



UTAH VALLEY UNIVERSITY

Policies and Procedures

Proposed Policy Number and Title:	658 Establishment and Administration of Graduate Programs
Existing Policy Number and Title: Not applicable	
Approval Process*	
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency
<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension
LIMITED SCOPE	Anticipated Expiration Date:
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.	

Draft Number and Date:	Stage 2, February 13, 2024	
President's Council Sponsor:	Wayne Vaught, Provost	Ext. _____
Policy Steward:	Jim Bailey	Ext. _____

POLICY APPROVAL PROCESS DATES	
Policy Drafting and Revision Entrance Date: 2/13/2025	POST APPROVAL PROCESS Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update
University Entities Review Entrance Date: 2/13/2025 Close Feedback: 4/10/2025	
University Community Review Entrance Date: _____ Open Feedback: _____ Close Feedback: _____	Policy Office personnel who verified and posted this policy to the University Policy Manual Name: _____ Date posted and verified: _____
Board of Trustees Review Entrance Date: _____ Approval Date: _____	



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POLICY TITLE	Establishment and Administration of Graduate Programs	Policy Number	658
Section	Academics	Approval Date	
Subsection	Faculty	Effective Date	
Responsible Office	Office of the Provost/Academic Affairs	Last Review	

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 State Board of Regents² Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports?*

2.2 Utah State Board of Regents² 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 College/School Graduate Director: The individual responsible for supporting graduate programs' academic procedures, processes, and associated university policies in one college or school.

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



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

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

3.43.5 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.

3.53.6 Graduate program committee: A committee of individuals responsible for the oversight of one specific, established graduate program ~~in accordance with's procedures, processes, and associated~~ university policies, procedures, guidelines, and processes.

3.63.7 Interdisciplinary graduate program development committees: Committees tasked with developing and proposing new interdisciplinary graduate degrees, interdisciplinary graduate degree emphases, or interdisciplinary graduate certificate programs where no more than 50% of proposed that involve course offerings will be offered from ~~more than~~ one college/school.

3.8 Interdisciplinary graduate program: Programs in which no more~~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.



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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 an ~~un-graduate studies~~ interdisciplinary graduate program development 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.

~~4.5.4.4.2~~ The Director of Graduate Studies has the authority to establish and has oversight for ~~graduate studies~~ interdisciplinary graduate program development committees.

~~4.6.4.5~~ Duties and Reporting Line of Graduate Program Directors

~~4.6.14.5.1~~ 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.

~~4.6.1.14.5.2~~ 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~~ supports 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~~. The college/school graduate director shall also indirectly report to the Director of Graduate Studies on all matters of university-level graduate policies, procedures, guidelines, and processes.

~~4.6.1.24.5.3~~ 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.~~

~~4.6.24.5.4~~ Graduate program directors shall be ~~full-time faculty~~ tenured or tenure-track faculty members who have been approved by the Graduate Council as ~~full, associate, or professional~~ graduate faculty. Full-time non-tenure track graduate faculty may serve as graduate program directors with the written permission of the Provost's office.

~~4.6.34.5.5~~ 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,



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associate deans, assistant deans, and other full-time administrators or staff shall not serve as graduate program directors.

4.6.44.5.6 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.

4.6.54.5.7 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.

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

4.6.74.5.9 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.

4.74.6 Graduate Program Voting Faculty

4.7.14.6.1 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 consists only of ~~full-time 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.)

~~4.8~~

~~4.9 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.~~

4.6.3 Voting faculty for an interdisciplinary graduate program consists only of full-time graduate faculty in the disciplines providing graduate faculty to teach courses for the graduate degree or certificate.

~~4.10 Graduate program committee voting members include graduate faculty, students and staff as selected in accordance with sections 5.4, 5.5, and 5.6.~~



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4.6.4 Graduate program committee voting members include tenured or tenure-track graduate faculty, students and staff as selected in accordance with sections 5.4, 5.5, and 5.6. Full-time non-tenure track graduate faculty may serve as voting members on graduate program committees with the written permission of the Provost's office. Adjunct graduate faculty members and graduate faculty clinical members are not permitted to serve on graduate program committees.

4.11.14.7 Duties of Graduate Program Committees

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

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

4.8 Duties of Interdisciplinary Graduate Program Development Committees

4.12.4.8.1

4.12.4 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 where no more than 50% of the proposed course offerings will be offered from more than one college/school for review/approval in accordance with UVU Policy 605 Curriculum Process.

4.12.24.8.2 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. Interdisciplinary gGraduate ~~interdisciplinary~~ program development committee membership is limited to members of the graduate faculty within each discipline in the proposed graduate program.

4.12.34.8.3 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.

4.12.44.8.4 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



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originating interdisciplinary graduate program development committee shall become the initial interdisciplinary graduate program committee where a graduate program committee does not already exist.

4.12.54.8.5 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.

4.13.9 Graduate Program Scheduling

4.13.14.9.1 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.

5.25.1.1.4 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



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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. Normally, adjunct graduate faculty should not teach more than one-third of the graduate courses scheduled for the graduate degree or certificate program. If a program needs to exceed this threshold, the graduate program director needs to get approval from the dean who shall forward the approval documentation to the Senior Associate Provost."

5.3.5.2 Graduate Program Committee Responsibilities for Budgets and Planning

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

5.3.1-15.2.1.1 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*.

5.3.1-25.2.1.2 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.

5.3.1-35.2.1.3 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.

5.45.3 Graduate Program Committee Responsibilities for Enrollment Management, Admissions, and Financial Aid

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

5.5.1-15.3.1.1 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,



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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.

5.5.1.25.3.1.2 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.

5.5.1.35.3.1.2.1 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.

5.5.1.45.3.1.2.2 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.

5.5.1.55.3.1.3 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.

5.5.1.65.3.1.4 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.

5.65.3.1.5 Select members of the graduate program admission committee—~~using with as varied disciplinary and experiential backgrounds as practicable~~~~diversity principles~~.—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



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256 staff member or administrator, such as the graduate program director or college/school graduate
257 director, to apply those criteria, referring exceptional or borderline cases to the graduate program
258 admission committee.

259 [5.6.1.15.3.1.6](#) Initiate appeals to the Graduate Council Appeals Committee for graduate program
260 applicants who do not meet university minimum requirements for graduate student admission but
261 whom the committee would nonetheless like to admit in accordance with UVU Policy 510
262 *Graduate Admissions and Continuation*.

263 [5.6.1.25.3.1.7](#) Consider graduate student leave of absence requests in accordance with UVU
264 Policy 510 *Graduate Admissions and Continuation*. The graduate program committee may
265 delegate this authority to the graduate program director or college/school graduate director.

266 [5.7.5.3.1.8](#) Consider written appeals for graduate students suspended from the graduate program
267 for failing to maintain a 3.0 GPA in accordance with UVU Policy 510 *Graduate Admissions and*
268 *Continuation*.

269 [5.7.1.15.3.1.9](#) Evaluate graduate transfer credit in accordance with UVU Policy 524 *Graduate*
270 *Program Credit and Graduation Requirements*.

271 [5.7.1.25.3.1.10](#) Develop and oversee a job placement strategy for graduates of the graduate
272 program, as applicable.

273 [5.8.5.4](#) Graduate Faculty Appointments to Graduate Program Committees

274 [5.8.15.4.1](#) The Faculty Senate service and elections committee shall conduct the nomination
275 process and the election for graduate program committee members. Elections shall typically be
276 held in the spring. Newly elected members shall typically begin service at the start of the
277 subsequent fall semester and shall serve for a term of three years.

278 [5.8.25.4.2](#) Graduate program voting faculty shall determine the number of graduate faculty
279 serving on the graduate program committee. A graduate program committee shall have at least
280 three faculty members in addition to the graduate program director. If a graduate program does
281 not have three graduate faculty, graduate faculty from other graduate programs will be selected
282 to serve.

283 [5.8.35.4.3](#) Graduate faculty members shall be nominated for the graduate program committee by
284 the full-time faculty members in their discipline for discipline-based graduate programs or in
285 their disciplines for interdisciplinary graduate programs. In the case of interdisciplinary graduate
286 programs, each discipline participating in the graduate program should be represented on the
287 graduate program committee in approximate proportion to the percentage of courses taught by
288 discipline faculty in the graduate program. Policy 655 covers UVU policies and procedures for
289 receiving [full](#), [associate](#), [academic](#) and professional graduate faculty status.



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290 **5.8.45.4.4** A minimum of two-thirds of the graduate program committee's voting members shall
291 be graduate faculty.

292 **5.9.5.5 Graduate Students' Appointment to Graduate Program Committees**

293 **5.9.15.5.1** Where possible, graduate program committees should include one graduate student
294 representative. At the discretion of the graduate program faculty, graduate program committees
295 may have more than one graduate student representative, who shall have voting rights. The
296 student representative(s) shall not participate in closed sessions of the committee.

297 **5.9.25.5.2** Faculty serving on the graduate program committee may appoint student
298 representative(s) to the graduate program committee.

299 **5.9.35.5.3** Student representatives shall not vote on graduate program closed committee matters.

300 **5.10.5.6 Staff and Administrative Appointments to Graduate Program Committees**

301 **5.10.15.6.1** Graduate program committees may include one staff member on the graduate
302 program committee. The graduate program committee shall determine the voting rights of the
303 staff member regarding committee actions.

304 **5.10.25.6.2** Faculty serving on the graduate program committee may appoint a staff member to
305 the graduate program committee.

306 **5.10.35.6.3** The graduate program's dean may serve as an ex-officio non-voting member of the
307 graduate program ~~committee~~committee, or the dean may appoint one associate dean, assistant
308 dean, or college/school graduate director to serve as an ex-officio non-voting member of the
309 graduate program committee.

310 **5.11.5.7 Meetings of the Graduate Program Committees**

311 **5.11.15.7.1** Graduate program committee meetings shall be determined by the committee chair.

312 **5.11.25.7.2** Graduate program committee members shall be elected only by the full-time faculty
313 members in their academic discipline for discipline-based graduate programs or in the related
314 academic disciplines for interdisciplinary graduate programs. Graduate program committee
315 members shall serve staggered three-year terms.

316 **5.11.35.7.3** Graduate program committees may have closed meeting sessions that exclude
317 graduate student members to discuss items in sections 5.3.1.3 through 5.3.1.7, as well as any
318 graduate program application or student concerns that may be governed by FERPA. The closed
319 sessions may be used to discuss concerns about individual graduate faculty. The closed sessions
320 may also be used to discuss other sensitive matters where disclosure outside the committee
321 would not be appropriate.



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5.11.45.7.4 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.

5.11.55.7.5 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.

5.12 Election of Graduate Program Directors

~~**5.12.1** The Faculty Senate service and elections committee shall conduct the nomination process and election for graduate program directors.~~

5.8

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

~~**5.8.2**~~ ~~**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.

~~**5.12.25.8.3**~~ 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.

~~**5.12.35.8.4**~~ 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.

~~**5.12.45.8.5**~~ 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).

~~**5.12.55.8.6**~~ 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.



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5.12.65.8.7 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.

5.12.75.8.8 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.

5.13.9 Graduate Program Director Departure

5.13.15.9.1 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~~extenuating circumstances, the outgoing graduate program director will not be relieved of duties until a new or interim graduate program director is selected.

5.13.25.9.2 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.

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

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



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5.14.5.10 Graduate Program Director Responsibilities

5.14.15.10.1 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, and 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.

5.14.25.10.2 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.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
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

○ EXECUTIVE SUMMARY:

Policy 658 *Establishment and Administration of Graduate Programs*

Date:	January 28, 2025
Sponsor:	Wayne Vaught
Steward(s):	Jim Bailey
Policy Process:	Regular
Policy Action:	Revision--Limited Scope
Policy Office Editor:	Cara O’Sullivan
Embedded Attorney:	Jeremy Knee

Issues/Concerns (including fiscal, legal, and compliance impact):

Proposed changes in graduate faculty definitions in Policy 655 *Graduate Faculty* need to be reflected in Policy 658.

Suggested Changes:

1. Change graduate faculty terminology in Policy 658 to match the proposed definitions in Policy 655.
2. Add definition of college/school graduate director and refine college/school director reporting lines.
3. State service role of full-time non-tenure track faculty in graduate programs.
4. Change language for selection of graduate program admission committee.
5. Provide clarifying language in several policy sections.

Requested Approval from President’s Council: Stage 1 and Stage 2 and Bundle with Policy 655-Graduate Faculty.

Proposed Drafting Committee: Jim Bailey, Laurie Sharp, Jeff Williams, Mohamed Lotfy, Nicole Gearing, Jeffrey O’Flynn, Christine Walker, David McEntire, Malissa Brooks, Aliny Xavier.

Target Date for Stage 1 Draft to Enter Stage 2: 2/13/2025

Target Date for Board of Trustees Review: 6/18/2024

Projected Timeline: [Leave blank. To be filled in by the Policy Office.]
