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## *Charges to Standing Committees of the Academic Council*

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StCD#6906  
SenD#3522

### **CHARGE TO THE COMMITTEE ON GRADUATE STUDIES**

*((As adopted by the Senate of the Academic Council 10/16/69  
and amended 6/3/71, 5/29/86, 6/15/89, 2/17/94, 3/11/91 and May 30, 2002))*

#### **A. GENERAL CHARGE**

The Committee on Graduate Studies, subject to the *Charter* and *Rules* of the Senate, shall formulate policy concerning the substance and process of graduate education as well as the evaluation and recording of graduate achievement, and shall review the implementation of such policy. The Committee shall also monitor the academic quality and effectiveness of the University's graduate interdisciplinary degree-granting programs.

*Note:* In the May 2002 revision, the Committee on Graduate Studies assumed some of the responsibilities of the former Committee on Academic Appraisal and Achievement.

#### **B. SPECIFIC DUTIES**

The Committee on Graduate Studies shall recommend to the Senate each quarter the lists of candidates who have satisfied the requirements for the various advanced degrees. The Committee shall formulate:

1. Minimum standards of academic work for all the various graduate degrees, recognizing that the faculties of the departments and schools may establish higher standards for their degree programs;
2. Policies governing graduate admissions, including minimum standards for admission in all schools, total graduate enrollments, and special categories of admission;
3. Policies governing the amount, character, and conditions of graduate financial aid;
4. Policies governing the structure and quality of the graduate curricula;
5. Recommendations to the Senate concerning the initiation and renewal of all graduate degree programs, majors, and minors (after review of same);
6. Policies and procedures for encouraging applications and appraising qualifications for external, post-baccalaureate awards and prizes;

As appropriate and, if needed, in consultation with the Committee on Undergraduate Policy:

7. Policies governing registration, class and examination schedules, and the academic calendar;
8. Appropriate systems of grading (in graduate courses);
9. Appropriate systems for improvement and evaluation of teaching (of graduate courses);
10. Standards for appointment, training, and evaluation of teaching assistants.

#### **C. REPORTING RESPONSIBILITIES**

The Chair of the committee is charged specifically with the following duties:

1. Keeping the Academic Secretary apprised of the substantive issues under consideration by the Committee and any subcommittees, and reporting in writing to the Academic Secretary, within seven days of Committee action, any policy decision or recommendation which may require Senate endorsement.
2. Submitting to the Academic Secretary no later than August 1, one copy of a written Annual Report of the work of the Committee during the year just completed, including reporting the termination of any graduate interdisciplinary or departmental degree programs. The Annual Report should observe the current Guidelines for the Preparation of Reports and Proposals to the Senate of the Academic Council.

#### **D. MEMBERSHIP**

The Committee shall consist of ten voting members: seven members of the Academic Council and three graduate students.

1. Two faculty members from the School of Humanities and Sciences, two faculty members from the School of Engineering, and three faculty members from amongst the Schools of Law, Medicine, Business, Earth Sciences, and Education;

2. One graduate student from the School of Humanities and Sciences; one graduate student from the School of Engineering; and one graduate student from amongst the other schools.

The Associate Dean of Graduate Policy and the Registrar shall be *ex officio* members of the Committee without vote.

## **E. SUBCOMMITTEES**

The Committee shall establish the requirements for membership, appoint, and charge standing subcommittees only in the following areas, as needed in each year:

1. Minority Graduate Student Recruitment and Retention: monitor Stanford's activities in the recruitment and retention of graduate students from underrepresented groups, including women in certain departments; and make policy recommendations where appropriate.
2. Exceptions to Graduate Policy: advise the Associate Dean for Graduate Policy and the Registrar in the administration of specific rules concerning problematic cases, with final authority to grant or deny any exception to graduate policy.
3. Panels to evaluate and recommend nominees for external, post-graduate awards and prizes, as appropriate, e.g., Rhodes/Marshall Panel. Recommendations of individuals by C-GS or its panels shall not be subject to Senate scrutiny.

The Committee may establish the requirements for membership, appoint and charge *ad hoc* subcommittees in areas of specified reference.

## **F. REPORTING COMMITTEES**

The Teaching Assistant Training Oversight Committee is charged to report annually to C-GS, and through C-GS to the Senate. It is the responsibility of C-GS to remain informed about the policy issues under consideration by this committee and to provide advice and counsel on these policy issues as appropriate (i.e., at the initiative of the Reporting Committee, of C-GS itself, or of the cognizant Vice Provost or dean.)

## **G. MINIMUM NUMBER OF MEETINGS**

The Committee shall meet at least six times during the academic year.

## **H. STAFF SUPPORT**

The Registrar shall be responsible for providing administrative assistance to the Committee and its standing subcommittee.