

Standing Sub-committees of the GSC

Each subcommittee of the GSC consists of appointed and elected members of the MCW Graduate School faculty. Each committee is empowered to develop its own standard operating procedure to execute the policies and procedures of the graduate school.

- A. **Academic Standing & Welfare Committee:** The committee shall be responsible for recommending actions to the Dean on all academic standing issues. The committee shall recommend probation and dismissal according to Graduate School policy. The committee may meet with students in academic jeopardy to formulate remediation plans. The committee shall also make recommendations to the Graduate Studies Council on matters concerning student academic standing welfare policy. The committee shall be comprised of two (2) faculty members elected by the Graduate Faculty (3 year terms), two (2) faculty members appointed by the Dean of the Graduate School (3 year terms), and graduate student member identified by the Graduate Student Association (1 year term).
- B. **Awards Committee:** The committee shall review and approve student applications for travel awards to scientific meetings. The committee shall also review and award prizes for poster submissions at the Annual Research Day and the Dissertation of the year awards. The committee may be commissioned to adjudicate other awards and prizes from time to time. The committee shall be comprised of three (3) faculty members elected by the Graduate Faculty (3 year terms), three (3) faculty members appointed by the Dean of the Graduate School (3 year terms), and one graduate student identified by the Graduate Student Association (1 year term).
- C. **Curriculum and Programs Committee:** The committee shall review all courses and programs, including certificate programs, proposed as new offerings of the Graduate School. The committee shall recommend to the Graduate Studies Council acceptance, modification, or rejection of the proposed courses and/or programs. Approval by the committee shall be the first step toward accreditation of new programs. The committee shall be comprised of three (3) faculty members elected by the Graduate Faculty (3 year terms), three (3) faculty members appointed by the Dean of the Graduate School (3 year terms), and one graduate student identified by the Graduate Student Association (1 year term).
- D. **Course Evaluation Committee:** The committee shall review course evaluations completed by the students at the end of each term and communicate findings to the Graduate School and to the Course directors. The committee shall also suggest potential improvements to courses based. The committee will be comprised of four (4) faculty members elected by the Graduate Faculty (3 year terms), three (3) faculty members appointed by the Dean of the Graduate School (3 year terms), and one graduate student identified by the Graduate Student Association (1 year term). (Additional elected member added 2014).
- E. **Program Evaluation Committee:** The committee shall periodically evaluate all programs of the Graduate School. The committee shall also develop and review appropriate criteria and metrics for this evaluation. The Chair of the committee will report the results of each review to the Dean of the Graduate School and to the Graduate Studies Council. The committee will be comprised of

three (3) faculty members elected by the Graduate Faculty (3 year terms), three (3) faculty members appointed by the Dean of the Graduate School (3 year terms), and one graduate student identified by the Graduate Student Association (1 year term).

- F. **Graduate School Rank Committee:** The GSRC serves a dual role, as the official Rank committee of the Graduate School, under the aegis of the University Rank and Tenure Committee and ultimately the MCW Faculty Council, and as the Graduate School Faculty Credentialing Committee, as a sub-committee of the Graduate Studies Council. The chair of this committee serves as a member of the University Rank and Tenure Committee. The committee shall be responsible for developing and maintaining a Standard Operating Procedure (SOP) that details how the GSRC will interpret MCW policies regarding faculty appointment and promotion criteria, for review and maintenance of the Graduate School credentialing policy, for reviewing applications for promotion in rank for Graduate School appointed faculty and determination of the appropriate credentialing category for appropriate Graduate School faculty members and reviewing such credentials on a 5-year basis. The Chair of the committee will report the results of the committee's deliberations to the Dean of the Graduate School. The committee will be comprised of three (3) faculty members elected by the Graduate Faculty (3 year terms), and two (2) faculty members appointed by the Dean of the Graduate School (3 year terms). **(Note: Service on this committee is restricted to Associate and Full Professors).**