experience relevant to the specific content and learning outcomes of the course for which the individual is being reviewed.

The evaluation process for granting these exceptions consists of submitting:

- A current academic vita;
- A rationale for the exception;
- Confirmation by the Graduate Faculty of the academic department that the individual meets or exceeds the minimum qualifications for granting an exception for graduate faculty status for one semester; and
- A plan to evaluate the individual's performance (such as course evaluations, peer reviews or other methods) during the term in which the exception for graduate faculty status is sought.

The above documentation will be forwarded by the academic department chair or graduate program coordinator to the dean of the academic college and, if approved, to the Dean of the School of Graduate Studies and Continuing Education for review and approval. Verification of the exception approval, and a copy of the academic vita, will be submitted to the Associate Vice Chancellor for Academic Affairs in the case of individuals approved to offer graduate level courses. Any individual who has been granted an exception three or more times may be approved to hold a three-year exception. The exception procedure should use the same procedures detailed above but should also consider evidence regarding the individual's performance collected from prior evaluations, and a plan for continuing professional development within the area of instruction. The three-year exemption is valid for three calendar years starting from the date the approval recommendation is received by the Associate Vice Chancellor for Academic Affairs. Nominations not approved by the Dean of the School of Graduate Studies and Continuing Education may be appealed before the Graduate Council. Graduate Council has the right to review and approve an appeal by simple majority vote.

**Section 1:** The Dean of Graduate Studies and Continuing Education shall be the ex-officio Chairperson of the Graduate Faculty and shall preside at meetings of the Graduate Faculty and perform all other executive duties.

**Section 2:** The Secretary shall be appointed by the Dean of Graduate Studies and Continuing Education. The secretary need not be a member of the Graduate Faculty.

**Section 3:** Meetings shall be called by the Chairperson or his/her appointee when business warrants an assembly. The Secretary shall notify each member in writing a week before the meeting.

**Section 4:** A quorum shall consist of 10 percent of the membership.

#### ARTICLE V - Graduate Council

**Section 1:** The Graduate Council of the Graduate Faculty shall be composed of one graduate faculty member representative from each (active) graduate degree program, and one (at-large) graduate faculty member and one graduate student representative from each of the four colleges. The faculty representative from each graduate program shall be chosen by the Graduate Faculty members of that program. The at-large graduate faculty members and student representatives shall be selected by their respective colleges. The Dean of Graduate Studies and Continuing Education shall be the ex-officio chairperson of the Graduate Council.

**Section 2:** The term of office for faculty members shall be three years. One-third of the membership shall be elected each year. Student representatives shall be selected each year for a one year term.

**Section 3:** The Graduate Council shall serve as the executive committee of the Graduate Faculty.

It shall receive, consider and take final action on all graduate matters including curriculum, administration and executive action, but excluding amendments to the Constitution.

**Section 4:** All actions of the Graduate Council are subject to review and change by the Graduate Faculty. By petition of at least 10 Graduate Faculty members or at the request of a department, a meeting of the Graduate Faculty shall be called to review an action of the Graduate Council.

**Section 5:** A quorum shall consist of 51 percent of the membership.

#### ARTICLE VI - Committees

**Section 1:** The Graduate Audit and Review Committee. This committee shall be composed of two graduate faculty members from each college and one graduate student. Faculty representatives shall be chosen by rules established by the colleges. The student representative shall be elected by the Graduate Council. Faculty members shall serve three year staggered terms. The term of office for the student member shall be one year. The Provost and Vice Chancellor for Academic Affairs or designee shall be the ex-officio chairperson of the committee. The duties of this committee include reviewing and coordinating new graduate degree program proposals, assessing immediate and changing needs, auditing programs and recommending the phasing out of programs. It may also make recommendations on the development of new graduate degree programs.

**Section 2:** The Committee of Exceptions to Graduate Policy. This committee shall be composed of one Graduate Faculty member from each college and one graduate student. Faculty representatives shall be chosen by rules established by the colleges. The student representative shall be elected by the Graduate Council. Faculty members shall serve three

year staggered terms. The term of office for the student member shall be one year. The Dean of Graduate Studies and Continuing Education shall call and preside over an organizational meeting early in each fall semester for the purpose of electing a committee chairperson. The duties of this committee are to receive, review and take action on all student petitions for exceptions to and waivers of graduate school policies. Actions by the committee may be appealed to the Dean of Graduate Studies and Continuing Education.

**Section 3:** Terms of membership on all standing committees shall commence with the beginning of the fall semester. By the end of the preceding spring semester, departments and colleges shall report their selection of faculty representatives to fill new terms beginning in the fall. Student representative selection shall be reported by the end of the first week of the fall semester.

**Section 4:** Special committees may be appointed from time to time as the Graduate Faculty of the Graduate Council deem necessary. Special committees may be appointed by the Dean of Graduate Studies and Continuing Education to address a specific issue or problem and to report their recommendations to the Graduate Council.

**Section 5:** It is recognized that the initiation and development of curriculum rests with the several departments and colleges. Therefore, colleges may form graduate studies committees to study and act on graduate matters prior to submission to the Graduate Council. The formation of these committees and their method and scope of operation shall be determined by the respective colleges. These Committees may not deny the right of an individual department or graduate faculty member to bring matters directly to the Graduate Council.

#### ARTICLE VII - Rules of Order

**Section 1:** All business shall be conducted according to the current edition of Robert's Rules of Order unless otherwise specified in this Constitution.

**Section 2:** All committees of the Graduate Faculty shall report to the Graduate Council. A minority report if one exists must be heard.

**Section 3:** All committee reports requiring action by the Graduate Council shall be presented in the form of a written motion at least one week prior to its presentation in the meeting.

#### ARTICLE VIII - Amendments

**Section 1:** Any member may propose an amendment to the Constitution by presenting it in writing to the Dean of Graduate Studies and Continuing Education, who shall promptly distribute it in writing to the Graduate Faculty. At the first meeting of the Graduate Faculty held at least two weeks after distribution of a proposed amendment, a motion to adopt the proposed amendment shall be in order, and shall be itself subject to amendment.

**Section 2:** An amendment is adopted by a two-thirds vote of those present and voting.

Revised and approved by the Graduate Faculty April 2015.