

RESOLUTION ON AUTHORITY & RESPONSIBILITY
FOR GRADUATE PROGRAMS
(#25-91/92-EP)

- WHEREAS, The Office of Academic Affairs has requested of the Academic Senate that it review and comment on the document entitled, "Authority and Responsibility for Graduate Programs"; and
- WHEREAS, The document sets forth appropriate guidelines and designations for the authority and responsibility for graduate programs; and
- WHEREAS, A great deal of consultation is required between individuals in positions of authority and responsibility for graduate programs, including faculty, students, and administrators; and
- WHEREAS, The last sentence in the first complete paragraph on page three of the document contains an inconsistency; and
- WHEREAS, The appendix to "Authority and Responsibility for Graduate Programs" fails to specify the implications of the signatures by the Department Chair or Department Graduate Coordinator on a graduate application; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommends to the Vice President of Academic Affairs that the last sentence in the first complete paragraph on page three of the document be rewritten to remove the inconsistency; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends to the Vice President of Academic Affairs that the implication of signatures of the Department Chair or Department Graduate Coordinator be specified on page one (section one) of the Appendix to "Authority & Responsibility for Graduate Programs"; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends to the Vice President of Academic Affairs approval of the document entitled, "Authority & Responsibility for Graduate Programs."

GRADUATE PROGRAMS

Authority and Responsibility for Graduate Programs at Humboldt State University

The organization of authority and responsibility for graduate programs varies from institution to institution. No single model prevails, and no single model is appropriate for all institutions of higher learning. The organization of authority and responsibility for graduate programs suggested here has been conceived with consideration for the appropriateness to the climate and culture of Humboldt State University. It is based largely on models which already exist in some of our programs.

The following descriptions of "responsibility" are intended to highlight the relationships among the different individuals who share a concern for graduate programs, and are not intended to be complete job descriptions for any participants.

PRESIDENT, ACADEMIC VICE PRESIDENT, COLLEGE DEANS

The graduate programs of the university function under the general policies and procedures of the academic affairs area of the university. Decisions are made by the line administrator (President, Academic Vice President, College Dean) who has been delegated authority over any specific issue. The usual university practice is to have all important decisions made only after consultation with affected individuals and units (both with established faculty organizations and with persons designated as faculty and administrative leaders in certain aspects of university governance).

At the college level, designated department chairs and graduate coordinators are crucial advisors for the college deans with regards to graduate programs. The college deans also rely upon the advice and council of other administrators in Academic Affairs, especially the staff deans.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs is responsible for the administration of all academic programs, including graduate programs. The staff deans in the Office of Academic Affairs, along with the other administrators in the area (including college deans) serve as advisors to the Vice President for Academic Affairs.

The staff dean responsible for Graduate Studies not only provides a major source of ideas and advice to the Vice President in these areas (as well as in other areas assigned as her/his areas of special responsibility, but also advises college deans based upon his/her observations in assisting faculty and departments to improve and enhance their programs. All decisions resulting from this advice and council must be processed using approved university

policies and procedures and must be approved by the responsible line administrator.

COLLEGE DEAN

The College Deans are directly responsible for:

1. Allocating resources to departments and monitoring and assuring that appropriate resources reach all approved programs, including graduate programs.
2. Developing, implementing, maintaining and monitoring College-wide policy and standards for graduate programs.
 - a. Faculty assignments
 - b. Thesis / project committee composition
 - c. Local thesis or project standards including creativity, originality, significance, analytical soundness, format and time limits
 - d. Standards for admission, advancement to candidacy, program completion and good standing.
 - e. Standards, policy and procedure for the implementation of comprehensive exams.
3. Developing, implementing, maintaining and monitoring college-wide procedures for record keeping, admissions, advancement to candidacy, degree completion, academic probation, disqualification and student grievances or complaints, and faculty governance of the graduate program, consistent with university-wide, CSU, and Title 5 policies, procedures and regulations.
4. Sharing responsibility for providing leadership for graduate program planning, innovation, change and implementation with the Dean for Research and Graduate Studies.
5. Assuring that graduate program interests are represented at the college level and that important issues about the programs as a whole be presented to the Office for Academic Affairs.

Representation at the college level may be accomplished by any system approved by the Dean after appropriate consultation. The college policy could accomplish these ends through clear inclusion of the responsibilities in the existing structure of department chairs and curriculum and personnel committees or could establish new structures such as separate councils and individuals responsible only for the graduate programs.

The College Dean may choose to delegate this authority and responsibility in a number of ways. The Dean may appoint a graduate coordinator for the college who will

assume some of the stated duties. The College Dean may delegate most of the responsibilities to the program graduate coordinators or department chairs. (There could be "graduate coordinators" at two levels within the college - one with college-wide responsibility, and others with responsibilities to individual programs.) The program coordinators or department chairs may (or may not) meet as a standing committee to consider graduate issues, and advise the College Dean of recommendations, which the Dean may choose to adopt and implement on a college-wide basis (depending upon the official college policy).

The College Dean has the personal responsibility to present issues related to the graduate program to the Office for Academic Affairs and to actively support resolution of the problems by appropriate university policies. He/she also has the responsibility to assure that the college policy exists to select a representative (or representatives) to the graduate advising committee (Graduate Council) for the Dean for Research and Graduate Studies and to assure that the policy includes appropriate faculty consultation in establishing the policy and selecting the individual(s).

DEAN FOR GRADUATE STUDIES

The Dean for Graduate Studies is directly responsible for:

1. Monitoring and assuring compliance with Title 5 and CSU standards for graduate programs.
2. Facilitating that portion of departmental program review associated with graduate programs, and advising ARAC of progress or concerns or issues involving resources in departments with graduate programs.
3. Advising the Vice President for Academic Affairs about graduate program needs (based upon his/her work with the departments, the college deans, and the advisory committees such as the Graduate Council).
4. Consulting with the college dean about possible changes and improvements in university, college, or departmental policies, procedures or priorities to improve the graduate programs.
5. Facilitating activity by the Graduate Council. The Graduate Council is responsible for advising the Graduate Dean on matters related to policy and procedures governing the graduate programs of the university. The

Graduate Council considers university-wide standards for graduate level work. In addition, the Graduate Council reviews proposals for new graduate programs, and advises both the Graduate Dean and the University Curriculum Committee regarding the merits of proposed graduate curricula. The Graduate Council is composed of two faculty (graduate coordinators and faculty who teach in the graduate program) and one student (master's candidate) from each college, representing the graduate programs of the college.

6. Developing, implementing, maintaining and monitoring University-wide policy, standards and procedures, in consultation with the Graduate Council.
 - a. applications and admissions
 - b. candidacy papers
 - c. petitions
 - d. leaves
 - e. theses and projects
 - f. probation and disqualification
7. Sharing responsibility for providing leadership for graduate program planning, innovation, change and implementation. Providing leadership in the development of sound university resource strategies for maintaining and initiating graduate programs.
8. Providing leadership in the development of extramural sources of support for graduate programs, their facilities and equipment, and graduate students.

DEPARTMENT CHAIR / GRADUATE COORDINATOR

Colleges and departments may choose to have the graduate programs represented by the department chair or may choose to have a graduate coordinator who represents and coordinates certain aspects of the program on behalf of the chair and communicates program needs to the chair and/or college dean following determined policies and procedures.

Department chairs have a responsibility to offer appropriate courses, adequately staffed and supported by facilities and equipment, for all programs of the department (including graduate programs).

Certain functions may be delegated by the college and department to graduate coordinators who may be given the responsibility to (1) advise students on entrance requirements, program requirements, policies and procedures; (2) maintain and monitor program policies

and standards; (3) coordinate faculty efforts in curriculum design, review and implementation; (4) keep the department chair and/or college dean informed of the resource needs of the graduate program; and/or (5) perform any other functions as determined by department and/or college policies.

FACULTY

Faculty have a multiple responsibility at Humboldt State University. An individual faculty member's skills may be called upon to teach in a number of different programs: undergraduate major, undergraduate service, elective, graduate major, etc.

Faculty responsibility for the graduate programs in their discipline includes development and review of curriculum, student advisement and mentoring, student evaluation, and setting and maintaining scholastic standards for both course work and theses, projects or comprehensive examinations. It is the faculty's responsibility to assess the adequacy of resources available to support the quality of the curriculum, and to advise the department chair (or graduate program coordinator) thereof. The faculty also participate in the development of policies and procedures in the graduate program through consultation with the department chair or graduate coordinator, college dean, and Office of Academic Affairs (through the graduate dean).

APPENDIX
PROPOSED RESPONSIBILITIES FOR ADMISSIONS, PETITIONS,
ADVANCEMENT TO CANDIDACY, THESIS (OR PROJECT)

Day to Day Responsibilities - Graduate Dean, College Dean,
Department:

The relationships between the levels of responsibility for graduate programs can also be described with examples from the day to day operation of the programs. The signature lines on various petitions, candidacy forms and theses give evidence of responsibility for graduate programs. The significance of a signature at each level is outlined below:

1. What do signatures on a graduate application mean?

a. Faculty

We have reviewed the applicant's qualifications and find that the applicant is adequately prepared to begin and complete master's level work in the particular discipline.

b. College Dean or College Graduate Coordinator

I recommend admission or denial of admission based on program or college-wide standards for GPA, test scores, letters, availability of a suitable adviser and courses in student's area of interest.

c. Graduate Dean / Dean for Admissions and Records

I admit this student upon the recommendation of the faculty and College Dean or Graduate Coordinator, and review of the applicant's qualifications under Title 5, CSU and University-wide standards.

2. What do signatures on petitions, and candidacy papers mean?

a. Faculty Committee members and department chair, thesis chair

We (each individually) approve (or disapprove) the contents based on their implications for the scholarly integrity of the student's program. Colleges and individual programs should establish policies and procedures assuring standards are clear, and whether committee judgement must be unanimous in this and other matters (e.g. thesis / project proposals and thesis / project).

b. Graduate Coordinator/Dean of College

I approve (or disapprove) the contents based on compliance with program or college-wide policies and standards regarding program, curricular requirements, time limits, program standards and/or policies.

c. Graduate Dean

I approve the contents based on compliance with Title 5, CSU and University-wide standards.

3. What do signatures on a thesis / project mean?

a. Faculty Committee Members and Thesis Chair

We have read the thesis (reviewed the project) and find it to be valid scholarship in this discipline of a significance deserving of recognition as master's level work. We recommend that the thesis (project) be approved.

b. Department Chair or Departmental Graduate Coordinator

I have reviewed the thesis / project and find that it meets or exceeds programmatic standards (e.g. creativity, originality, significance, analytical soundness, format, time limits) and I recommend that it be approved.

c. Graduate Coordinator/Dean - College level (if applicable)

I have reviewed the (thesis, project, body of work) and have found that it meets or exceeds the college standards for (e.g. creativity, originality, significance, analytical soundness, format, time limits), and I recommend that it be approved.

d. Graduate Dean

1. I have reviewed the faculty and graduate coordinator's recommendations and find them to be in compliance with Title 5, CSU, and University standards.
2. I have reviewed the thesis and find that it meets or exceeds university-wide standards for format and presentation, and that it is suitable for permanent archiving in our library.
3. I approve the thesis / project.

[The Graduate Dean should communicate to the College Dean any recurrent problems with

thesis quality or presentation so that college action can be taken to eliminate the problems.]

In summary, the Graduate Dean, the College Dean, and Department share responsibility for the development, maintenance, and enhancement of graduate education. The Graduate Dean advises, supports, and suggests changes in curricula, policies, and procedures to the department, the College Dean, and the Vice President for Academic Affairs. After appropriate consultation, changes in any of these elements occur using the usual approved college or Academic Affairs processes including the approval of the appropriate line administrator (College Dean or Vice President).