



## **University of Pittsburgh University Council on Graduate Study Policy Committee Charter**

### **I. Preamble**

This body is called the University Council on Graduate Study Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Provost and Senior Vice Chancellor (SVC-P) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy 01-01-01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

### **II. Purpose**

The Committee is created for the purpose of proposing substantial revisions to the University Policy on the University Council on Graduate Study (UCGS), as well as documents that will support implementation, which will emphasize and govern the membership and responsibilities of UCGS. This new Policy will update the current University Policy on UCGS (Policy 01-03-10).

### **III. Background**

In consultation with the Office of Policy Development and Management (Policy Office), the Provost and Senior Vice Chancellor (SVC-P) has requested that University Policy 01-03-10, UCGS, be revised. This Policy was last reviewed in August 1989.

UCGS develops basic standards, regulations, and policies applicable to all fields for graduate instruction and research. UCGS reviews, evaluates, and makes recommendations to the Provost concerning proposals for new post-baccalaureate degree and certificate programs throughout the University after such proposals have had prior review and approval by the appropriate people within the relevant school(s). UCGS keeps informed regarding general developments affecting graduate education.

A revised Policy would address recommended changes to further establish and clarify the responsibilities of UCGS to monitor the overall quality and structure of the graduate and professional programs at the University, and to advise the SVC-P on academic matters that impact graduate and professional students. Recommended changes to this Policy are outlined in Sections IV. and V. of this Charter.

#### **IV. Scope and Authority**

The Committee will recommend a revised UCGS Policy, and supplemental documents (e.g., guidelines and procedures), which will replace the current Policy found at 01-03-10. In doing so, the Committee's deliberations must address the following topics:

- **Function of UCGS.** Recommend updates to the Policy to more accurately reflect UCGS's function and advisory role to the SVC-P, including establishing UCGS's authority to provide recommendations to the SVC-P on approval of new and substantially changed graduate and professional programs, policies governing these programs and admission and academic appointment of all graduate and professional students as well as appointments of Postdoc-Associates and Postdoc-Scholars.
- **Policy Consolidation.** Identify and consider current academic University Policies that could be recommended for decommissioning as a University-level Policy and/or being changed to a unit-level policy (e.g., Provost Office policy).
- **Policy Publication.** Identify a central repository (e.g., Graduate & Professional Studies Catalog) to house governing academic policies that is easy to maintain and organize and is accessible to the University community.
- **Transparency in Operations.** Develop a transparent process to handle interim academic standard changes (e.g., communication plan).

#### **V. Responsibilities**

As provided above, the Committee is created to propose a revised Policy on UCGS. To perform this function, the Committee has the responsibility to:

- Review and consider the current UCGS Policy, Policy 01-03-10, and its associated procedures.
- Review and consider the current function and advisory role of UCGS.
- Research and discuss best practices for similar advisory committees at peer and aspirational institutions, including a benchmarking of their relevant policies.
- Incorporate or address any applicable University policies, protocols, procedures, etc. in the proposed Policy.

- Consult with the University Registrar during the drafting of the proposed Policy and procedure(s) to address/incorporate any policies and procedures relevant to that office.
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review.
- Recommend a draft procedure or other supporting documents needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence to have full and frank discussion of all options. Individual members should maintain the deliberations of the Committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

## **VI. Composition**

This Committee, at the direction of the SVC-P, will be chaired by **Amanda Godley**, Vice Provost for Graduate Studies. The Committee will include the following members:

1. **Rabikar Chatterjee**, Gulf Oil Foundation Professor of Business, Katz Graduate School of Business
2. **Vivian Curran**, Distinguished Professor of Law, School of Law
3. **Bonnie Falcione**, Associate Professor, Pharmacy and Therapeutics; Senate Educational Policies Committee
4. **Eleanor Feingold**, Executive Associate Dean, Graduate School of Public Health
5. **Holger Hoock**, Associate Dean for Graduate Studies and Research, Dietrich School of Arts and Science
6. **Stephanie Hoogendoorn**, Director of Academic Affairs
7. **Julius Kitutu**, Associate Professor and Associate Dean for Student Affairs & Alumni Relations, School of Nursing
8. **Aaron McCullough**, SHRS DPT, student
9. **Robert Parker**, Professor, Department of Chemical and Petroleum Engineering, Swanson School of Engineering
10. **Rachel Travis**, GSPIA PhD, student
11. **Allen Williams**, EDU MS, student

**Lucy Russell**, Chief of Staff, will also support the Committee on behalf of the Office of the Provost.

**Tyler Tenney**, Policy Specialist, will help facilitate and support the Committee.

## **VII. Operations**

The Committee will meet every other week or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed policy to replace Policy 01-03-10, University Council on Graduate Study, will be submitted to the SVC-P as soon as practicable. The SVC-P may ask for interim status reports.

After the SVC-P's review is complete, the draft Policy will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy 01-01-01.

## **VIII. Proposed Policy Review Process**

The review process for the Committee's recommended Policy is as follows:

- University comment period;
- Council of Deans;
- University Senate's Educational Policies Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process.

Once this review process is complete, the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy 01-01-01.

## **IX. Amendment**

Any amendments to this Charter must be made in accordance with Policy 01-01-01 and receive the approval of the Chancellor or designee.

The Committee shall expire on the publication of a new University Policy that governs UCGS, unless otherwise directed by the Chancellor.