

Graduate Committee Guidelines

Standing Procedures

(approved: Fall 1998)

Consideration of Policy Changes

The Graduate Committee formulates changes in policy concerning degree programs, course offerings, examinations, and student qualifications by

- a. Appointing ad hoc committees to study changes.
- b. Considering recommendations by committees and individuals.
- c. Making final recommendations to the Graduate Faculty.

Administration of Policy

The Graduate Committee administers the policies of the Graduate Faculty by designating its Chair to carry out policies by

- a. Evaluating credentials of students who apply for admission to the MA program and making recommendations to the Graduate Dean.
- b. Obtaining relevant information from applicants to the PhD program, presenting that information to the Graduate Committee, and forwarding the recommendations of the Graduate Committee on PhD applicants to the Graduate Dean.
- c. Keeping the records of all English graduate students.
- d. Approving all degree plans and forwarding them to the Graduate Dean.
- e. Checking all theses and dissertations.
- f. Keeping faculty records concerning theses and dissertations.

Scheduling of Graduate Classes

The following procedure is followed in the scheduling of graduate classes:

- a. The Chair of Graduate Studies outlines to the chairs of the three divisions (Literature, Linguistics and Writing) the minimum course requirements to run the graduate programs.
- b. The division chairs, utilizing recommendations from individual faculty members as well as information from records on professional activity and teaching ability, assemble and forward to the Chair of Graduate Studies recommendations on courses and staffing.
- c. After checking that the recommendations meet the requirements of the graduate programs, the Chair of Graduate Studies presents the recommendations to the Graduate Committee, which is free, based on program needs or on records of professional activity and teaching ability, to recommend or to require changes to the proposed divisional schedules.

The Chair of Graduate Studies then works with the Assistant Chair and with the Chair of Undergraduate Studies on matters of timing; no further changes to a schedule may be made during this process. (The Assistant Chair forwards the schedule, so prepared, to the

Chair of the Department, who is free to make further changes to the schedule, if so desired.)

Graduate Examinations

The Graduate Committee shall be responsible for

- a. drafting, administering, and grading the Masters Comprehensive Examination.
- b. drafting, administering, and grading the Doctoral Second-Year Examination, if required.
- c. providing, through its chair, guidelines to the appropriate faculty on all other doctoral examinations.

Status on the Graduate Faculty

The Graduate Committee makes decisions on Graduate Faculty status using the following procedures:

- a. The Chair of Graduate Studies distributes the Department of English Guidelines for Recommended Appointment (Revised November 27, 1995) to all faculty who may/must submit documentation and gathers the relevant documentation.
- b. Basing decisions on the departmental guidelines, the Chair makes recommendations to the Graduate Committee, which makes final recommendations.
- c. The Chair forwards the recommendations of the Graduate Committee to the Chair of English, who, in turn, forwards both Graduate Committee recommendations and the Chair=s independent recommendations to the Arts & Sciences Graduate Curriculum Committee for further review.