Definition and Duties

Graduate Faculty Committee (UWM Policies and Procedures Chapter A3.05)

The Graduate Faculty Committee has legislative authority over academic matters pertaining to graduate degree programs, recognizing that, in graduate programs, research and education are entwined.

MEMBERSHIP

1. The Graduate Faculty Committee is composed of members of the Graduate School Faculty, Academic Staff, and graduate students. Faculty members are elected by the Faculty of each school or college that offers graduate programs, in accordance with nomination and election procedures determined by the Nominations Committee.

Every member of the Graduate School Faculty is eligible for election. For each school or college, one (1) GFC member is elected for each fifty (50), or fraction thereof, members of its faculty; no department may have more than one member.

Faculty members serve staggered, three-year terms. Members are additionally expected to serve either in an executive role on the GFC or on one of the GFC’s three subcommittees.

Three (3) graduate student members are appointed annually by the Student Association. Student members must be currently enrolled graduate students and no more than two can come from programs within any one School or College.

Two (2) members of academic staff are appointed annually by the Academic Staff Committee from among those whose work is pertinent to graduate education or research or the administration of graduate programs.

To facilitate coordination of graduate research and graduate education within university governance structures, the chair of the Research Policy Committee (RPC) or her/his delegate serves as an ex-officio member.

To facilitate communication among governance bodies, a member of the University Committee serves as an ex-officio member.

The Dean of the Graduate School, one of his/her associate deans, and a staff person from the Graduate School serve as ex-officio members.
2. At its February meeting, the Graduate Faculty Committee elects from its faculty members a chair-elect from those having at least one additional year to serve. By May of that year, the chair-elect designates a vice-chair elect. The chair-elect and the vice-chair elect assume their full, one-year duties on August 1.

A chair may not serve more than two (2) consecutive one-year terms.

3. As needed to assist in formulating meeting agendas or in dealing with urgent issues before a scheduled GFC meeting, the chair of the GFC convenes a co-ordinating committee that includes the vice-chair, the secretary, the chair-elect, the RPC representative, and the chair of each GFC subcommittee.

The chair (or vice-chair, chair-elect, or delegate drawn from the GFC membership) sits on the APBC, RPC, and PEC committees, in order to have the information necessary for chairing the GFC and to inform those committees of GFC actions. The chair communicates as needed with the Faculty Senate, the UC committee, the Secretary of the University, the graduate program representatives, and the various Deans and Associate Deans. The chair also chairs the Graduate School Research Committee.

4. The Committee meets at least once a month during the academic year, and on request of the Dean of the Graduate School or of five (5) Committee members.

The agenda and minutes of all meetings are made available to the Graduate School Faculty on the Office of the Secretary of the University Web site.

5. Graduate Faculty Committee attendance shall be published by the Secretary of the Graduate Faculty Committee in the minutes of the last Graduate Faculty Committee meeting of the academic year. The Graduate Faculty Committee has the authority to declare vacant the seat of those Committee members who fail to attend any three (3) regular meetings in a given academic year.

6. If a faculty vacancy occurs in the Graduate Faculty Committee, the vacancy will be filled by the eligible candidate from the results of the faculty standing committee balloting who had the next highest number of votes. In the event of a tie for the next eligible candidate, the University Committee will use its discretion in filling the vacancy. The person designated shall serve until the first week of the next academic year. If the term of office extends beyond the current academic year, an election for the unexpired term is held at the next regular election. If there is no available candidate, the school or college concerned is responsible for conducting a special election.
Functions

The Committee exercises the authority of the Graduate Faculty in the following:

1. **Advising the Dean of the Graduate School on administrative issues that pertain to graduate education**, such as those listed below and including priorities for resource allocation.

2. **Formulating and reviewing policies concerning the graduate programs of the University of Wisconsin-Milwaukee.**

To carry out this function, the Graduate Faculty Committee:

- Establishes procedures and criteria for the review and approval of graduate course proposals, including additions, modifications, and deletions. This work is vested in the Graduate Curriculum Committee subcommittee of the GFC.

  Except when such authority may be shared with or delegated to other appropriate bodies, the GCC has final jurisdiction to review and approve proposals originated by departments, the Graduate School, or other academic units, concerning (1) courses which carry graduate credit only and (2) graduate credit aspects only of course proposals involving both graduate/undergraduate credit. Jurisdiction over all courses open to undergraduates, whether carrying graduate credit or not, is vested in the appropriate faculty bodies in schools and colleges, and subject to review by the Academic Program and Curriculum Committee.


- May make policy recommendations concerning graduate education, on its own initiative or on request of the administration of the Graduate School.

- Reviews program modifications and new program requests.

- Undertakes and maintains annually, or as needed, a continuing review of Graduate School regulations and requirements with general application to student admission, continuation, and graduation, and the academic operation of UWM graduate programs. Based on this review, the Committee periodically recommends appropriate changes for dissemination such as the Graduate School Bulletin and/or the Graduate Student and Faculty Handbook.

- Advises the administration of the Graduate School concerning formulation of policies and procedures as related to academic regulations and requirements.

3. **Reviewing existing graduate programs and periodically undertaking specific studies to make recommendations concerning continuance, modification, or discontinuance of existing programs and other matters of concern.** This work is vested in the Graduate Program Review Subcommittee of the GFC.
4 **Formulating and implementing guidelines and procedures for allocation of the fellowships administered by the Graduate School and recommending fellowship awards for meritorious graduate students.** This work is vested in the Graduate Fellowship Subcommittee of the GFC.

5 **Upholding the integrity of the graduate programs on campus.**
   The GFC establishes criteria for membership in the Graduate Faculty of the university.

In order to carry out the functions listed above, the Graduate Faculty Committee may create and define duties of various subcommittees with specified responsibilities.

In order to carry out the functions listed above, the Graduate Faculty Committee will receive regular updates from the Research Policy Committee (A3.7); the Research Committee; and the Graduate Program Representatives from each department.

**PROCEDURES**

The Graduate Faculty Committee may delegate portions of its responsibilities to the Graduate Program Committees of the schools and colleges and to other committees.

With respect to Committees, the Graduate Faculty Committee will follow the provisions of Chapter 6 unless otherwise provided.

The Graduate Faculty Committee shall have three standing subcommittees with the following charges and membership: *(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)*
A3.05.1 Subcommittee on Graduate Course and Curriculum

(1) Membership
Nine members as follows: Four members of the Graduate Faculty Committee appointed by the Chair of the Graduate Faculty Committee, subject to approval by the Committee, three members of the UWM Graduate Faculty elected by the Graduate Faculty, one graduate student appointed to a one-year term, and the Dean of the Graduate School, or designee to serve as an ex-officio member.

Members of the Committee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Committee allows. Two members will be appointed each year for three-year terms in order to maintain a staggered terms sequence. The Chair of the Subcommittee must be a member of the Graduate Faculty Committee and is appointed for a three-year term whenever possible to assure the continuity achieved by the staggered terms of the members of the subcommittee.

(2) Functions
The Graduate Course and Curriculum Subcommittee has the responsibility for reviewing and approving graduate credit course proposals initiated by department or other academic units, as delegated by the Graduate Faculty Committee. It also reviews and makes recommendations regarding new graduate program proposals and program modifications to the Graduate Faculty Committee, and has the authority to bring graduate course and curriculum policy decisions before the Graduate Faculty Committee for discussion and action. It has the authority to identify issues affecting graduate education to be brought to the Graduate Faculty Committee for resolution, action, or advisement. It also has authority over the Multidisciplinary Committee-Directed Ph.D. program.

The Graduate Course and Curriculum Subcommittee acts in an advisory capacity to the Graduate Faculty Committee, providing consultation and information on issues relating to Graduate course and curriculum issues. It has the authority to bring motions before the Graduate Faculty committee for discussion and action.

In addition to the above, the Subcommittee:

a) subject to policy decisions by the Graduate Faculty Committee, exercises authority delegated by the Committee in the form of exclusive review and approval jurisdiction over graduate credit course proposals initiated by departments or other academic units.

b) establishes procedures and criteria for the review and approval of graduate course proposals, including additions, modifications, and deletions. See Course Action Request Manual for further information.

c) may make policy recommendations to the Graduate Faculty Committee concerning graduate education on its own initiative, at the direction of the Graduate Faculty Committee, or on request of the administration of the Graduate School.
d) reviews program modifications and new program requests and makes recommendations to the Graduate Faculty Committee.

e) reviews and makes recommendations to the Graduate Faculty Committee regarding applications for the Multidisciplinary Committee-Directed Ph.D. Programs. The subcommittee is to make the best judgment possible on the academic merit of the proposed multidisciplinary program. The subcommittee and the Dean must satisfy themselves that the proposed program cannot be carried out within an established doctoral program. The subcommittee must further approve the membership of the student's supervisory committee, guided by considerations of the committee member's expertise in proposed areas of study and their commitment to the student's program.

f) at least biennially, prepares a detailed procedure manual. All procedures followed by the Subcommittee and approved by the Graduate Faculty Committee are included in this manual. A copy is available from the Graduate School (Mitchell 261).

g) reviews and recommends to the Graduate Faculty Committee course proposals from departments not offering graduate degree programs: proposals from departments whose graduate course offerings will not total more than 14 credits will be referred directly to the Graduate Course and Curriculum Subcommittee. Proposals for courses in existing sequences of more than 14 credits must be accompanied by a justification explaining the need for extensive graduate course offerings in the absence of an approved graduate program. Proposals involving such sequences will be reviewed by the Graduate Faculty Committee, Campus Administration and the Regents.

h) makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Graduate Faculty Committee or on the initiative of the subcommittee.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)
(Editorially revised, 6/30/08)
A3.05.2 Subcommittee on Graduate Program Reviews

(1) Membership
Thirteen members as follows: Six members of the UWM Graduate Faculty elected by the Graduate Faculty, seven members of the Graduate Faculty Committee appointed by the Chair of the Graduate Faculty Committee, subject to approval by the Committee. Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Subcommittee allows. The Subcommittee on Graduate Program Reviews elects its own chair from among its membership. The Chair must be a member of the Graduate Faculty Committee.

(2) Functions
a) To supply one member for each ad hoc review committee. The Chair of the Committee on Reviews appoints the ad hoc committee members to include one member from the Committee on Reviews and one member from the UWM Graduate Faculty.

b) To meet with the ad hoc review committee and to receive reports of the outside consultants and the conclusions and recommendations of the ad hoc review committee for presentation to the Graduate Faculty Committee together with a rationale for each conclusion and recommendation, as necessary.

c) The committee makes appropriate recommendations on the frequency and nature of reviews of the various programs to the Graduate Faculty Committee.

d) The subcommittee makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Graduate Faculty Committee or on the initiative of the subcommittee.

(3) Procedures
The Subcommittee on Graduate Program Reviews will adhere to the Procedures for Qualitative Reviews of Graduate Programs.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)
(Editorially revised, 6/30/08)
A3.05.3 Subcommittee on Graduate Fellowships

(1) Membership
Twelve members as follows: Six members of the Graduate Faculty Committee appointed by the Chair of the Graduate Faculty Committee, subject to approval by the Committee, four members of the UWM Graduate Faculty elected by the Graduate Faculty, the Dean, or designee, and Fellowship Coordinator of the Graduate School serve as ex-officio members.

Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Committee allows. The Chair shall be elected by the Subcommittee membership at the first meeting of the subcommittee. The Chair must be a member of the Graduate Faculty Committee.

(2) Functions
a) Within the provisions of University regulations and practices and subject to review by the Graduate Faculty Committee, the Subcommittee formulates and implements guidelines and procedures for allocation of available fellowship funds administered by the Graduate School.

b) Following its designated application and selection procedures, the Subcommittee annually recommends fellowship awards for meritorious graduate students.

c) On request of the administration of the Graduate School, the Subcommittee may assist in the assignment of other graduate student financial support awards.

d) The subcommittee makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Graduate Faculty Committee or on the initiative of the subcommittee.

(3) Procedures
With administrative support from the Office of Secretary of the University, the Subcommittee annually establishes deadlines, application nomination forms, review selection procedures, and award announcements.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)
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