



School of Graduate Education Bylaws

I. PURPOSE

To establish the bylaws of the School of Graduate Education.

II. PREAMBLE

The School of Graduate Education is a unique unit, with responsibilities for supporting and overseeing all University of Wyoming's graduate programs, across all the University's colleges and schools. The School of Graduate Education serves to elevate U.W.'s teaching and scholarship missions and the needs of the State of Wyoming.

III. DEFINITIONS:

a. PERSONNEL

Personnel within the School include academic personnel and staff. Faculty include tenure stream (tenured and tenure track) who meet criteria for Graduate Faculty status and non-tenure track, full time benefitted academic personnel who have been granted Graduate Faculty status. Staff include personnel whose appointments do not meet the criteria for graduate faculty status but nonetheless support the School's mission. Academic personnel are defined and governed by UW Regulations 2-1 and 2-7. Classified staff are defined and governed by UW Regulation 5-3.

b. STUDENTS

Graduate students are those who have been admitted to graduate programs or are graduate non-degree seeking and are currently enrolled full-time or part-time. The School of Graduate Education shall conform to the UW Regulations for matters related to the admission, probation, dismissal, and reinstatement of students.

IV. ORGANIZATION AND GOVERNANCE

a. Scope

The School of Graduate Education is authorized for the purpose of coordinating and supervising all post-baccalaureate education except that offered in the College of Law and the WWAMI and Family Medicine Residency programs in the College of Health Sciences.

b. Vice Provost & Dean of Graduate Education

The School of Graduate Education is administered by a Dean who concurrently serves as a Vice Provost within the Division of Academic Affairs. The Vice Provost & Dean

of Graduate Education is appointed by the Provost and Executive Vice President.

i. Duties and Responsibilities of the Vice Provost & Dean

As chief administrative officer of the School of Graduate Education, the Vice Provost & Dean shall:

1. Enforce University policies regarding graduate education;
2. Following consultation with the Graduate Council, make recommendations to the Provost and Executive Vice President for Academic Affairs concerning new graduate programs, substantive changes in existing graduate programs, implementation of changes in graduate programs recommended through program reviews, and deletion of graduate programs;
3. Participate in or conduct reviews of graduate programs in collaboration with other appropriate college and University officers;
4. Recommend budgets to provide funding for:
 - a. operation of the office of the Graduate School,
 - b. training of graduate teaching assistants, and
 - c. assistance for recruitment of graduate students;
5. Recommend a budget for stipends and tuition and fee reductions for state-funded graduate assistants and recommend allocations of state-funded graduate assistants to colleges or other appropriate units;
6. Facilitate operation of interdisciplinary graduate programs that do not otherwise have an administrative unit base and assist Graduate Faculty who wish to explore establishment of interdisciplinary graduate programs;
7. Call the Graduate Council into session at least once per semester (summer sessions excluded) and provide the Council with an agenda (ordinarily, these duties will be handled by the Chair of the Graduate Council);
8. Approve admission of all graduate students to the School of Graduate Education;

9. Serve other roles normally expected of the chief administrative officer for graduate education;
 10. Assume other duties as assigned by the Provost and Executive Vice President for Academic Affairs; and
 11. Assume duties appropriate to fostering and promoting high quality graduate education at the University including appointment and charging committees of Graduate Faculty to examine issues germane to graduate education.
- ii. The Vice Provost & Dean, upon approval by appropriate University officials and the Trustees, may appoint an Associate Dean of the Graduate School.
 - iii. The Vice Provost & Dean of Graduate Education shall promote and maintain high standards of scholarship in graduate education, promote and encourage interdisciplinary efforts in graduate education and research, encourage differing perspectives, abilities, cultures and experiences among all students and faculty, and inform the University community of local and national issues of import to graduate education.

c. Graduate Faculty

The faculty of the School of Graduate Education are the Graduate Faculty. The Graduate Faculty is composed of individuals who offer and direct graduate education. Service on master's and doctoral thesis committees is a multi-year commitment of faculty to a graduate student. To accomplish this specific purpose, the Graduate Faculty is superimposed across the colleges and schools of the University. In consultation with the Graduate Council, rules and regulations of the Graduate Faculty are administered by the Vice Provost and Dean of Graduate Education. The ability to teach graduate courses is not contingent on Graduate Faculty status.

i. Membership

The graduate faculty may include tenure-stream and non-tenure-stream faculty. The responsibility for establishment of criteria for Tenure-stream and Non-tenure-stream Graduate Faculty statuses is delegated to each academic unit for its own faculty. Each academic unit will, therefore, be responsible for drafting its own criteria for Tenure-Stream and Non-Tenure-Stream Graduate Faculty statuses subject to the minimum requirements specified below. The Graduate Council shall review these proposed departmental criteria and make

recommendations to approve or reject such criteria to the Vice Provost and Dean of Graduate Education.

ii. Graduate Faculty Appointments

1. Tenure-stream Graduate Faculty Appointment and Privileges. In accordance with the responsibilities associated with tenured and tenure-track positions to offer leadership in graduate education, research, and creative activities, all tenured and tenure-track faculty are granted Tenure-stream Graduate Faculty status. These faculty members retain graduate faculty status throughout their tenure with the University unless suspended.

- a. Tenured-stream Faculty Privileges:** Tenure-stream faculty members may serve on graduate student committees in all capacities: Committee Chair or Co-Chair at the Master's level and at the Doctoral level, Committee Member. They may also serve as the Outside Member as long as they do not have an adjunct or other appointment in that department.
- i. The outside member represents the graduate faculty on the graduate committee and is responsible for the integrity of the overall process.
 - ii. Programs, departments, schools, and colleges may restrict a pre-tenured tenure-stream faculty member's graduate committee roles including requiring that one Co-Chair a committee before being allowed to Chair and serving as an Outside Member prior to tenure.

2. Non-tenure-stream Graduate Faculty Appointment and Privileges. Non-tenure-stream university faculty on fixed rolling contract track and fixed-term rolling contract, are eligible for graduate faculty status appointment. These appointments are based upon the faculty member's capability to contribute to graduate education as demonstrated by: holding a terminal degree or clear equivalent considered appropriate to the department or degree program; a demonstrated ability to teach graduate students; having a multi-year faculty appointment consistent with the multi-year commitment of service on a thesis committee; a letter of support from their Department Head and a commitment to make the candidate's job description commensurate with their service as a non-tenure-stream graduate faculty.

- a. Non-tenure-stream Graduate Faculty appointment is granted by the Vice Provost & Dean of Graduate Education after a majority vote in favor of the appointment by Graduate Council. Once granted, a Non-tenure-stream Graduate Faculty appointment is active for the duration of the faculty member's appointment with the University unless suspended.
 - b. **Non-tenure-stream Graduate Faculty Privileges:** Non-tenure-stream Graduate Faculty may serve as committee Chair or Co-Chair at the Master's and doctoral levels, and as a committee Member at the Master's and Doctoral level.
 - i. Programs, departments, schools, and colleges may restrict non-tenure-stream graduate faculty from serving as Chairs of Ph.D. committees.
- 3. **Internal Adjunct Faculty (UW faculty).** UW Graduate Faculty holding adjunct appointments in another department automatically have Graduate Faculty status in that department.
 - a. **Privileges:** Internal Adjunct Faculty may serve in any capacity that aligns with the privileges the faculty member possesses in their home department. Privileges shall not exceed those of the faculty member's home department and shall be in alignment with the wishes of the adjunct department. Internal Adjunct Faculty may not serve as Outside Members for committees in either their home or adjunct department.
- 4. **External Adjunct Graduate Faculty Appointments and Privileges.** External Adjunct Graduate Faculty appointments may be granted to individuals who hold a courtesy Adjunct appointment in a University department. External Adjunct Graduate Faculty status may be granted based on the individual's ability to contribute to graduate education as demonstrated by: holding a terminal degree or clear equivalent considered appropriate to the department or degree program; a letter of nomination from the dean or department chair; and a 1–2 page letter from the candidate providing a rationale for the request and documentation of the merit for the request. Adjunct Graduate Faculty are approved by the Vice Provost & Dean of Graduate Education and the Provost.
 - a. **External Adjunct Faculty (non-UW faculty). Privileges:** External Adjunct Faculty may serve as members and co-chairs

of Master's and Doctoral committees.

5. Suspension and Revocation of Graduate Faculty Status

The suspension proceedings may be initiated with due cause, such as violation of university, graduate school, college, departmental, or program policies as they relate to graduate education; negligence and gross misconduct such as abuse of power; and unameliorated conduct that undermines graduate education including quality, rigor, and support for student success.

a. Suspension of Tenure-stream or Non-tenure-stream

Graduate Faculty Status. Suspension of graduate faculty status can be initiated by the Vice Provost & Dean of Graduate Education with the support of the faculty member's home department, including consultation with the department head, college dean, and a vote of the home department faculty recommending suspension. Alternatively, the suspension proceedings may be initiated directly by the Graduate Council. The graduate faculty, the college, and the department head member will have an opportunity to provide input for Graduate Council and the Vice Provost & Dean's consideration during their deliberations.

i. Suspension shall be imposed by the Vice Provost & Dean for Graduate Education after a majority vote in favor of the suspension by Graduate Council. The faculty member has the option of appealing the decision to the Provost's office. Upon the receipt of the appeal request, the Provost has one calendar month to overturn this decision, otherwise the decision stands.

ii. Suspension shall not be imposed if either the Graduate Council vote does not reach a majority in support of the suspension, or the Vice Provost & Dean of Graduate Education does not approve suspension

b. Readmission to Graduate Faculty Status. Suspended tenure-stream or non-tenure-stream Faculty may apply for readmission to the graduate faculty after one full year. The application for readmission must include a letter of support from the department head and a 1–2 page letter articulating the merits of

the request.

- i. The decision to re-admit the suspended graduate faculty member will be made by majority approval of the Graduate Council and the approval of the Vice Provost & Dean of Graduate Education.

6. Revocation of Graduate Faculty Status for Internal and External Adjunct Faculty. Revocation of graduate faculty status can be initiated by the Vice Provost & Dean of Graduate Education with the support of the faculty member's home adjunct department, including consultation with the department head and a vote of the home adjunct department faculty recommending revocation. Alternatively, the suspension proceedings may be initiated directly by the Graduate Council. The graduate faculty member will have an opportunity to provide input for Graduate Council's and the Vice Provost & Dean of Graduate Education's consideration during their deliberations.

- a. Privileges shall be revoked by the Vice Provost & Dean of Graduate Education after a majority vote in favor of the suspension by Graduate Council. The faculty member has the option of appealing the decision to the Provost and Executive Vice President. Upon the receipt of the appeal request, the Provost has one calendar month to overturn this decision, otherwise the decision stands.
- b. Privileges shall not be revoked if either the Graduate Council vote does not reach a majority in favor of revocation, or the Vice Provost & Dean of Graduate Education does not approve revocation.

7. Readmission to Graduate Faculty for Internal and External Adjunct Faculty. Internal or External Adjunct Faculty whose graduate faculty privileges have been revoked may re-apply to be considered for graduate faculty status through the initial approval process outlined above in ii.3.

- a. The decision to re-admit the adjunct graduate faculty member will be made by majority approval of the Graduate Council and the approval of the Vice Provost & Dean of Graduate

Education.

iii. Additional Information:

- 1. External Graduate Committee Members:** Individuals serving as an External Members on University of Wyoming graduate committees are not members of the Graduate Faculty.
 - 2. Non-Continuing Graduate Faculty:** Graduate Faculty who leave the university will have a one-year grace period that is applicable to any ongoing roles on U.W. graduate committees. During this period, such individuals may continue to advise and serve as Chair or in any required member role for any students in-progress at the time of the individual's end of employment with the University. If a student does not complete the degree during that one-year grace period, the departed faculty member's committee role should be replaced by another U.W. Graduate Faculty member consistent with the guidelines for chairing advisory/examining committees outlined herein. The former Graduate Faculty member may remain on the committee as an External Member, if appointed as such.
 - 3. Retired UW faculty:** Emeritus academic personnel who had Graduate Faculty status upon retirement, retain their designation as UW Graduate Faculty and their eligibility to serve on graduate committees in the same fashion as they did prior to retirement-given department/unit approval. All other retired UW faculty may serve as Additional Members as long as they held Graduate Faculty status at the time of retirement.
- iv. Graduate Committee Function, Structure, and Roles:** The Graduate Committee Formation SAP governs which roles academic personnel may serve on graduate committees. U.W. Graduate Faculty must comprise the majority of members on every graduate committee. Furthermore, only Graduate Faculty may serve as Chairs and only Tenure-stream Graduate Faculty may serve as Outside Members.
- v. Powers and Duties:** All Graduate Faculty powers and duties are delegated to the Graduate Council. Graduate Council may elect to take some graduate education matters to the vote of the Graduate Faculty.
1. Pursuant with current regulations of the Trustees and subject to the

policies and regulations of the University, the Graduate Faculty shall develop policy for graduate education and, subject to approval by the President and the Trustees, shall make such rules and regulations as it may deem necessary for the promotion and conduct of the graduate education mission of the University.

2. Subject to approval by the President and the Trustees, the Graduate Faculty shall have power to make policies and regulations with respect to:
 - a. General requirements for graduate degrees and certificates and graduate diplomas (except the Juris Doctor, WWAMI M.D., and Family Practice Residency Program).
 - b. Standards for graduate admission (except the Juris Doctor, WWAMI M.D., and Family Practice Residency Program).
- vi. The Graduate Faculty shall recommend candidates for graduate degrees to the Trustees, through the Vice Provost and Dean of Graduate Education and the President.

d. Graduate Council

Graduate Council serves as the principal governing body for graduate education at the University of Wyoming. Powers and duties of the Graduate Faculty are delegated to the Graduate Council with the provision that the Graduate Council keep the Graduate Faculty informed of proposed new policies and regulations and proposed changes in existing policies and regulations. Graduate Council serves as an advisory body to the Vice Provost and Dean of Graduate Education.

e.

- i. **Composition and Reporting to the Faculty Senate:** The Graduate Council is a standing Faculty Senate Committee and the composition and selection procedures for members of the Graduate Council and requirements for reporting to the Faculty Senate are contained in UW Regulations and the Faculty Senate Bylaws.
- ii. **Functions:** The Council shall recommend the broad policies concerning the overall University function in graduate education and the University requirements for graduate degrees. Administrative support for the Graduate Council will be furnished by the School of Graduate Education.
- iii. **Meetings:** The Council shall elect a chair from one of its members. The chair of the Graduate Council and/or the Dean of the Graduate School are

responsible for calling the Council into session at least once each semester (summer sessions excluded) and for providing the Council with an agenda.

- iv. **Committees of the Graduate Council:** In addition to the broad functions stated above, the Graduate Council has several specific responsibilities that may be addressed by the standing committee described below or by additional standing committees as formed by the Council. Furthermore, the Chair of the Graduate Council or the Vice Provost and Dean of Graduate Education may appoint ad hoc committees to address specific issues.

- 1. **Graduate Student Appeals Board (GSAB):** The purpose of the GSAB is to provide an appellate body to review appeals of graduate students. Purview, composition and procedures are given in the Graduate Student Appeals Board Policy and Instructions.

f. Graduate Student Council

Graduate Student Council serves as a representative body that advises Graduate Council and the Vice Provost and Dean of Graduate Education regarding processes, policies, and graduate student life.

- i. **Composition and Reporting to the Associated Students of the University of Wyoming:** The Graduate Student Council is a program of the Associated Students of the University of Wyoming and of the School of Graduate Education. As such, composition of the Graduate Student Council and its by-laws are subject to agreement between the Associated Students of the University of Wyoming and the School of Graduate Education.
 - ii. **Meetings:** The Graduate Student Council shall elect a chair from one of its members as well as a chair-elect.

g. Graduate Coordinators

All graduate programs shall have a Graduate Coordinator designated by the unit head.

- i. **Definition & duties:** A program's Graduate Coordinator supports and manages the graduate program(s) to which they are assigned. Typically, Graduate Coordinators shall be Tenure-stream Graduate Faculty. However, some programs may be best served by a Graduate Coordinator who is non-tenure-stream faculty or staff. Graduate Coordinators serve as the primary liaisons between the School of Graduate Education and their graduate programs.

- ii. **Appointment:** Academic unit heads, with approval of the respective Dean, shall appoint a Graduate Coordinator for their graduate program(s), annually. It is the responsibility of the unit head to notify the School of Graduate Education of these appointments and any changes to these appointments.
- iii. **Meetings:** The School of Graduate Education shall hold a meeting with all Graduate Coordinators at least once per semester.

V. POLICIES AND REGULATIONS CONCERNING GRADUATE EDUCATION

a. Publication of Policies and Regulations

Policies and regulations of the Graduate Faculty which affect graduate students will be published in the University Catalog and/or on the website of the School of Graduate Education.

VI. AMENDMENT OF THE BYLAWS

Consistent with UW 2-411, Bylaws must be approved by 2/3 of faculty quorum within the school, where a quorum is defined as 50% of the faculty within the School. Alternatively, the Bylaws may be approved by a majority of the faculty within the School. The Bylaws must be approved by the Provost and Vice President of Academic Affairs and must be reviewed every three (3) years.

VII. CONFLICT BETWEEN SCHOOL BYLAWS AND UNIVERSITY REGULATIONS, POLICIES, AND PROCEDURES

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws. Exceptions to University Regulations and Standard Administrative Policies and Procedures must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

BYLAWS ACCEPTED:

Approved by Provost: December 2, 2024