



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Establishment and Administration of Graduate Programs	<b>Policy Number</b>	658
<b>Section</b>	Academics	<b>Approval Date</b>	June 21, 2024
<b>Subsection</b>	Faculty	<b>Effective Date</b>	June 21, 2024
<b>Responsible Office</b>	Office of the Provost/Academic Affairs		

### 1.0 PURPOSE

1.1 This policy sets forth requirements and procedures for the establishment and administration of graduate programs and graduate committees.

### 2.0 REFERENCES

2.1 Utah Board of Higher Education Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports?*

2.2 Utah Board of Higher Education Policy R510 *Tuition*

2.3 UVU Policy 510 *Graduate Admissions and Continuation*

2.4 UVU Policy 524 *Graduate Program Credit and Graduation Requirements*

2.5 UVU Policy 605 *Curriculum Process*

2.6 UVU Policy 655 *Graduate Faculty*

### 3.0 DEFINITIONS

**3.1 Director of Graduate Studies:** The individual responsible for oversight of all UVU graduate programs and administration of university-level graduate policies, procedures, and processes.

**3.2 Discipline-based graduate program:** Programs in which 50% or more of the courses for the graduate degree or graduate certificate are contained in one academic department's curriculum.

**3.3 Graduate Council:** University-level committee that oversees all UVU graduate programs as defined in UVU Policy 655 *Graduate Faculty*.



**3.4 Graduate program director:** The individual responsible for the administration of one specific graduate program's academic procedures, processes, and associated university policies. This individual serves as chair of their graduate program committee.

**3.5 Graduate program committee:** A committee of individuals responsible for the oversight of one specific, established graduate program's procedures, processes, and associated university policies.

**3.6 Interdisciplinary graduate program development committees:** Committees tasked with developing and proposing new interdisciplinary graduate degrees, interdisciplinary graduate degree emphases, or interdisciplinary graduate certificate programs that involve course offerings from more than one college/school.

**3.7 Interdisciplinary graduate program:** Programs in which less than 50% of the courses for the graduate degree or graduate certificate are contained in one academic department's curriculum. For example, the Master of Education Program is an interdisciplinary program.

## 4.0 POLICY

### 4.1 Statement of Policy

**4.1.1** This policy establishes the governance and administrative structure for graduate programs. It lays out the responsibilities of the Director of Graduate Studies, graduate program directors, college/school graduate directors, graduate program committees, voting faculty, staff, and students serving on graduate program committees.

### 4.2 Scope of this Policy

**4.2.1** This policy applies to all Utah Valley University graduate programs.

### 4.3 Classification of Graduate Programs

**4.3.1** Graduate programs shall be categorized as either discipline-based graduate programs or interdisciplinary graduate programs.

**4.3.2** Interdisciplinary graduate programs, including graduate degrees, graduate degree emphases, or graduate certification programs must be offered by a school or college and may not be offered by a graduate studies interdisciplinary committee.

### 4.4 Duties of the Director of Graduate Studies

**4.4.1** The Director of Graduate Studies provides oversight of all UVU graduate programs and administration of university-level graduate policies, procedures, and processes.



4.4.2 The Director of Graduate Studies has the authority to establish and has oversight for graduate studies interdisciplinary committees.

#### **4.5 Duties and Reporting Line of Graduate Program Directors**

4.5.1 Graduate program directors are responsible for the oversight and administration of one specific graduate program's procedures, processes and related academic policies and serve as chair of their graduate program committee. Graduate program directors are elected by voting graduate faculty (see section 5.8) and shall serve terms of three years.

4.5.1.1 In extraordinary circumstances with the permission of the Provost and Director of Graduate Studies, a dean may appoint a faculty or staff member to be a college/school graduate director. The college/school graduate director shall report to the graduate program director(s) for administering procedures, processes, and related academic policies pertaining to graduate program committee responsibilities stated in sections 5.1, 5.2, and 5.3, The college/school graduate director shall also report to the dean or dean's designee for other administrative matters.

4.5.1.2 For graduate programs with specialized accreditation requirements, a dean with the approval of the Associate Provost for Academic Programs and Assessment may hire an external faculty candidate to be a graduate program director or appoint a faculty member to be a graduate program director. In making this determination, consideration should be given to the number and quality of graduate faculty eligible for this position.

4.5.2 Graduate program directors shall be full-time faculty members who have been approved by the Graduate Council as full, associate, or professional graduate faculty.

4.5.3 Department chairs may serve as graduate program directors only when required by specialized accreditation or when the graduate program is a stand-alone department. Deans, associate deans, assistant deans, and other full-time administrators or staff shall not serve as graduate program directors.

4.5.4 Graduate program directors for discipline-based graduate programs shall report directly to the department chair on all matters relating to graduate education in the program. The graduate program directors shall also report to the Director of Graduate Studies on all matters of university-level graduate policies, procedures, and processes.

4.5.5 Graduate program directors for interdisciplinary graduate programs shall report directly to the interdisciplinary graduate program's dean or the dean's associate dean or assistant dean designee on all matters relating to graduate education in the program. The graduate program directors shall also report to the Director of Graduate Studies on all matters of university-level graduate policies, procedures, and processes.



**4.5.6** For interdisciplinary programs involving multiple colleges/schools, the Provost has final authority for determining the graduate program director's reporting line to the dean.

**4.5.7** Graduate program directors shall oversee budgets and approve graduate program expenditures in their programs and shall ensure that program-budgeted funds are used solely to benefit the graduate programs they are designated for.

#### **4.6 Graduate Program Voting Faculty**

**4.6.1** Graduate faculty members of graduate program committees are elected by graduate program voting faculty.

**4.6.2** Voting faculty for a discipline-based graduate program consist only of full-time full, associate, and professional graduate faculty in the graduate program's discipline. (See Policy 655 for an explanation of full, associate, and professional graduate faculty status.)

**4.6.3** Voting faculty for an interdisciplinary graduate program consist only of full-time full, associate, and professional graduate faculty in the disciplines providing graduate faculty to teach courses for the graduate degree or certificate.

**4.6.4** Graduate program committee voting members include graduate faculty, students and staff as selected in accordance with sections 5.4, 5.5, and 5.6.

#### **4.7 Duties of Graduate Program Committees**

**4.7.1** Interdisciplinary and discipline-based graduate program committees review and approve actions for existing graduate programs (see sections 5.1, 5.2, and 5.3).

**4.7.2** The graduate program director shall serve as the chair of the graduate program committee.

#### **4.8 Duties of Interdisciplinary Graduate Program Development Committees**

**4.8.1** Under the oversight of the Director of Graduate Studies and the appropriate deans, interdisciplinary graduate program development committees design and propose new interdisciplinary graduate degrees, interdisciplinary graduate degree emphases, or interdisciplinary graduate certificate programs that involve course offerings from more than one college/school for review/approval in accordance with UVU Policy 605 *Curriculum Process*.

**4.8.2** The Director of Graduate Studies, in consultation with the appropriate deans, may formally appoint interdisciplinary graduate program development committees at the request of graduate faculty. Graduate interdisciplinary program development committee membership is limited to members of the graduate faculty within each discipline in the proposed graduate program.



**4.8.3** These appointed faculty serve as the interdisciplinary graduate program development committee members and are responsible for nominating a chair and voting to select additional members.

**4.8.4** An interdisciplinary graduate program development committee may initiate development of a new interdisciplinary graduate degree, graduate degree emphasis, or graduate certificate programs. After the graduate degree, graduate degree emphasis, or graduate certificate program receives final approval in accordance with UVU Policy *605 Curriculum Process*, the originating interdisciplinary graduate program development committee shall become the initial interdisciplinary graduate program committee where a graduate program committee does not already exist.

**4.8.5** Interdisciplinary graduate program development committees are generally established by the Director of Graduate Studies for a period of up to three years. Continuation beyond a period of three years is at the discretion of the Director of Graduate Studies and based on recommendation from the members of the graduate interdisciplinary program development committee.

#### **4.9 Graduate Program Scheduling**

**4.9.1** Department chairs, not graduate program directors, schedule graduate courses and assign graduate faculty to teach graduate courses (see section 5.1.1.4).

### **5.0 PROCEDURES**

#### **5.1 Graduate Program Committee Responsibilities for Programs**

**5.1.1** In their oversight of the academic quality of graduate programs, graduate program committees shall

**5.1.1.1** Oversee the quality of the graduate program, including graduate student admissions and continuation, course, and graduate program student learning outcomes, graduate faculty qualifications, and graduate faculty coverage of courses. The graduate program committee shall appoint members of the graduate program's appeals committee.

**5.1.1.2** Establish and assess each graduate program's student learning outcomes and review and comment on assessment reports prepared for the University and for specialized accreditation matters.

**5.1.1.3** Formally approve initial graduate programs and course offerings, as well as all substantive and non-substantive graduate curriculum and program changes. Any initial graduate curriculum offerings and changes approved by the graduate program committees must also be



approved by department faculty offering courses in the graduate program in accordance with UVU Policy 605 *Curriculum Process*, as well as in accordance with approved university curriculum guidelines.

**5.1.1.4** Formally recommend multi-year course offering schedules, as well as modifications to the schedules, after consulting with department chair(s) impacted by the schedules. Committees may also recommend graduate faculty to teach specific graduate courses. Department chairs shall be notified annually of updated recommended multi-year schedules and faculty to teach specific courses by the deadlines approved by the Graduate Council. Except for extraordinary circumstances, recommended schedule changes or faculty modifications shall be communicated to affected department chairs at least two months before initial scheduling deadlines for departments. While the graduate program committee makes scheduling recommendations, the department chair has final authority over scheduling and faculty assignments to balance graduate and undergraduate needs, manage faculty loads and times, and allocate classroom space. The department chair may delegate scheduling and faculty assignment authority.

## **5.2 Graduate Program Committee Responsibilities for Budgets and Planning**

**5.2.1** In their oversight of the budget and planning for graduate programs, graduate program committees shall

**5.2.1.1** Annually review graduate program budgets and ensure that expenditures are for graduate program needs. If the graduate program charges differential tuition, the committee shall review the program budget and expenditures to assess the use of differential graduate tuition in accordance with the Utah Board of Regents Policy R510 *Tuition*.

**5.2.1.2** Review and recommend expansion or contraction of graduate program enrollments, including the creation of new cohorts or the elimination of current cohorts, aligned with allocated resources, revenue projections, and enrollment targets.

**5.2.1.3** Review and recommend substantive changes in the graduate program location or delivery type. The college/school dean; Director of Graduate Studies; and Provost shall approve substantive changes to graduate program delivery type or location.

## **5.3 Graduate Program Committee Responsibilities for Enrollment Management, Admissions, and Financial Aid**

**5.3.1** In their oversight of enrollment management, admissions, and financial aid for graduate programs, graduate program committees shall

**5.3.1.1** Create and approve graduate program strategic enrollment management plans using the format and time frame approved by the Graduate Council and the Associate Provost for Academic Programs and Assessment. These plans shall include the enrollment goals provided



by the Budget Office and graduation goals of the programs. They shall also include prospective student marketing, student retention, and program resource plans. The marketing plans shall include graduate program awareness strategies, recruitment strategies, and communication strategies with prospective students from initial interest through application completion and admission notification. The retention plans shall include graduate student orientation, advising, persistence, retention, completion, and post-graduation strategies. The program resources plans shall include faculty, staff, and other budget support for the programs and requests for additional resources if needed. The Director of Graduate Studies shall assist with the development of strategic enrollment management plans upon requests from the graduate program directors.

**5.3.1.2** Create and approve graduate program strategic enrollment management annual reports that address the strategic enrollment management plans using the format and deadline approved by the Associate Provost for Academic Programs and Assessment. The annual reports shall include the enrollment and graduation goals of the programs, as well as the actual enrollment and graduation numbers achieved. The report shall include assessments of the strategic enrollment management marketing, retention, and resource plans and any changes made to the plans based on these assessments.

**5.3.1.3** After the graduate program directors submit the strategic enrollment management annual reports, the college/school deans shall provide annual dean reports on the programs' plans and annual reports. The deans shall state how they will address the resource needs of the programs.

**5.3.1.4** The strategic enrollment management plans, annual reports, and deans' annual reports shall be submitted using the system and by the deadlines approved by the Associate Provost for Academic Programs and Assessment. The strategic enrollment management plans, annual reports, and dean's annual reports shall be shared with the Graduate Council, Provost, Vice President of Student Affairs designees, Vice President of Planning, Budget, and Finance's designees, Vice President of Marketing and Communications designees, and others as determined by the Associate Provost for Academic Programs and Assessment.

**5.3.1.5** Create and approve graduate program admission, financial aid, and tuition waiver criteria and rubrics that at a minimum meet university requirements. The graduate program may establish admission, financial aid, and tuition waiver criteria and rubrics higher than the university minimum requirements. The Director of Graduate Studies and Director of Admissions shall also approve or disapprove graduate program admission criteria and rubrics. The Director of Graduate Studies and the Director of Financial Aid shall also approve or disapprove graduate program financial aid and tuition waiver criteria and rubrics.

**5.3.1.6** Review and formally approve criteria and processes for admission of graduate students into the graduate program in accordance with UVU Policy 510 *Graduate Admissions and Continuation*.



**5.3.1.7** Select members of the graduate program admission committee with as varied disciplinary and experiential backgrounds as practicable. Graduate program committee members may serve on the graduate program admission committee if selected. The graduate program admission committee will review applications according to stated criteria and make a formal admissions decision in each case. Rather than acting on every application, the graduate program admission committee can determine a set of minimum criteria and then allow a staff member or administrator, such as the graduate program director or college/school graduate director, to apply those criteria, referring exceptional or borderline cases to the graduate program admission committee.

**5.3.1.8** Initiate appeals to the Graduate Council Appeals Committee for graduate program applicants who do not meet university minimum requirements for graduate student admission but whom the committee would nonetheless like to admit in accordance with UVU Policy 510 *Graduate Admissions and Continuation*.

**5.3.1.9** Consider graduate student leave of absence requests in accordance with UVU Policy 510 *Graduate Admissions and Continuation*. The graduate program committee may delegate this authority to the graduate program director or college/school graduate director.

**5.3.1.10** Consider written appeals for graduate students suspended from the graduate program for failing to maintain a 3.0 GPA in accordance with UVU Policy 510 *Graduate Admissions and Continuation*.

**5.3.1.11** Evaluate graduate transfer credit in accordance with UVU Policy 524 *Graduate Program Credit and Graduation Requirements*.

**5.3.1.12** Develop and oversee a job placement strategy for graduates of the graduate program, as applicable.

#### **5.4 Graduate Faculty Appointments to Graduate Program Committees**

**5.4.1** The Faculty Senate service and elections committee shall conduct the nomination process and the election for graduate program committee members. Elections shall typically be held in the spring. Newly elected members shall typically begin service at the start of the subsequent fall semester and shall serve for a term of three years.

**5.4.2** Graduate program voting faculty shall determine the number of graduate faculty serving on the graduate program committee. A graduate program committee shall have at least three faculty members in addition to the graduate program director. If a graduate program does not have three graduate faculty, graduate faculty from other graduate programs will be selected to serve.

**5.4.3** Graduate faculty members shall be nominated for the graduate program committee by the full-time faculty members in their discipline for discipline-based graduate programs or in their





disciplines for interdisciplinary graduate programs. In the case of interdisciplinary graduate programs, each discipline participating in the graduate program should be represented on the graduate program committee in approximate proportion to the percentage of courses taught by discipline faculty in the graduate program. Policy 655 covers UVU policies and procedures for receiving full, associate, and professional graduate faculty status.

**5.4.4** A minimum of two-thirds of the graduate program committee's voting members shall be graduate faculty.

### **5.5 Graduate Students' Appointment to Graduate Program Committees**

**5.5.1** Where possible, graduate program committees should include one graduate student representative. At the discretion of the graduate program faculty, graduate program committees may have more than one graduate student representative, who shall have voting rights. The student representative(s) shall not participate in closed sessions of the committee.

**5.5.2** Faculty serving on the graduate program committee may appoint student representative(s) to the graduate program committee.

**5.5.3** Student representatives shall not vote on graduate program closed committee matters.

### **5.6 Staff and Administrative Appointments to Graduate Program Committees**

**5.6.1** Graduate program committees may include one staff member on the graduate program committee. The graduate program committee shall determine the voting rights of the staff member regarding committee actions.

**5.6.2** Faculty serving on the graduate program committee may appoint a staff member to the graduate program committee.

**5.6.3** The graduate program's dean may serve as an ex-officio non-voting member of the graduate program committee or the dean may appoint one associate dean, assistant dean, or college/school graduate director to serve as an ex-officio non-voting member of the graduate program committee.

### **5.7 Meetings of the Graduate Program Committees**

**5.7.1** Graduate program committee meetings shall be determined by the committee chair.

**5.7.2** Graduate program committee members shall be elected only by the full-time faculty members in their academic discipline for discipline-based graduate programs or in the related academic disciplines for interdisciplinary graduate programs. Graduate program committee members shall serve staggered three-year terms.



**5.7.3** Graduate program committees may have closed meeting sessions that exclude graduate student members to discuss items in sections 5.3.1.3 through 5.3.1.7, as well as any graduate program application or student concerns that may be governed by FERPA. The closed sessions may be used to discuss concerns about individual graduate faculty. The closed sessions may also be used to discuss other sensitive matters where disclosure outside the committee would not be appropriate.

**5.7.4** The graduate program director shall prepare and share graduate program meeting agendas and supplemental documents with the graduate program committee and the graduate program faculty prior to the committee meetings.

**5.7.5** Meeting minutes for the open portion of graduate program meetings shall be shared with all graduate program faculty after the graduate program committee approves the minutes.

## **5.8 Election of Graduate Program Directors**

**5.8.1** The Faculty Senate service and elections committee shall conduct the nomination process and election for graduate program directors.

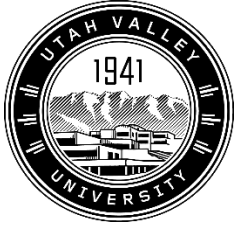
**5.8.1.1** The Faculty Senate service and elections committee shall notify the college/school dean and the Director of Graduate Studies when the nomination process will begin for graduate program director and of the results of the graduate program director election.

**5.8.2** Graduate program directors shall serve terms of three years. Graduate program directors may be elected to serve additional terms through the election procedures outlined in section 5.8.

**5.8.3** When necessary, an interim graduate program director may be selected. An interim graduate program director serves only until a graduate program director is elected and shall serve no more than one year, except in extraordinary circumstances. The procedure for selecting an interim graduate program director is the same as for selecting a regular graduate program director.

**5.8.4** For proposed programs that have qualified graduate faculty to lead them and for existing graduate programs, graduate program directors shall be nominated and elected by the full-time graduate faculty members in their academic department for discipline-based graduate programs or for interdisciplinary graduate programs. The Director of Graduate Studies and the dean of the college/school shall provide final approval or disapproval of the elected candidate (see section 5.4).

**5.8.5** If the Director of Graduate Studies and/or dean of the college/school disapproves the program director selection, the Director and/or dean shall explain their disapproval to the program's graduate faculty. If the Director of Graduate Studies and/or dean of the college/school disapproves the program director selection, the election process shall be repeated.



**5.8.6** For proposed graduate programs that do not have program-qualified faculty to lead them, the college/school dean, with the approval of the Director of Graduate Studies, shall hire a graduate program director to develop the program and to serve as graduate program director for the first three years of program implementation. The majority of the search committee members for this hire shall be graduate program faculty. If there is not a sufficient number of graduate program faculty for the search committee, graduate faculty from other graduate programs shall be used on the search committee.

**5.8.7** After the graduate program has been running for three years or at the resignation of the initial graduate program director, whichever occurs first, the graduate program director shall be selected in accordance with sections 4.5.1 and 5.8. The graduate program director shall then begin serving at the beginning of the fourth year of graduate program operation or after the initial program director's resignation date, whichever occurs first.

### **5.9 Graduate Program Director Departure**

**5.9.1** A graduate program director seeking to resign from their position as graduate program director must notify the Director of Graduate Studies and the college/school dean in writing. Absent exigent circumstances, the outgoing graduate program director will not be relieved of duties until a new or interim graduate program director is selected.

**5.9.2** Dismissal of the graduate program director may be initiated in one of four ways:

- 1) The graduate program's faculty may submit a written recommendation of dismissal, containing a detailed explanation of the reasons in support of dismissal, to the Director of Graduate Studies, the dean of the college/school, and the Provost.
- 2) The dean of the college/school may submit a written recommendation of dismissal, containing a detailed explanation of the reasons in support of dismissal, to the graduate program faculty, the Director of Graduate Studies, and the Provost.
- 3) The Director of Graduate Studies may submit a written recommendation of dismissal, containing a detailed explanation of the reasons in support of dismissal, to the graduate program faculty, the dean of the college/school, and the Provost.
- 4) The Provost may submit a written recommendation of dismissal, containing a detailed explanation of the reasons in support of dismissal, to the graduate program faculty, the dean of the college/school, and the Director of Graduate Studies.

**5.9.3** The final decision regarding the dismissal of a graduate program director resides with the Provost.



**5.9.4** Dismissal from the role of graduate program director does not affect the faculty member's academic standing, including consideration for tenure or rank advancement.

### **5.10 Graduate Program Director Responsibilities**

**5.10.1** Graduate program directors and college/school graduate directors are responsible for administering graduate program committee decisions in the areas described in sections 5.1, 5.2, 5.3. They are also responsible for administering oversight of operations of the graduate program, which the graduate program director or college/school graduate director can delegate as appropriate.

**5.10.2** Graduate program director annual reviews shall be conducted by the department chair for discipline-based graduate programs and the dean or dean's associate dean or assistant dean designee for interdisciplinary graduate programs. Graduate program director reviews are separate and in addition to annual faculty reviews.

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>
February 23, 2023	New policy approved.	UVU Board of Trustees
June 21, 2024	Limited scope revisions approved through regular policy process.	UVU Board of Trustees