Policy AA-UA-PO4

Organization

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I. Section 4-301 Officer

The Dean of Graduate Studies shall be the presiding officer of the Graduate Faculty and shall have authority to call meetings and appoint Graduate Faculty committees.

II. Section 4-302 Graduate Faculty Meetings

The Dean of Graduate Studies may call a meeting of the Graduate Faculty. The Dean of Graduate Studies shall also call a meeting upon receipt of a petition signed by at least ten percent of the members of the Graduate Faculty.

III. Section 4-303 Graduate Assembly

A. Function

The Graduate Faculty shall exercise its legislative functions through the Graduate Assembly. This body shall be responsible for formulating policies concerned with academic aspects of the graduate programs and furthering the development of the graduate programs. Authority for matters of concern to the entire institution or system, such as the calendar, etc., will reside with the Undergraduate Assembly or the Faculty Senate, as elsewhere provided in the Handbook of Operating Procedures.

B. Structure

1. The Graduate Assembly will consist of elected members, with vote, chosen from among the full members of the Graduate Faculty and from among the graduate students, and ex officio members, without vote. Ex officio members will include the Chancellor, the Executive Vice Chancellor for Academic Affairs, the President, the Provost, the Vice President for Research and the Dean of Graduate Studies, the academic deans and directors, and the Director of Libraries. The Chair of the Graduate Student Council shall also serve as a voting member of the Graduate Assembly.
2. The Graduate Assembly shall elect a chair, a chair pro tempore, and secretary from its voting members. Standing committees of the Graduate Assembly will include a Committee on Graduate Students, a Committee on Graduate Program Policy, and a Committee on Graduate Program Review. The Assembly may create such other standing or ad hoc committees as are necessary. The Graduate Assembly shall establish such procedures as are necessary for it to fulfill its function. All legislation except emergency legislation requires approval of the Dean of Graduate Studies, the Provost, and the President or other approvals as may be required by System Administration or Regents' Rules and Regulations before it becomes effective. Legislation classified by the Assembly as emergency shall be in effect immediately on passage and until disapproved by the Dean of Graduate Studies, the Provost, the President, the Chancellor, the Executive Vice Chancellor for Academic Affairs, or the Board of Regents.

3. Apportionment of the Assembly

   a. The assembly shall be apportioned every third year beginning September, 1997. No member shall serve more than two consecutive three-year terms.

   b. Each College of the University shall be apportioned three members, elected for three-year staggered terms.

   c. Each School, Institute, or Center (not otherwise composed of faculty of larger academic units) shall be apportioned one temporary member upon conclusion of its initial semester of approved graduate-level program offerings. This member shall serve until the next regular apportionment year.

   d. Should the annual weighted graduate credit hour production of any School, Institute or Center increase to equal that of any College for the two long semesters prior to January 1 of the apportionment year, that School, Institute, or Center shall be apportioned two members, elected for two or three-year terms, as appropriate to ensure staggered terms. All subsequent elections will be for three-year terms.

   e. Should the annual weighted graduate credit hour production of any School, Institute, or Center increase to equal the average of all Colleges' annual production for the two long semesters prior to January 1 or the apportionment year, that School, Institute or Center shall be apportioned three members, elected for three-year staggered terms. However, the initial appointment of a third representative shall be for a one-two or three-year term, as appropriate to ensure staggered terms. All subsequent elections will be for three-year terms.

   f. Data used for computation of seat apportionment will be the number of weighted graduate credit hours for the two long semesters prior to January 1 of the apportionment year. For purposes of apportionment, masters-level credit hours are
defined as equal to three undergraduate credit hours; doctoral-level credit hours as equal to ten undergraduate credit hours.

g. Seats apportioned to Schools, Institutes and Centers may be lost as a result of the apportionment process. In such cases, the representative with the fewest years remaining on his/her term shall lose his/her seat.

4. Eligibility for Election

Any full member of the Graduate Faculty is eligible to serve on the Graduate Assembly provided that (1) he/she has not served two immediately prior consecutive terms and (2) he/she is not currently serving as representative to Faculty Senate or the Undergraduate Assembly.

5. Election Procedures

The secretary of the Assembly shall inform the appropriate dean or director of a College, School, Institute or Center of pending vacancies during the fall semester of the expiring appointment or reapportionment year. All elections will occur during spring semesters. The dean or director shall solicit nominations and conduct the election, either by written ballot or at a meeting of the Graduate Faculty.

6. Vacancies

Any vacancy occurring (by death, resignation, removal or otherwise) shall be filled by a special election in the appropriate College, School, Institute or Center. The replacement representative will complete the unexpired term. A replacement term of less than two years will not count against the two consecutive term limit.

C. Officers

1. Election of Officers

The Graduate Assembly shall elect a chair, chair pro tempore, and a secretary from its voting members.

Elections shall take place at the last meeting of the spring semester in even-numbered years. The term of office shall be for no more than two years but not beyond the termination of his/her membership in the Assembly. To be elected to any office, a member must have completed at least one year of service on the Assembly. No person may serve more than two full terms in succession in any office. Election shall be by majority vote of all members present. The Dean of Graduate Studies shall preside over the election of the chair. A nominee must agree to serve for his/her name to be on the ballot. If a vacancy occurs in the office of chair, the chair pro tem shall fill the unexpired term. If a vacancy occurs in the office of chair pro tem or secretary, the unexpired term shall be filled by special election.
2. Duties of Officers

a. Chair: The chair shall perform the normal duties of chairperson, including the following:

i. preside over meetings of the Assembly, casting the deciding vote as necessary;

ii. represent the Graduate Assembly at meetings of the Undergraduate Assembly;

iii. conduct the election of chair pro tem and secretary of the Assembly; and

iv. in consultation with the Dean of Graduate Studies, appoint standing and ad hoc committees.

b. Chair pro tempore:

i. preside over meetings of the Assembly in the absence of the chair; and

ii. represent the chair in his or her absence.

c. Secretary:

i. issue a call for agenda items two weeks prior to a scheduled meeting;

ii. publish the agenda five days prior to a scheduled meeting;

iii. publish minutes of all regular and special meetings within fifteen days; and

iv. issue a call for elections as specified herein.

D. Committees of the Graduate Assembly

The standing committees of the Graduate Assembly are as given in Section 4-303 B.2. After consultation with the Dean of Graduate Studies, the Chair of the Graduate Assembly shall appoint to each standing committee from among the full members of the Graduate Faculty, one or more members representing collectively the non-departmentalized Schools, Institutes and Centers. The term of all members of a standing committee is two years. A member may be reappointed. Vacancies shall be filled by interim appointment to the unexpired term. The Chair of each standing committee must be a voting member of the Graduate Assembly. After consultation with the chair of a standing committee, the Chair of the Graduate Assembly may appoint advisory subcommittees to assist the standing committee. All committees formed by the Assembly report to the Assembly. No committee formed by the Assembly shall act on behalf of the Assembly without approval of the Assembly. The Committee on Graduate
Students shall also include one or more graduate students appointed by the Chair upon consultation with the President of the Graduate Student Council.

1. Committee on Graduate Students. When necessary the committee on Graduate Students shall evaluate practices and make recommendations concerning the minimum standards for admission and retention of students into the graduate program and make such other recommendations concerning practices and policies relating to graduate students as deemed advisable.

2. Committee on Graduate Program Creation. The Committee on Graduate Program Creation shall review, consider, comment upon, and make recommendations concerning all proposals to establish new graduate degree programs or graduate certificates.

3. Committee on Graduate Program Revision. The Committee on Graduate Program Revision shall review, comment upon, and make recommendations concerning all proposals for substantive and non-substantive revisions of existing programs, and changes in procedures and criteria common to all graduate programs, except admission and retention of students.

4. Ad Hoc Committee. In addition to the standing committees defined herein, the chair may, with the approval of the Assembly, appoint ad hoc committees as deemed necessary to fulfill the Assembly's functions.

E. Meetings

The Graduate Assembly shall hold four regular meetings during the academic year. These meetings shall take place during October, November, February, and April. Additional meetings shall be called by the Chair upon request of five members of the Assembly, or when, in the judgement of the Chair, pressing business requires them. Meetings of the Graduate Assembly are open, and persons who are not members of the Assembly, with permission of the Assembly, may speak.

F. Procedures

1. Rules of Order. Except in emergencies the general authority on questions of procedure is Robert's Rules of Order. A quorum is a majority of the voting membership. Agenda items requiring vote by the Assembly will be decided by ballot, voice vote, or show of hands, at the discretion of the chair or the request of any member. A written proxy will be filed with the Secretary prior to the meeting. The chair shall have the prerogative to reject an offered proxy if, in the opinion of the chair, the Assembly member offering it would have benefited from discussion. Rulings by the chair may be appealed by any member, and may be overruled by a two-thirds vote of members present.

2. Agenda items. Except in emergencies, no matter shall be presented to the Graduate Assembly for discussion, consideration, or action unless notice thereof has been circulated among its members at least five days prior to the meeting at which the matter is to presented. The notice, in
addition to stating in substance the motion, if any, to be offered, shall include a summary of data which, if studied before the meeting, will contribute to a more intelligent understanding and analysis of the issues involved. In an emergency, a matter may be brought before the Assembly without prior notice if a majority of those voting consent. The Chair of the Graduate Assembly may refer any matter to the appropriate committees of the Assembly for investigation and recommendation. Such recommendations shall be reported on the agenda of the Assembly as committee reports and recommendations for adoption by the Assembly. At the discretion of the Chair, proposals for minor legislation not requiring review by a committee of the assembly may be placed directly on the agenda. Any matter may be referred or returned to a committee by a majority vote of the Assembly.

3. Legislation. Proposals for major legislation (new programs, program revisions, changes in rules and procedures) should be received from the initiating Committee on Graduate Studies, with the endorsement of the appropriate College Committee and Academic Dean or Director. Proposals for other legislation may be received from any member of the Graduate Faculty. Any matter not placed on the agenda, by report of a committee of the Assembly or at the discretion of the Chair, may be considered by the Assembly if agreed to by two-thirds of the members present.

4. Minutes. Minutes of meetings shall be published by the Secretary and distributed to all ex-officio, full, special associate, and special members of the Graduate Faculty within 15 working days following a regular or special-called meeting.

G. Representation on University Governance Bodies and University Committees

1. The Chair of the Graduate Assembly will attend and represent the Graduate Assembly in all Undergraduate Assembly meetings, without vote. The chair pro tem will represent the Chair in his or her absence.

2. When requested, the Graduate Assembly will elect from its membership representatives to University committees (such as Long Range Planning, search committees, commencement, etc.) or representatives to events outside of the University.

IV. Section 4-304 Committees on Graduate Studies

A. Structure

1. U.T. Arlington will establish a Committee on Graduate Studies in any academic area in which an approved graduate program is offered. The committee shall consist of all full members of the Graduate Faculty in the area, with a minimum of four full members required, and the appropriate department chair(s), serving ex officio if not full members in the area. In the case of interdisciplinary programs, the Dean of Graduate Studies shall appoint a Committee on Graduate Studies after consulting the Graduate Faculty in the participating departments. A committee may include members from several small allied areas if this
seems most effective in stimulating development. In special circumstances, with the approval of the Dean of Graduate Studies and the appropriate Committee on Graduate Studies, special members of the Graduate Faculty may serve as members of the committee. Members of the Graduate Faculty who are retired or on modified service may serve as members of the committee but without vote. Each committee shall select its chair.

2. A Committee on Graduate Studies may appoint advisory subcommittees consisting of full, special associate, and special members to make recommendations concerning policy and the implementation of the program.

B. Function

1. Each Committee on Graduate Studies shall make recommendations concerning new degree programs, new graduate courses, changes in graduate courses, requirements for existing degree programs, and the designation of faculty who are not members of the Graduate Faculty to teach at the graduate level. These recommendations shall be reviewed by the appropriate department chair(s) and dean(s) or director(s) and then sent to the Dean of Graduate Studies, the Provost, and the President for approval as appropriate. New programs and major changes in programs shall be reviewed by the appropriate administrative officers and approved by the Graduate Assembly before being sent to the Dean of Graduate Studies for approval.

2. Each Committee on Graduate Studies shall advise the appropriate administrative officers on matters affecting the graduate program in the area including scheduling of courses, staffing, graduate assistants, and the general operation of the program.

3. Each Committee on Graduate Studies is responsible for recommending the admission to candidacy for all graduate degrees in its academic area.

4. Each Committee on Graduate Studies in any academic area, department, or comparable unit shall certify and recommend faculty members for appointment to the Graduate Faculty as previously outlined in this document.

V. Section 4-305 Thesis/Dissertation Copyright Policy

A. It is the policy of U.T. Arlington that thesis/dissertation copyrights be held by the student author of the thesis/dissertation. Further, it is the policy of the Graduate School that the three copies of the thesis or dissertation which are required to be submitted to the Dean of Graduate Studies are University property, and a student may make no private agreements with employers, funding sources, or others which restrict or infringe upon University rights.

B. Students may petition the Dean of Graduate Studies for a waiver of this policy. Such waiver, if approved, will require that the following conditions be agreed to in writing by the copyright holder.
1. The three copies of the thesis which are submitted to the Graduate School as part of the degree requirements are the property of the Graduate School and U.T. Arlington and must be handled in accordance with Graduate School requirements. That is, copy 1 will be placed in the University Archives, copy 2 will be placed on the circulating shelves of the University library, and copy 3 will be transmitted to the candidate's major department for its permanent records.

2. The candidate must have permission to prepare and distribute an unlimited number of copies to the supervising committee or others at the discretion of the student or at the request of the supervising committee or the Dean of Graduate Studies.

3. Microfilm publications of the thesis through University Microfilms International is required. Any modification of the agreement with University Microfilms International cannot interfere with or restrict microfilm publication of the thesis/dissertation or publication of the thesis/dissertation abstract in Masters Abstracts International or Dissertation Abstracts International.

4. The copyright holder must grant permission for properly documented quotations from thesis/dissertation to be for research and scholarly purposes.

5. All University requirements for the thesis/dissertation must be met and all required forms related to thesis/dissertation must be properly signed and submitted to Graduate School.

6. A written statement from the copyright holder specifically agreeing to the points outlined above must be submitted to the Dean of Graduate Studies when the petition is submitted.