

English Department Graduate Studies Committee Charter

(Final December 2015)

I. Purpose

- A. The committee executes, adjudicates, and/or implements policy in regard to graduate students.
- B. Matters for committee consideration are initiated by policy set in the Graduate Guidelines or may be submitted by the Department Head, any faculty member, the administration, or by graduate student petition.
- C. The committee shall make decisions about the following matters:
 - Full admission to Ph.D. program
 - Independent Study Requests
 - Alternate Language Requests
 - Any petition not covered by the Guidelines
- D. The committee will assist with annual graduate assessment. It will also assist with the job placement skills of graduate students, upon request.
- E. The committee does not make departmental policy, but it has the ability to discuss current graduate Guidelines and make recommendations for amending the 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 non-voting facilitator, but not the Chair of the group. The group will elect the Chair at their first meeting.
- G. The Chair will act as liaison to the Assessment Officer of the Department.

III. Procedures

- A. The Chair 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 for the use of the committee.
 - D. Decisions of the committee shall be reported to faculty at graduate faculty meetings by the Chair of Graduate Studies. Decisions will also be reported to relevant committees, advisors, students, and other relevant parties as needed.
-
- A. Graduate Studies Committee decisions are subject to appeal according to procedures outlined in graduate guidelines.
 - B. 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.