English Department Graduate Studies Committee Charter
(Drafted May 2014)

I. Purpose

A. The Graduate Studies Committee shall make decisions with respect to following matters:
   - Full admission to Ph.D. program
   - Independent Study Requests
   - Alternate Language Requests
   - Any petition not covered by the guidelines
   - Handle annual assessment of graduate programs

B. Specifically, the committee does not make departmental policy; instead, the committee executes, adjudicates, and/or implements policy in regard to graduate students.

C. Matters for the committee are initiated by policy set in graduate guidelines or Department Head, any faculty member, the administration, or by graduate student petition.

D. The committee has the ability to discuss current graduate guidelines and make recommendations for the reconsideration of guidelines. The committee provides the appropriate forum for policy review.

II. Organization

A. The Graduate Studies Committee shall be composed of three faculty representatives, each of whom will represent a specific area of studies within the department. Each committee member will be elected by the continuing faculty in their area at an election called by the Department Head during the last four weeks of the spring semester. Elected committee members will assume responsibilities at the beginning of the summer session. If a vote for committee membership is deadlocked after the second ballot, the two parties involved will draw lots to determine the membership.

B. One representative shall be elected from each of the following areas: Literature, Creative Writing/Screen Studies, and Rhetoric and Professional Writing/TESL and Linguistics.

C. Each representative shall serve for two years. Representatives cannot succeed themselves.
D. The Department Head cannot stand for election.

E. The Director of Graduate Studies cannot stand for election.

F. The Director of Graduate Studies will serve as the facilitator, but not the chair of the group.

G. An Assessment Officer shall rotate by area. An assessment officer shall serve for a one-year, non-renewable term.

III. Procedures

A. The Director of Graduate Studies shall call regular and special meetings as needed.

B. Unless consensus can be readily achieved via email, all three area members must be present to conduct business.

C. The Director of Graduate Studies Administrative Assistant shall maintain records.

D. Decisions of the committee shall be reported to faculty at graduate faculty meetings by the Director of Graduate Studies. Decisions will also be reported to relevant committees, advisors, students, and other relevant parties as needed.

E. Graduate Studies committee decisions are subject to appeal according to procedures outlined in graduate guidelines.

F. Each year, the Assessment Officer shall follow the procedures set out in the Assessment guidelines notebook.

G. These Guidelines may be amended with the vote of 2/3 of the English faculty. Such amendments should be formulated or reviewed by the Graduate Studies Committee prior to submission to the faculty for a vote.