

Graduate Committee (English Graduate Committee)

The Graduate Committee acts on behalf of the English graduate faculty in all matters related to the M.A., D.A., and Ph.D. programs. The Policy and Personnel Committee appoints three members of the English graduate faculty who serve three-year staggered terms. The Director of Graduate Studies in English chairs the committee. A graduate student representative, nominated by the appointed faculty members, participates in policy making decisions.

All five members may vote on policy issues, but the student representative is not present for the discussion of individual student programs, and does not vote on these.

The committee meets at least every two weeks during the academic year.

Responsibilities

1. Policy Making and Program Administration
 - a. The committee develops and recommends policy or changes to existing policy to the graduate faculty for approval.
 - b. The committee develops policy statements as directed by the graduate faculty and submits them to the graduate faculty for approval.
 - c. The committee coordinates with the Composition Committee in all matters relating to teaching assistants in the composition program.
 - d. The committee drafts the graduate program section of departmental assessment reports.
2. Graduate Course Offerings and Student Programs
 - a. The committee acts on all proposals from students required by the M.A. programs and Ph.D. internships. (The Director may consult the Committee as part of the approval process for dissertation proposals and comprehensive exam lists.)
 - b. The Committee appoints graduate faculty members to serve on M.A. theses and doctoral-level internship committees.
 - c. The committee acts on all requests for variance (waivers, substitutions) by individual students from requirements of the M.A. and Ph.D. programs.
 - d. The committee recommends the graduate course offerings for each semester to the chair of the department.
 - e. The committee coordinates with the English Undergraduate committee in proposing changes in g400 categories.
3. M.A. Examinations

- a. The committee appoints members of the graduate faculty to serve on M.A. comprehensive and Set Text Examinations.
- b. The committee reviews and approves all questions for the M.A. comprehensive and Set Text examinations.

4. Awards and Admissions

- a. The committee, acting as the Graduate Awards Committee (which also includes the Chair of the Department and the Director of Composition), awards teaching assistantships and doctoral fellowships.
- b. The committee reviews and acts upon all applications for admission.

5. Program Promotion

- a. The committee recommends appropriate public relations and recruiting efforts to the Chair of the department.
- b. The committee develops a placement assistance program and assists graduates in securing positions.
- c. The committee attempts to maintain contact with graduates of our programs.
- d. The committee works with the English Graduate Student Association on programs and projects as needed.

Approved: October 20, 2009