

A3.05.2 Graduate Program Review Committee

The Graduate Program Review Committee reviews existing graduate programs and makes recommendations to programs via a report submitted to the provost, the Dean of the Graduate School, and the relevant college.

(1) **Membership**

Thirteen (13) members as follows:

- (a) Twelve (12) members elected from among the Graduate Faculty from the Divisions of Arts and Humanities, Natural Sciences, Professions, and Social Sciences. At least two members must come from each of these four Divisions, and no more than one member may serve from any one department or non-departmentalized school or college. Faculty members are elected to staggered, three-year terms, and no member may serve more than two (2) consecutive terms or portions thereof. Elected members of the committee should reflect the range of disciplinary competencies in the University and represent the colleges insofar as the size of the committee allows.
- (b) The Dean of the Graduate School or designee serves as an ex-officio member.
- (c) The Graduate Program Review Committee elects its Chair for the following year from among its Faculty membership at its March meeting.
- (d) The Chair of the Graduate Program Review Committee also serves on the Graduate Faculty Committee.
- (e) The Graduate Program Review Committee has the authority to declare vacant the seat of those committee members who fail to attend three (3) regular meetings in an academic year.
- (f) Because the workload of the Graduate Program Review Committee can vary considerably from year to year, the Chair of the committee may request that the University Committee appoint up to three additional members for terms not longer than one-year each year as needed. These temporary appointments should reflect the range of disciplinary competencies in the University and represent the colleges insofar as the size of the committee allows. In making such appointments, the University Committee should give preference to Faculty with previous experience reviewing graduate programs.

(2) **Functions**

- (a) Review graduate programs and certificates in accordance with existing University regulations, including the Procedures for Qualitative Reviews of Graduate Programs (Fac. Doc. No. 3197R1).
- (b) Appoint two members to serve as internal reviewers of each program or certificate review. Internal reviewer assignments will be determined by the Chair of the Graduate Program Review Committee.
- (c) Meet with the external reviewers of the program or certificate and receive reports of their recommendations and conclusions for each program reviewed, as specified in the Procedures for Qualitative Reviews of Graduate Programs (Fac. Doc. No. 3197R1).
- (d) Provide additional recommendations or commentary from the internal reviewers in the reports for each program reviewed.

- (e) Make appropriate recommendations on the frequency and nature of reviews of the various programs to the Graduate Faculty Committee. Any policy changes affecting general practices or impacting all programs (such as revisions to Fac. Doc. No. 3197R1) must be recommended to the Graduate Faculty Committee for consideration and approval.

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