



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 6.60**  
**Date Approved: 01/30/15**  
**Date Amended:**  
**Reviewed w/no Changes:**  
**Office of Responsibility: Prov**  
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**SUBJECT: GRADUATE STUDIES: PERSONNEL AND CURRICULUM**

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**I. PURPOSE:**

- To establish a Mission for Graduate Studies at Southern Utah University
- To establish a Graduate Council and University Graduate Curriculum Committee (GC & UGCC) and describe its role, which is to support high quality graduate education.
- The Graduate Faculty of Southern Utah University supports graduate education in designing, delivering, and monitoring graduate curriculum

**II. REFERENCES:**

**SUU Policies and Procedures 6.0** Definition of Faculty  
**SUU Policies and Procedures 6.1** Leave, Rank and Tenure  
**SUU Policies and Procedures 6.3** Academic Rank  
**SUU Policies and Procedures 6.8** Development and Revision of Curriculum:  
Introduction  
**SUU Policies and Procedures 6.8.2** Undergraduate and Graduate Curriculum  
Development and Revisions – Proposing New Curriculum or Curriculum Changes  
**SUU Policies and Procedures 6.64** Graduate Studies: Student Appeals

**III. GRADUATE STUDIES MISSION**

The Southern Utah University graduate school provides accessible and affordable professional education within a private institution atmosphere. The School offers unique and rigorous graduate education in a dynamic and personalized environment. Our programs enhance career opportunities and increase critical thinking, communication, and leadership skills while promoting integrity and empathy.

**IV. GRADUATE COUNCIL AND UNIVERSITY GRADUATE CURRICULUM COMMITTEE**

**A. Members:**

Voting Members. Each academic program that offers a graduate degree as defined by the Board of Regents will have one graduate faculty member serve as a voting member of the Graduate Council and University Graduate



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Curriculum Committee. The Dean of Graduate Studies will vote on Graduate Council.

- B. The Dean of Graduate Studies will be the chair of the Graduate Council and the Associate Provost will chair the University Graduate Curriculum Committee.
- C. Appointment of Members. Members of the Graduate Council and University Graduate Curriculum Committee will be appointed by each academic dean, with recommendation by the academic department chairs. Appointments are made in the spring for a term of three years. Newly appointed members will begin service at the beginning of the subsequent fall semester. Terms of members will be staggered. If a member is unable to complete a term, a replacement will be appointed according to the procedures described above for appointing faculty to the Council.
- D. Responsibilities. The Graduate Council and University Graduate Curriculum Committee will:
1. Advise the Dean of Graduate Studies on matters of graduate education, including:
    - a. Curriculum and policy requests at the graduate level;
    - b. Proposals for new graduate degree programs;
    - c. Appointments to or removal from graduate faculty membership, including temporary appointments to the graduate faculty, as requested by the Dean of Graduate Studies;
    - d. Committees to further graduate education;
    - e. Proposed graduate degrees to be taken to the Deans Council.
  2. Mentor faculty and departments who are developing new graduate degrees.
  3. Undertake special assignments as directed by the Dean of Graduate Studies or the Provost.



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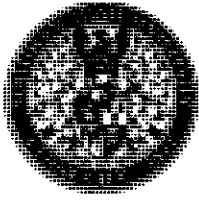
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- E. Meetings. Meetings of the Graduate Council and University Graduate Curriculum Committee will be held during the academic year (September-May) as determined by the Dean of Graduate Studies.

**V. GRADUATE FACULTY**

- A. Eligibility. All full-time faculty members, academic administrators, and adjunct instructors are eligible to be members of the Graduate Faculty or Associate Graduate Faculty.
- B. Appointment. The Dean of Graduate Studies appoints members to the Graduate Faculty, following recommendations from the academic deans. The academic college/school may grant initial graduate faculty status to a faculty member being hired (either full-time or adjunct) who meets the criteria specified in paragraph C below.
- C. Appointment Criteria. To qualify to be a member of the Graduate Faculty, a full-time faculty member or academic administrator with faculty status must have as a minimum:
1. An earned terminal degree in an appropriate discipline
  2. Demonstrated recent effective teaching, (which may be waived for those who have no prior teaching experience) as determined by individual college/school graduate committees,
  3. A continuing record of scholarship as defined in Policy 6.1 as determined by individual college/school graduate committees,
  4. Demonstrate a continuing record of service as determined by individual college/school graduate committees, and
  5. Exhibit exemplary collegiality as determined by individual college/school graduate committees based on available evidence.
  6. Adjunct instructors are not eligible to be appointed as graduate faculty members.



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To qualify to be an associate member of the Graduate Faculty, a full-time faculty member or adjunct instructor must have as a minimum:

1. A masters degree in the discipline in which he/she will be teaching,
2. Demonstrated recent effective teaching, (which may be waived for those who have no prior teaching experience) as determined by individual college/school graduate committees,
3. Recent and significant relevant work-related experience, continuing professional education, or other criteria as determined by the academic dean that demonstrates the individual is current in the area in which he/she will be teaching.
4. Demonstrate a continuing record of service as determined by individual college/school graduate committees (which may be waived for those who have no prior teaching experience), and
5. Exhibit exemplary collegiality as determined by individual college/school graduate committees (which may be waived for those who have no prior teaching experience).

D. **Activities of Graduate Faculty.** Full members of the Graduate Faculty may serve on the Graduate Council, teach graduate courses in their respective department/program, serve on advisory (including thesis) committees of graduate students including being the chair of such committees, and participate in other matters concerning graduate education within their respective college/school and the University. Associate members of the Graduate Faculty may teach graduate courses in their respective department/program, and serve on advisory (including thesis) committees of graduate students. Associate members of the graduate faculty may be invited to teach Capstone courses by a department chair and with the approval of the College/School Dean and the Dean of Graduate Studies.

E. **Individual College/School Specific Graduate Faculty Requirements**

1. Prior to the appointment of graduate faculty and every three years thereafter, graduate faculty in each college/school develops/reviews specific requirements for graduate faculty eligibility for teaching, scholarship, service and collegiality.



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2. The Graduate Dean and Graduate Council approve newly developed college/school graduate faculty requirements and reapprove existing requirements every three years.
- F. Review of Graduate Faculty Status
1. The Dean of Graduate Studies and Graduate Council reviews full-time faculty and adjunct instructors for Graduate Faculty status every three years to assure that individual college/school graduate faculty requirements are consistently and fairly applied within each college/school.
  2. On a yearly basis, deans of the respective colleges/schools in conjunction with graduate directors, and if necessary department chairs, evaluate eligible faculty, academic administrators, adjunct instructors to determine which college/school requirements have been met, and whether meeting the requirements qualify the individual for full or associate graduate faculty status. The annual FAAR for faculty members may be used to assist in this procedure. They then forward the recommendations to the Dean of Graduate Studies, who makes appointments as outlined in B above.