

III-7.10 UMCES POLICY AND PROCEDURES ON GRADUATE EDUCATION

Approved by the President on March 15, 2013

Amended Policy on March 18, 2014: Approved by UMCES Executive Council, endorsed by UMCES Faculty Senate and accepted by vote of the UMCES Graduate Faculty.

Approved by the President on March 26, 2014

Section III-7.10 sets forth the basis upon which graduate education is conducted at UMCES. It establishes the UMCES Graduate Faculty and Graduate Faculty Council, identifies the faculty ranks eligible for Graduate Faculty appointment, conveys the rights and privileges of Graduate Faculty status, and provides the procedures for amendment to these Policies and Procedures¹.

I. SCOPE AND OPERATION OF GRADUATE EDUCATION

A. This Policy shall provide a procedural framework for conducting and coordinating graduate education activities on a Center-wide basis in partial fulfillment of the UMCES mission in research, education, and service.

1. Graduate education at UMCES shall encompass all courses of instruction for credit, supervised student thesis research and professional mentoring leading to the award of the Master's (M.S.) and Doctor of Philosophy (Ph.D.) degrees or post-baccalaureate certificates, for which members of the UMCES Graduate Faculty bear direct and major responsibility.
2. UMCES' graduate education shall operate in conjunction with System-wide and departmental programs established in any senior public institution of higher education in Maryland, including institutions awarding degrees jointly with UMCES, and in programs leading to post-baccalaureate certificates awarded by UMCES².
 - (a) Membership in the UMCES Graduate Faculty is a necessary and sufficient condition for participation on behalf of the Center in graduate education activities.
 - (b) This policy shall not be interpreted to preclude requirements for appointments prescribed by established policies and procedures in departments outside of UMCES within the University System of Maryland.
3. Graduate education at UMCES shall be consistent in all respects with the education of the University System of Maryland.

¹ Reviewed and revised by the UMCES Executive Council and Faculty Senate, January 2013 based on policy implemented by Acting Director Thomas C. Malone on 12 October 1989 as revised by President Donald F. Boesch on 1 July 1999.

² Amended to include degrees jointly awarded with UMCES and post-baccalaureate certificates by President Donald F. Boesch on 8 February 2013.

II. ORGANIZATION AND ADMINISTRATION

- A. Graduate education in UMCES shall be administered as a Center-wide activity under the auspices of the UMCES Graduate Faculty through the Office of the Vice President for Education. The Vice President for Education shall be responsible for the operation and coordination of graduate education activities, including, but not limited to, the following specific activities:
1. Implementation of all graduate education policies, such actions to be subject to review and approval by the UMCES Graduate Faculty Council (see IV below) and by the UMCES President;
 2. Coordination of teaching activities within UMCES and with the appropriate graduate programs offered by other institutions of the University System of Maryland with which UMCES partners;
 3. Responding to inquiries from student applicants, working with institutional program directors to facilitate the student admission process and, where appropriate, processing and distributing student applications to potential faculty advisors.;
 4. Tracking and maintaining records, where appropriate, for students pursuing advanced degrees or professional training under the direct supervision of UMCES' Graduate Faculty, including date of matriculation, advisor, degree candidacy and status, thesis title, date of graduation and degree received, post-graduation placements and career development;
 5. Procuring and maintaining financial support for graduate education activities, both from sources within the University System and from extramural grants and gifts, and working with the UMCES Graduate Faculty Council, Laboratory Directors, and the President of UMCES in establishing protocols for the allocation of such support;
 6. Maintaining accurate and current records of Graduate Faculty appointments and appointment dates, and annually informing the UMCES Graduate Faculty Council and each Laboratory Director of the appointment status and termination date of all Graduate Faculty members.
- B. The UMCES Graduate Faculty Council (see IV below) shall be a Center-wide body acting on behalf of the Graduate Faculty with authority to design and implement graduate education activities, such activities subject to approval by the Graduate Faculty and the President of UMCES.
1. Where appropriate, the Council shall be responsible for, or contribute to, development of curricula and specific courses of study, including contributions to

- inter-institutional education programs, in which UMCES faculty members participate.
2. Where appropriate, for certificate programs, the Council shall be responsible for policy pertaining to student admissions and financial aid.
- C. Each UMCES Laboratory shall have a Graduate Education Committee, chaired by a Graduate Education Committee Chair. The members and Chair shall be faculty members appointed by the Laboratory Director.
1. The Chair acts under the authority of the Laboratory Director.
 2. The Chair, with support of Committee members, shall be responsible for the implementation of graduate education policy at his/her Laboratory unit, including the coordination of graduate education activities with those of the other UMCES Laboratories.
 3. The Chair shall employ any appropriate forum for discussing and coordinating Graduate education activities within his/her Laboratory unit.
 4. The Chair and members normally shall serve a renewable term of three (3) years, such term to coincide exactly with that of his/her membership on the UMCES Graduate Faculty.

III. GRADUATE FACULTY

- A. Members of the UMCES Graduate Faculty shall be appointed by the Vice President for Education with recommendation and approval by the UMCES Graduate Faculty Council.
1. Full-time faculty of the following ranks shall be eligible for appointment as Full or Associate members to the UMCES Graduate Faculty: Assistant Professor/Agent, Associate Professor/Senior Agent, Professor/Principal Agent, Research Assistant Professor, Research Associate Professor, and Research Professor. Individuals with appropriate credentials outside of these ranks are eligible for appointment as Associate members to the UMCES Graduate Faculty (see Section III.A.9).
 - (a) Full Members of the Graduate Faculty:
 - (i) may participate in graduate education programs offered by UMCES and by any institution of the University System of Maryland, including the organization and teaching of graduate-level courses in all cooperating programs within such institutions;

- (ii) may direct the course of study and research of both M.S. and Ph.D. candidates, may serve as a member of the examination/advisory committees of candidates for any graduate degree, and may teach graduate level courses, subject to policies of the appropriate degree-granting institution in the University System of Maryland;
 - (iii) may vote on matters arising or brought before the Graduate Faculty and may serve on the UMCES Graduate Faculty Council.
 - (b) Associate Members of the Graduate Faculty
 - (i) may participate in graduate education programs offered by UMCES and by any institution of the University System of Maryland, including the organization and teaching of graduate-level courses in all cooperating programs within such institutions;
 - (ii) may co-direct, with a Full Member, the course of study and research of both M.S. and Ph.D. candidates, and may serve as a member of the examination/advisory committees of candidates for any graduate degree, subject to policies of the appropriate degree-granting institution in the University System of Maryland;
- 2. All appointments to the UMCES Graduate Faculty shall normally be for a term of five (5) academic years, irrespective of status elsewhere in the University System of Maryland.
 - (a) The Vice President for Education shall act on behalf of the UMCES Graduate Faculty Council in notifying individuals of their membership status on the UMCES Graduate Faculty.
 - (b) Time spent on leave of absence or on sabbatical leave normally will extend the five (5)-year term by the length of time in the leave period. Faculty on such leaves shall maintain the rights and privileges of their Graduate Faculty appointment.
- 3. Full Membership. Nomination for appointment or reappointment may be proposed for new or current faculty members.
 - (a) New faculty are eligible for appointment as Full Members to the UMCES Graduate Faculty at the beginning of their appointment as UMCES faculty or at any time deemed appropriate by their Laboratory Director, who writes the nomination letter. Nominations shall include a written request from the faculty member and the nomination letter from the Laboratory Director directed to the Vice President for Education. Requests are to be accompanied by a current curriculum vitae that establishes the faculty member's professional credentials as an independent scholar in the conduct of scientific research.

- (b) A current faculty member whose appointment to the UMCES Graduate Faculty has lapsed, must provide a written request for reappointment as a Full Member, such request to include a plan to meet the reappointment criteria (Section III.A.4).
4. All Full appointments may be renewed by the Vice President for Education with approval of the UMCES Graduate Faculty Council, subject to demonstrated participation by the faculty member in UMCES' graduate education activities during the five (5) years of previous appointment; such participation shall include at least two (2) of the following:
- (a) Major responsibility for at least one (1) course at the graduate level, excluding thesis supervision, within the University System of Maryland;
 - (b) Significant participation in at least three (3) graduate level courses, including seminars but excluding thesis supervision, within the University System of Maryland;
 - (c) Supervision as major professor of at least one (1) student pursuing graduate studies at UMCES;
 - (d) Membership on at least three (3) examination/advisory committees, excluding those chaired as major professor, of graduate students within the University System of Maryland or at other educational institutions offering graduate degrees;
 - (e) Service on the UMCES Graduate Faculty Council, on any committee formally appointed by the Council, any standing committee established for graduate education at an UMCES Laboratory, or any standing committee for inter-institutional graduate education in the University System of Maryland.
5. Full Members of the UMCES Graduate Faculty who at the end of their five-year term do not meet the requirements listed in Section III.A.4 must follow one of the following pathways:
- (a) Step down from the UMCES Graduate Faculty and terminate all graduate education activities at UMCES;
 - (b) Apply for Associate membership to the UMCES Graduate Faculty (Section III.A.9);
 - (c) Submit a letter to their Laboratory Director and the Vice President for Education explaining why Full membership on the Graduate Faculty should be continued. The letter shall include a plan for participation in education activities over the next five years that will satisfy reappointment criteria at that time.

- (i) Should a Full Member of the UMCES Graduate Faculty fail to meet the required criteria for reappointment for two consecutive five-year terms, Full membership will be denied, requiring termination of all graduate education activities at UMCES or an application for appointment as an Associate Member.
6. Emeritus Faculty. Faculty awarded Emeritus status may continue as Full Members of the Graduate Faculty for five years after retirement. Nominations shall include a written request from the faculty member, endorsed by the Laboratory Director, and directed to the Vice President for Education. Requests are to be accompanied by a current curriculum vitae.
 - (a) Emeritus faculty may be reappointed as Full Members for additional five-year terms, subject to demonstrated participation in graduate education at the level indicated in Section III.A.4. Reappointment requires nomination by the relevant Laboratory Director, approval by the Vice President for Education, and approval by the UMCES Graduate Faculty Council.
7. Faculty who hold appointments at other institutions of the University System of Maryland and who participate in approved multi-campus graduate degree programs may be appointed Full Members of the UMCES Graduate Faculty. Such appointments shall be proposed on an individual basis.
 - (a) Individuals seeking such appointment shall submit a written request to the UMCES Vice President for Education. Each request for such appointment shall include a letter of justification from the Director of the multi-campus program and a current curriculum vitae. Appointment is subject to approval by the Vice President for Education upon recommendation for approval by the UMCES Graduate Faculty Council;
 - (b) All such appointments will be effective for periods of five (5) years. Reappointments may be made, based on review by the program, recommendation by the Director of the program, and approval by the UMCES Graduate Faculty Council.
8. Full Members of the Graduate Faculty who terminate their employment at UMCES under honorable circumstances (and who do not have Emeritus status) may retain Full Member status and may serve as Chairs or members of Thesis and Dissertation Examination Committees for two (2) years following their termination.
 - (a) A petition for a two-year reappointment beyond the initial two-year limit shall require nomination by the relevant Laboratory Director and approval by the Vice President for Education and approval by the UMCES Graduate Faculty Council.

9. Associate Membership. Laboratory Directors may request that (1) members of their faculty who are not Full Members of the Graduate Faculty, or (2) appropriate expert researchers from outside UMCES, be appointed as Associate Members of the UMCES Graduate Faculty. Responsibilities may include co-chairing M.S. or Ph.D. student committees, teaching or co-teaching classes, or serving on the advisory committee of students.

(a) Such individuals are nominated by a Laboratory Director. Associate Member nominations shall be accompanied by a written request to be appointed and by the individual's current curriculum vitae that establishes the nominee's credentials as an independent scholar in the conduct of scientific research. Nominations shall include a description of the individual's demonstrated or proposed contributions to UMCES graduate education, making explicit reference to activities and experiences equivalent to those expressed in criteria listed in section III.A.4.

(i) Prerequisites for admission as an Associate Member of the Graduate Faculty normally include possession of a Ph.D. (or other appropriate terminal degree) and research activity appropriate for engagement in graduate training. Waiver of any prerequisites may be considered in cases where the nominated individual has experience equivalent to a terminal degree and will contribute demonstrably to the educational, training and mentoring mission of UMCES.

(b) All Associate Member appointments to the Graduate Faculty shall be approved by the Vice President for Education upon recommendation for approval by the UMCES Graduate Faculty Council;

(c) The defined term of appointment for Associate Members of the Graduate Faculty is not to exceed five (5) years.

(i) Reappointment following a five-year term shall follow the same process and criteria as the initial appointment, and shall be approved by the Vice President for Education upon recommendation for approval by the UMCES Graduate Faculty Council.

B. Responsibilities, Rights, and Privileges

1. The UMCES Graduate Faculty shall convene at least once (1) annually as a single body to consider matters arising or brought before it by the UMCES Graduate Faculty Council (see Section IV); such meetings require 60 days notification. The Graduate Faculty also may meet, under exceptional circumstances, within fourteen (14) calendar days of receipt of a petition to convene from the Chair of the UMCES Faculty Senate.

- (a) The Vice President for Education shall convene and chair such meetings;
 - (b) Each Full Member of the UMCES Graduate Faculty shall have one (1) vote on matters arising or brought before the Faculty at such meetings. Proxy voting is not allowed at such meetings;
 - (c) A quorum at meetings of the Graduate Faculty consists of at least 50% of its Full Members being present. All matters brought to a vote will be decided by simple majority, with the Chair breaking all ties.
2. Voting by the UMCES Graduate Faculty need not be conducted solely at its announced meetings. Mail (e-mail) voting by the UMCES Graduate Faculty on matters brought before it by the Graduate Faculty Council is allowed.
 - (a) The Chair of the UMCES Graduate Faculty Council shall request any e-mail votes by the Graduate Faculty;
 - (b) E-mail votes, to be valid, must be cast by at least 50% of the Full Members of the Graduate Faculty. All matters brought to an e-mail vote shall be decided by simple majority, with the Chair of the Graduate Faculty Council breaking all ties.
 3. The UMCES Graduate Faculty shall reserve the right to review and approve, or reject, all actions undertaken on its behalf by the UMCES Graduate Faculty Council.
 4. All actions of the UMCES Graduate Faculty shall be subject to review and approval by the President of UMCES.

IV. GRADUATE FACULTY COUNCIL

A. Membership.

1. The UMCES Graduate Faculty Council shall consist of the following members³:
 - (a) One (1) elected member from each UMCES Laboratory, to be elected by simple majority vote of the Graduate Faculty at that Laboratory;
 - (b) One (1) member from each UMCES Laboratory who shall be the Chair of the Graduate Education Committee for that unit;
 - (c) Two (2) graduate student members, such members to be the Chair and Vice-Chair of the Graduate Student Council;
 - (d) The Vice President for Education, who shall serve as Chair of the Council;

³ Revision of the membership numbers of the Graduate Faculty Council approved by President Donald F. Boesch on 8 February 2013.

- (e) Two (2) ex officio members, such members to be the President of UMCES and the Chair of the UMCES Faculty Senate.
- 2. Each member of the UMCES Graduate Faculty Council shall have one (1) vote. The ex officio members shall not have voting privileges.
- 3. Faculty members shall serve for a term of three (3) consecutive academic years so arranged that the terms of each Laboratory's representatives normally are not scheduled to expire during the same academic year.
 - (a) Student representatives shall serve for terms of up to two (2) academic years.
 - (b) Terms normally shall begin on 1 July and expire on the last day of the academic year, here defined as 30 June of the calendar year.
 - (c) Elected representatives shall be eligible for reelection to the Council upon expiration of their initial terms, except that an individual may not serve more than two (2) consecutive terms of any total length, after which time he/she shall be ineligible for reelection for a period of one (1) academic year.
 - (d) If an elected representative is unable to fulfill his/her obligations due to long-term leave of absence or other causes, the position shall be declared vacant and shall be filled by a designee for the duration of the unexpired term. The designee is to be elected by the Graduate Faculty of the involved Laboratory or, in the case of student members, by the Graduate Student Council.
- B. The UMCES Graduate Faculty Council shall act on behalf of the UMCES Graduate Faculty in the development of all Center policies relating to graduate education.
 - 1. The UMCES Graduate Faculty shall be notified of all policy decisions made by the Council, and shall reserve the right to review and approve, or reject, such actions prior to their implementation.
 - 2. The UMCES Graduate Faculty and/or graduate students may initiate action on any matter pertinent to graduate education matters. Such actions shall be conveyed in writing to the Vice President for Education who shall include same on the agenda for the next meeting of the Graduate Faculty Council.
- C. The UMCES Graduate Faculty Council shall schedule at least one (1) regular meeting each semester. The date of the meeting shall be publicized at least sixty (60) days in advance.
 - 1. The Vice President for Education, acting as Chair of the Council, may call additional meetings to consider matters requiring urgent attention.

2. Any six (6) voting members of the Council may petition the Chair to call the Council to meet, such meeting to take place within fourteen (14) calendar days of receipt of such petition by the Vice President for Education.
 3. The Vice President for Education, with consensus of the Graduate Faculty Council members, may cancel any regularly scheduled meeting of the Council, provided that notice of cancellation is served not less than fourteen (14) calendar days from the scheduled date of such meeting.
 4. Minutes of all meetings shall be kept, and distributed to the faculty once approved by the UMCES Graduate Faculty Council.
- D. At the beginning of each meeting of the Graduate Faculty Council the Vice President for Education shall summarize activities taken by his/her office since the previous meeting.
- E. A quorum shall consist of the Chair plus at least one (1) voting member from each UMCES Laboratory unit. All decisions shall result from simple majority vote. In the event of a tie vote, a motion shall be deemed defeated unless the Chair elects to bring the matter before the UMCES Graduate Faculty, whose decision by majority vote shall be binding on the Council.
- F. The Vice President for Education as Chair of the UMCES Graduate Faculty Council shall, subject to the approval of the Council members, appoint individuals to standing committees or to special ad hoc committees.
1. Each such committee may include any member of the UMCES Graduate Faculty or UMCES graduate students as warranted by the individual's expertise, provided that the committee chair shall be a member of the Council.
 2. Committee members shall serve for terms not to exceed three (3) consecutive academic years. These terms may be renewed by immediate reappointment.
- G. Minutes of all meetings of UMCES Graduate Faculty Council committees shall be kept, and distributed to the UMCES Graduate Faculty Council and UMCES faculty once approved by the committee.

V. AMENDMENT PROCEDURE

- A. The Plan of Organization refers to the structure and membership of the Graduate Faculty and Graduate Faculty Council.
1. Proposed amendments to the plan of organization of the UMCES Graduate Faculty, shall be endorsed by at least five (5) members of that Faculty and addressed in writing to the UMCES Graduate Faculty Council.

2. Proposed amendments also may originate from the UMCES Administration and addressed in writing to the Graduate Faculty Council.
 3. A proposed amendment must be received by the Vice President for Education at least thirty (30) calendar days prior to the next scheduled meeting of the UMCES Graduate Faculty Council to be considered at that meeting.
- B. The Graduate Faculty Council shall review all proposed amendments to the plan of organization and, as necessary, refer each to an appropriate standing committee or establish an appropriate ad hoc committee for further review.
1. The committee shall return a recommendation for approval or disapproval, but it may not itself adopt a proposed amendment.
 2. If the committee recommends disapproval, the Graduate Faculty and Administration will be so notified, with written explanation, by the Vice President for Education. If the Graduate Faculty or Administration chooses to revise and resubmit the proposed amendment, the Graduate Faculty Council shall treat it as a new proposed amendment and it shall again be referred to committee for review.
 3. If the committee recommends approval, the Council shall submit the amendment, along with the committee recommendation, for consideration by the full UMCES Graduate Faculty.
- C. Proposed amendments to the plan of organization shall be adopted if passed by simple majority vote of members of the UMCES Graduate Faculty.
1. If there is no scheduled meeting of the UMCES Graduate Faculty prior to the end of the current academic year, and if at least thirty (30) days remain before the end of that year, the Graduate Faculty Council shall decide whether to submit the proposed amendment(s) to mail ballot or to convene the Graduate Faculty as a single body to consider the amendment(s).
 2. If less than thirty (30) days remain prior to the end of the current academic year, the Council may elect to postpone consideration of the proposed amendment(s) until the next meeting of the UMCES Graduate Faculty.
- D. Changes to the Policy on UMCES Graduate Faculty that do not amend the plan of organization or structure of the Graduate Faculty or Graduate Faculty Council are considered to be revisions to the policy and shall be adopted by majority vote of the UMCES Graduate Faculty Council.
1. Proposed revisions may be submitted to the Graduate Faculty Council for consideration if endorsed by at least five (5) members of the Graduate Faculty and addressed in writing to the UMCES Graduate Faculty Council.

2. Proposed revisions also may originate from the UMCES Administration and addressed in writing to the Graduate Faculty Council.
 3. Proposed revisions must be received by the Vice President for Education at least thirty (30) calendar days prior to the next scheduled meeting of the UMCES Graduate Faculty Council to be considered at that meeting.
 - (a) The Graduate Faculty Council shall review all proposed revisions and, if necessary, refer each to an appropriate standing committee or establish an appropriate ad hoc committee for further review.
 - (b) If the Council refers the proposed revision to a committee, the committee shall return a recommendation to the Graduate Faculty Council for approval or disapproval, but it may not itself adopt a proposed revision.
 4. If the Council recommends disapproval, the Graduate Faculty and Administration will be so notified, with written explanation, by the Vice President for Education. If the Graduate Faculty or Administration chooses to revise and resubmit disapproved proposed revisions, the Graduate Faculty Council shall treat them as newly proposed revisions.
 5. If the Graduate Faculty Council recommends approval, the Council shall submit the revision(s) to the full UMCES Graduate Faculty to inform the faculty of the approved revision.
- E. All amendments and revisions to the plan of organization adopted by the UMCES Graduate Faculty shall be subject to review and approval by the President of UMCES. Amendments and revisions so adopted and approved shall take effect on 1 July of the following academic year.