



*University Community (faculty, graduate students and University Graduate School administration)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
GRADUATE ADMINISTRATIVE ORGANIZATION	June 2012	380.0442

**POLICY STATEMENT (R\*)**

The Dean of the University Graduate School, Deans Advisory Council, and the Faculty Senate Graduate Council, at the direction of the Provost, participate in formulating and recommending policy, reviewing procedures, recommending and assessing planning priorities, establishing criteria for maintaining quality and assessing needs. The roles of faculty and administrative bodies involved in graduate program administration are as follows:

University Graduate School

The University Graduate School is headed by a Graduate Dean who is responsible for oversight and coordination of graduate programs under the direction of the University Provost. The Dean of the University Graduate School shall work with the Faculty Senate Graduate Council, the unit deans, and other bodies to assure the growth and development of graduate programs and the maintenance of quality standards.

The specific responsibilities of the University Graduate School include, but are not limited to:

- monitoring, coordinating and facilitating graduate student recruitment, admissions and enrollment;
- promotion of a diverse student population including minority student and foreign students;
- approval of graduate research committees, proposals, theses, dissertations and other required documentation associated with the advancement of students through their degrees;
- monitoring program quality;
- promoting graduate research and scholarly productivity;
- enforcement of policies and development of procedures for the operation of graduate programs at the University level;
- recommendation of faculty for Graduate Faculty and Dissertation Advisor Status;
- administration of university-wide fellowships;
- management of graduate student financial support; and
- cooperation with the providers of other University support services.

The Dean of the University Graduate School develops detailed goals and objectives to fulfill the mission of the University. These are developed in consultation with the deans of the schools and colleges and communicated to the Faculty Senate via the Faculty Senate Graduate Council.

Faculty Senate Graduate Council

The Graduate Council is an elected committee of the Faculty Senate. This committee shall consist of at least one faculty representative from each unit who shall be a member of the Graduate Faculty and who shall be elected by the members of their respective unit and a Librarian elected by the Library Assembly who need not be a member of the Graduate Faculty.

The Graduate Council advises the Faculty Senate on:

- policies and procedures concerning graduate education at the University
- criteria, policies, and procedures for the development and approval of new graduate programs and courses;
- approval of all new graduate program proposals;
- changes to graduate policies and procedures; and
- other graduate-related issues as assigned by the Senate.

The Graduate Council engages in the following processes:

- meets and recommends action under the leadership of a chairperson elected from within the Council;
- initiates activities relating to the purposes described above, including receiving proposals from the Dean of the University Graduate School, Provost, Faculty Senate Steering Committee, programs/department, committees and faculty; and
- reports regularly to the Faculty Senate and annually to the Provost and Dean of the University Graduate School.

College/School

The faculty of the college or school formulates academic unit policies and procedures and evaluates faculty and program quality. The

dean of a school or college requests University support and manages the resources of staff, budget and space for the programs in the school or college. Further, he or she approves program development, pursues external resources, monitors program quality, evaluates faculty and coordinates linkages with other units within and outside the institution. Deans of the schools and colleges must recommend faculty for appointment to Graduate Faculty and Dissertation Advisor Status, review and approve all dissertation and thesis research proposals, and all dissertations and theses.

Department/Program

Each department has primary responsibility for developing, implementing and monitoring its graduate programs. These include:

- establishing admission standards;
- recommending students for admission;
- formulating degree requirements;
- recommending awarding of degrees;
- evaluating faculty and program quality;
- facilitating research and scholarly productivity;
- achieving enrollment goals; and
- ensuring program quality.

**HISTORY (R\*)**

Originally 4.2.4 FULL TIME STATUS (effective 2/11/97); 4.2.5 ACTIVE STATUS (effective 3/28/89); and 4.2.6 DISSERTATION OR THESIS ENROLLMENT REQUIREMENT (effective 2/11/97) from *Graduate Policies and Procedures Manual*.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

University Graduate School  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

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**\*R = Required \*O = Optional**