



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.60
Date Approved: 01/30/15
Date Amended: 02/18/16
Reviewed w/no Changes:
Office of Responsibility: Prov
Page: 1 of 4

SUBJECT: GRADUATE STUDIES: PERSONNEL AND CURRICULUM

I. PURPOSE:

- To establish a Mission for Graduate Studies at Southern Utah University
- To establish a Graduate Council and University Graduate Curriculum Committee (GC & UGCC) and describe its role, which is to support high quality graduate education.
- To establish criteria and requirements for allowing faculty to teach graduate level courses.
- The Graduate Council of Southern Utah University supports graduate education in designing, delivering, and monitoring graduate curriculum

II. REFERENCES:

SUU Policies and Procedures 6.0 Definition of Faculty
SUU Policies and Procedures 6.1 Leave, Rank and Tenure
SUU Policies and Procedures 6.3 Academic Rank
SUU Policies and Procedures 6.8 Development and Revision of Curriculum:
Introduction
SUU Policies and Procedures 6.8.2 Undergraduate and Graduate Curriculum
Development and Revisions – Proposing New Curriculum or Curriculum Changes
SUU Policies and Procedures 6.64 Graduate Studies: Student Appeals

III. GRADUATE STUDIES MISSION

Southern Utah University graduate programs provide accessible and affordable professional education within a private institution atmosphere. The degrees and other programs offer unique and rigorous graduate education in a dynamic, personalized environment. Our offerings enhance career opportunities and increase critical thinking, communication, and leadership skills while promoting integrity and empathy.

IV. GRADUATE COUNCIL AND UNIVERSITY GRADUATE CURRICULUM COMMITTEE

A. Members:

Voting Members. Each academic program that offers a graduate degree as defined by the Board of Regents will have one graduate faculty member serve



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Page: 2 of 4

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as a voting member of the Graduate Council and University Graduate Curriculum Committee. The Dean of Graduate Studies will vote on Graduate Council.

- B. The Dean of Graduate Studies will chair the Graduate Council and the Associate Provost will chair the University Graduate Curriculum Committee.
- C. **Appointment of Members.** Members of the Graduate Council and University Graduate Curriculum Committee will be appointed by each academic dean, with recommendation by the academic department chairs/directors. Appointments are made in the spring for a term of three years. Newly appointed members will begin service at the beginning of the subsequent fall semester. Terms of members will be staggered. If a member is unable to complete a term, a replacement will be appointed according to the procedures described above for appointing faculty to the Council.
- D. **Responsibilities.** The Graduate Council and University Graduate Curriculum Committee will:
 - 1. Advise the Dean of Graduate Studies on matters of graduate education, including:
 - a. Curriculum and policy requests at the graduate level;
 - b. Proposals for new graduate degree programs;
 - c. Committees to further graduate education;
 - d. Proposed graduate degrees to be taken to the Deans Council.
 - 2. Mentor faculty and departments who are developing new graduate degrees.
 - 3. Undertake special assignments as directed by the Dean of Graduate Studies or Provost.
- E. **Meetings.** Meetings of the Graduate Council and University Graduate Curriculum Committee will be held during the academic year (September-May) as determined by the Dean of Graduate Studies.



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Page: 3 of 4

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V. QUALIFICATIONS TO TEACH GRADUATE COURSES

- A. Eligibility. All full-time faculty members, academic administrators, staff, and adjunct instructors may be considered to teach graduate courses.
- B. Qualifications. Academic deans or chairs/directors make designations for faculty to qualify for teaching graduate courses within their respective disciplines. Faculty appointed to teach graduate level courses may be classified as either academically qualified or professionally qualified.

Respective graduate programs may have additional requirements than those shown below.

To be considered academically qualified, a candidate must have as a minimum:

1. An earned terminal degree in an appropriate discipline,
2. Demonstrated, recent effective teaching, (may be waived for those who have no prior teaching experience) as determined by the respective chair/director or dean,
3. A continuing record of scholarship as defined in Policy 6.1 as determined by individual college/school graduate committees,
4. Demonstrate a continuing record of service as determined by individual college/school graduate committees, and
5. Exhibit exemplary collegiality as determined by individual college/school graduate committees based on available evidence.

To be considered professionally qualified, a candidate must have as a minimum:

1. A masters degree in a discipline appropriate to the subject being taught substitution for a graduate degree may be granted with a related bachelors degree and documented exceptional experience and or/related certifications, when approved by chair/director and college dean and Office of the Provost,



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Page: 4 of 4

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2. Demonstrated recent effective teaching, (which may be waived for those who have no prior teaching experience) as determined by respective chair/director or dean,
 3. Recent and significant relevant work-related experience, continuing professional education, and/or other criteria as determined by the chair or dean, which demonstrates the candidate is current in the area considered for teaching,
 4. Demonstrate a continuing record of professional activities that maintain currency in a respective field. Activities may include but are not limited to: conference attendance, practicing in the field, professional association participation, professional development, and so forth,
 5. Exhibit exemplary collegiality.
- D. Additional Activities of Faculty. Faculty may serve on the Graduate Council, serve on advisory (including thesis) committees of graduate students including serving as chair of such committees, and participate in other matters concerning graduate education within their respective college/school and the University. Professionally qualified faculty may teach graduate courses in their respective department/program, and serve on advisory (including thesis) committees of graduate students, and may be invited to teach capstone courses by a respective chair/director or dean.
- E. Review of Faculty Teaching Graduate Courses
1. Supervising chairs/directors and deans review faculty teaching graduate courses every three years for eligibility.