



**University at Buffalo**  
*The State University of New York*

# **Charter and Bylaws of the Graduate School**

The Graduate School

State University of New York at Buffalo

408 Capen Hall

Buffalo, New York 14260-1608

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# Preamble

Graduate education, and the inseparable climate of scholarly research within which it flourishes, are essential to the intellectual vigor and innovation providing the distinguishing characteristic of a University community. The responsibility for maintaining excellence in graduate education lies with the Graduate Faculty with the support of its administrative officers. It is the mission of the Graduate School to promote and oversee the fruitful exercise of these faculty responsibilities.

# Charter

The authority vested in the Graduate Faculty is recognized in the Bylaws of the Voting Faculty of the State University of New York at Buffalo, Article II, Section 5, in which the faculties of the academic units are designated as having primary jurisdiction concerning their internal academic policies and procedures, and as the agencies through which the powers and duties of the Voting Faculty shall be discharged.

# Article 1: Objectives of the Graduate School

The broad objectives of the Graduate School are threefold:

- 1.1 Promotion and maintenance of excellence in graduate programs and in the scholarly and creative activities of graduate faculty and students.
- 1.2 Stimulation and promotion of interdisciplinary research and education.
- 1.3 Improvement and preservation of the academic environment within which graduate education and research occur.

## **Article 2: Composition of the Graduate School**

The Graduate School encompasses those organized programs of study and research leading to advanced degrees which have been designated as graduate programs, and the faculty and administrative officers actively engaged in the conduct of these programs. Included as graduate programs are:

- 2.1 Any program leading to the Ph.D. degree.
- 2.2 Any program leading to a Master's degree, which is normally considered to be a preliminary step toward a Ph.D. in the same field.
- 2.3 Any graduate program so recommended by the Executive Committee upon the request of the appropriate faculty, Chair, and Dean.

# **Article 3: Organization of the Graduate School**

The Graduate School is organized within the University to aid in the realization of the objectives of graduate education at the University at Buffalo. The success and quality of graduate education are concerns shared by the Graduate Faculty, the Dean of the Graduate School, and the Deans of the various academic units within which it is conducted. The Graduate Faculty is the superior authority in the establishment of policy, and in the resolution of significant issues in the conduct of Graduate School affairs.

## **3.1 Dean of the Graduate School (Graduate Dean)**

### **3.1.1 Appointment**

The candidates for the position of Graduate Dean shall be selected by a Search Committee. The Graduate Dean is appointed by the President of the University at Buffalo, acting upon the recommendation of the Provost, and serves at the pleasure of the President.

### **3.1.2 Responsibilities of the Graduate Dean**

As the primary executive officer of the Graduate School, the Graduate Dean shall be responsible for:

- a. The appropriate conduct of its academic affairs.
- b. Granting permission to conduct defense of thesis examinations for the Ph.D. degree.
- c. Recommending to the President the conferral of all Ph.D. degrees, and any other degree awarded by programs of the Graduate School.
- d. Initiating external reviews of graduate programs.
- e. Reporting annually to the Provost and to the Graduate Faculty concerning the status of graduate education at the University at Buffalo.

## **3.2 Executive Committee of the Graduate School**

The Executive Committee is the principal executive body of the Graduate School, and shall exercise general oversight with regard to the standards and academic integrity of all degree programs of the Graduate School. This Committee shall plan for the future of graduate education in the broadest terms, and appropriately guide the evolution of the Graduate School.

### **3.2.1 Responsibilities of the Executive Committee**

The Executive Committee shall:

- a. Act on behalf of the Graduate Faculty in routine matters.
- b. Refer to the Graduate Faculty those issues of policy, evaluation, or implementation which the Executive Committee finds to warrant consideration by the Graduate Faculty.
- c. Serve as the steering committee in preparing the agenda for all meetings of the Graduate Faculty, and in initiating any formal action of the Graduate Faculty undertaken through a mail ballot.
- d. Provide advice and counsel to the Graduate Dean concerning the conduct of Graduate School affairs.

### **3.2.2 Composition of the Executive Committee**

The Executive Committee will include:

- a. The President.
- b. The Provost.
- c. The Dean of the Graduate School.
- d. The Associate Dean(s) of the Graduate School.
- e. Representatives from each Divisional and Area Committee, (as defined in Section 3.3) elected by and from the membership of the Committee. Representation shall be proportional to the number of programs within each Committee, as follows:
  - i) Four or fewer programs - 1 representative
  - ii) Five to nine programs - 2 representatives

- iii) Ten or more programs - 3 representatives
- f. Two graduate students elected by the Graduate Student Association in compliance with its Bylaws.
- g. One representative designated by the Chair of the Faculty Senate.

### **3.2.3 Term of Office**

Members are elected or appointed for a three year term.

### **3.2.4 Limits of Period of Service**

Elected or appointed members shall serve no more than two consecutive terms without an intervening hiatus of at least one year.

### **3.2.5 Presiding Officer**

The Graduate Dean or his/her designee shall be presiding officer of the Executive Committee.

### **3.2.6 Subcommittees of the Executive Committee**

Standing subcommittees of the Executive Committee will be composed of members and a chair appointed for three year terms by the Graduate Dean with the advice and consent of the Executive Committee. There will be four standing subcommittees:

- a. Graduate Policy Committee
- b. Student Programs Committee
- c. Fellowships Committee
- d. Committee on Future Directions of Graduate Education. Other committees as needed to assist in the conduct or assessment of Graduate School affairs may be appointed by the Graduate Dean upon an ad hoc basis.

### **3.3 Divisional and Area Committees**

The Divisional and Area Committees, being organs of the Graduate School, are responsible to the Executive Committee and the Graduate Dean. They are concerned primarily with maintaining the quality of their participating programs, and with monitoring the academic progress of the students enrolled within them. Issues having significant administrative or budgetary implications will be resolved conjointly with the appropriate Dean(s).

#### **3.3.1 Responsibilities of Divisional and Area Committees**

Divisional and Area Committees shall:

- a. Evaluate and approve or disapprove new program proposals.
- b. Where appropriate, initiate proposals for new or revised programs.
- c. Assume the major role in arranging and receiving external evaluations of graduate programs in concert with the Graduate Dean. This shall be done in cooperation with the Executive Committee and the appropriate Dean
- d. Review and approve or disapprove proposals for new or significantly revised graduate courses with regard to academic merit and need.
- e. Initiate course planning to meet programmatic need
- f. Review and approve or disapprove individual student Applications for Candidacy.
- g. Advise the Graduate Dean concerning nominations for appointment to the Graduate Faculty.
- h. Monitor the status of graduate education within its jurisdiction, identify the needs and opportunities for the development of interdisciplinary activities, and so advise the appropriate Deans.

#### **3.3.2 Composition of Divisional and Area Committees**

Divisional and Area Committees will be comprised of:

- a. One representative, or at the option of the committee two representatives, selected by and from the Senior Members of the graduate faculty of each of the distinct degree programs within that division or area.

- b. One non-voting representative appointed by the Dean of the academic unit, or one each appointed by the Deans of all units participating in an Area Committee. One or more non-voting student representatives, as determined by the Area or Divisional committee, selected by the graduate students of that area or division.
- c. At the discretion of the Area or Divisional Committee, one or more non-voting representatives of non-degree-granting organized academic programs with demonstrated relevance to graduate education.

### **3.3.3 Formation of Area Committees**

- a. Two or more Divisional Committees, with the approval of the appropriate Deans and a majority of the faculty of each degree program involved, may merge to form an Area Committee spanning multiple divisions of the University.
- b. Individual programs may join together to form an Area Committee with the approval of the Deans of the academic units involved, and of the Executive Committee.

### **3.3.4 Presiding Officer**

A Chairperson shall be elected by each Divisional and Area Committee, to serve for a term of three years. Optionally, the first year of this term may be served as chairperson-elect.

## **3.4 Affiliated Institutions**

Research institutions with a formally recognized relationship to the University, and conducting graduate programs under the auspices of the Graduate School, shall be designated as Affiliated Institutions.

### **3.4.1 Divisional and Area Committees**

Graduate programs offered within an Affiliated Institution may, as appropriate, constitute a Divisional Committee, or participate in Area Committees in coordination with other graduate programs of the University.

#### **3.4.2 Administrative Director of Graduate Programs**

Each Affiliated Institution shall appoint, subject to the approval of the Graduate Dean and Provost, an administrative director of the graduate programs conducted at that institution. This officer will fulfill a role analogous to that of a Dean with regard to all matters of graduate education within the institution.

#### **3.5 Graduate School Responsibilities of Deans**

The Dean of each of the Schools, Faculties or Affiliated Institutions offering graduate programs shall be responsible for the administration of these programs in cooperation with the corresponding Divisional or Area Committee. In general, the Deans are concerned with the maintenance of academic integrity of programs within their academic units, compliance with programmatic and residency requirements, achievement of disciplinary educational objectives, planning for coherent program development, and resource deployment. The Deans shall:

- a. Approve and forward, or disapprove, proposals for new degree programs, with the academic endorsement of the appropriate Divisional or Area Committee.
- b. Arrange periodic external evaluations of graduate programs within their divisions, as mandated by Graduate School policy, with the substantive participation of the appropriate Divisional or Area Committee.
- c. Approve or disapprove proposals for new graduate courses, and revisions of existing courses entailing significant resource commitment.
- d. Maintain a current registry of graduate courses offered within the division.
- e. Serve as the normal avenue through which individual student documents are processed. Advice of the appropriate Divisional or Area Committee should be sought regarding administrative procedures and actions having significant academic implications.

- f. Assist the program or department in scheduling oral defense-of thesis examinations for Ph.D. candidates, upon permission by the Graduate Dean.
- g. Offer recommendations concerning nominations to the Graduate Faculty arising from within that academic unit.

# Article 4: The Graduate Faculty

Membership in the Graduate Faculty is a privilege conferred upon those appropriate members of the faculty of the University at Buffalo and its Affiliated Institutions who have an active and continuing role in one or more of the degree programs offered under the auspices of the Graduate School. There are two (2) categories of membership within the Graduate Faculty: Member and Associate Member. Associate Membership is specifically designed to recognize those individuals who meet the respective category criteria outlined below, and who are expected to play a meaningful role in graduate education and training only at the master's program level.

## 4.1 Rights and Privileges of the Graduate Faculty

Graduate Faculty status is University-wide, and the privileges conferred thereby are not limited to the division or area within which an appointment is made. Only Members of the Graduate Faculty may participate in the governance of the Graduate School.

In conjunction with the respective category of Graduate Faculty membership, the following specific privileges apply:

- a. Associate Members of the Graduate Faculty may serve as either committee members or as major advisors for Master's students, but may not serve on PhD. dissertation committees in any capacity.
- b. Members may serve as committee members or as major advisors for both Master's and Ph.D. students. Only Members may serve on the Graduate School's Executive, Area, and Divisional Committees.

## **4.2 Appointment to the Graduate Faculty**

Appointment to the Graduate Faculty is always considered within the context of the candidate's anticipated role in one or more degree programs and against the framework of his/her College/School's established criteria for Graduate Faculty membership (See Article 5). An appointment to the Graduate Faculty proceeds through the following steps:

- a. Affirmative vote of the Graduate Faculty of the sponsoring program, with the recommendation of the Departmental Chair.
- b. Submission to the Dean of the academic unit for his/her recommendation.
- c. Submission to the appropriate Area or Divisional Committee for the group's evaluation, recommendation and forwarding to the Graduate Dean.
- d. Recommendation of the nominee, by the Graduate Dean, to the Provost for appointment.

## **4.3 Criteria for Membership in the Graduate Faculty**

### **For Membership:**

**4.3.1** Having a meaningful role to play in a graduate program(s), including such activities as:

- a. Guiding graduate research and preparation of master's theses and Ph.D. dissertations.
- b. Conducting research, scholarship or creative activity to advance knowledge in the discipline.
- c. Participation in the development and guidance of the department and graduate program(s).

**4.3.2** Possession of the highest degree in the field, usually the Ph.D., or equivalent competence.

**4.3.3** Engagement in scholarly communication, such as publication in refereed journals, or other professional or creative work recognized by peer scholars.

**4.3.4** Relevant experience in graduate education, such as service as a member of examination or dissertation committees.

**For Associate Membership:**

**4.3.5** Having a meaningful role to play in a graduate program(s), including such activities as:

- a. Guiding graduate research and preparation of master's theses.
- b. Conducting research, scholarship or creative activity to advance knowledge in the discipline.
- c. Participation in the department and associated graduate program(s).

**4.3.6** Possession of the appropriate academic credentials in the field, minimally the master's degree, or equivalent competence.

**4.3.7** Prior, as well as current, engagement in scholarly and/or clinical activity deemed appropriate to the member's duties in the graduate program.

**4.3.8** In addition, individual College/Schools have developed supplemental specific criteria both for membership in the Graduate Faculty as well as for retention of such membership. These criteria are summarized in Article 5.

## **4.4 Roster of the Graduate Faculty**

The Graduate School shall maintain a current roster of the members of the Graduate Faculty reflecting the category of membership of each individual. The roster is distributed annually to the Area and Divisional Committees, the Deans, and the academic units in advance of the annual meeting of the Graduate Faculty.

## **4.5 Meetings of the Graduate Faculty**

**4.5.1** The Annual Meeting of the Graduate Faculty shall be held in the spring of each year, at which time the Graduate Dean is expected to report upon the status of graduate education at the University at Buffalo.

**4.5.2** Additional meetings of the Graduate Faculty, or of any Divisional or Area Committee, may be called at the discretion of the Executive Committee, or the Graduate Dean as its presiding officer, in response to any pressing issues that may arise.

**4.5.3** Extraordinary meetings of the Graduate Faculty shall be called upon the petition by at least thirty members; the purpose of such meeting will be clearly stated in the petition to the Executive Committee, and included in the meeting announcement.

# ARTICLE 5: GRADUATE FACULTY MEMBERSHIP

*Unless otherwise stated, the criteria for Graduate Faculty membership and retention of such membership as summarized in this section refer to the membership category "Member" only.*

## 5.1 SCHOOL OF ARCHITECTURE & PLANNING

### Department of Architecture

#### Membership Requirements:

1. The candidate must have a graduate degree in Architecture or a related field. In Architecture, this could be a Ph.D., a D.Arch. or a terminal professional degree.
2. The candidate must have a tenure track, clinical or adjunct faculty appointment in the Architecture Department.
3. The candidate must play a significant role in the Architecture Department's graduate program through the teaching of graduate courses or studios, or by serving on a thesis committee.
4. The candidate must be engaged in architectural scholarship or creative work that is recognized by peer scholars.

#### Process:

1. During the first semester of faculty appointment in the Architecture Department, the candidate is eligible for Graduate Faculty membership. If the candidate meets the Criteria for Graduate Faculty Membership, the Architecture Department's Chair forwards the candidate's name and resume to the department's Promotion and Tenure Committee for review and approval.
2. If approved by the department's Promotion and Tenure Committee, the candidate's name and resume are forwarded to the Architecture Department's Chair for presentation to the department's Graduate Faculty for review and approval.

3. If approved by the department's Graduate Faculty, the candidate's name and resume are forwarded to the School of Architecture & Planning Divisional Committee for review and approval.
4. If approved by the school's Divisional Committee, the candidate's name and resume are forwarded, through the Dean's Office, to the Graduate School for formal appointment.

**Periodic Review - Criteria and Procedures:**

1. Each year during the annual review meeting with the Architecture Department's Chair, the faculty members' status in the Graduate Faculty will be discussed.
2. If the Graduate Faculty member has, without cause, neither participated as an advisor to any graduate student nor conducted any architectural scholarship for the preceding two years, the Architecture Department's Chair will submit the faculty member's name to the department's Promotion and Tenure Committee for review and placement on probationary status.
3. If the Graduate Faculty member on probationary status does not participate as a Graduate Faculty member for three years standing following placement on probationary status, the faculty member will be removed from the Graduate Faculty through procedures outlined by the Graduate School.

**Department of Planning**

**Membership Requirements:**

1. The candidate must have an appropriate graduate degree in Urban Planning or a related field. This will normally be a Ph.D. but could be a terminal professional degree.
2. The candidate must have a tenure track, clinical, visiting, or adjunct faculty appointment in the Department of Planning.
3. The candidate must play a significant role in the Department of Planning's graduate program through the teaching of graduate courses and by serving on thesis committees.
4. The candidate must have evidence of planning scholarship or creative work that is recognized by peer scholars and is commensurate with the expectations of a Research University.

**Process:**

1. When the above criteria are met, the candidate is eligible for Graduate Faculty membership.
2. When eligible, the Department Chair forwards the candidate's name and resume to the School of Architecture & Planning Divisional Committee for review and approval.
3. If approved by the school's Divisional Committee, the candidate's name and resume are forwarded, through the Dean's Office, to the Graduate School for formal appointment.

**Periodic Review - Criteria and Procedures:**

1. Each year during the annual review meeting with the Planning Department's Chair, the faculty member's status in the Graduate Faculty will be discussed.
2. If the Chair is dissatisfied with the quality of an individual's academic performance for a period of three consecutive years, the Chair will remove the faculty member from the Graduate Faculty through procedures outlined by the Graduate School.

## **5.2 COLLEGE OF ARTS AND SCIENCES**

*Last Revised 12/10/03*

Membership in the Graduate Faculty of the College of Arts and Sciences represents a significant level of scholarly achievement and graduate educational experience. There are two (2) categories of membership within the Graduate Faculty: Senior Member and Associate Member. Senior Membership qualifies a faculty member to supervise advanced master's and doctoral research, scholarly and creative activity, and thesis and dissertation writing. It is subject to periodic review, and represents an acknowledgement of a faculty member's achievements over the course of an academic career. Associate Membership recognizes those individuals who meet the membership criteria outlined below, and who are expected to play a meaningful role in graduate education and training at the master's level or as a member (but not chair) of a Ph.D. committee as specified in Article 4.1.

**Initial Appointment:**

- a. Initial appointment to the Graduate Faculty is made through a nomination submitted by the department in which the candidate holds his or her primary academic appointment. Associate Members may be nominated for appointment as Senior Members when the department feels it is appropriate. Each department sets the nomination policy and process.
- b. Nominations for appointment to the Graduate Faculty are forwarded to the Dean of CAS.
- c. Nominations approved by the Dean of CAS are forwarded to the Graduate Faculty subcommittee of the CAS Divisional Committee, which indicates its recommendation for approval or disapproval. Recommendations for approval are forwarded to the Graduate Dean for formal approval by the Provost.
- d. Nominations not approved by the Graduate Faculty subcommittee of the CAS Divisional Committee may be presented to the full Divisional Committee for consideration. Both the Graduate Faculty subcommittee and the full CAS Divisional Committee may solicit additional information or consultation from the Director of Graduate Studies and/or the Chair of the Department of a candidate's home department.
- e. Upon approval by the provost, nominees for Senior or Associate Member status in CAS will be appointed as members of the Graduate Faculty for an initial term of five years.

**Membership Requirements:**

Membership in the Graduate Faculty through the College of Arts and Sciences shall be based on some combination of the following criteria:

**For Senior Membership:**

1. Having a meaningful role to play in a graduate program, including such activities as guiding graduate research and preparation of theses and dissertations, conducting research to advance knowledge in the discipline, and participation in the development and guidance of the department and graduate program.

2. Possession of the highest degree in the field, usually the Ph.D., or equivalent competence. Engagement in scholarly activity such as publication in refereed journals or other professional or creative work recognized by peer scholars.

**For Associate Membership:**

1. Having a meaningful role to play in a graduate program, including such activities as guiding graduate research and preparation of master's theses.
2. Conducting research, scholarship, or creative activity to advance knowledge in the discipline.
3. Possession of appropriate academic credentials in the field, minimally the master's degree, or equivalent competence.

*Individual programs within the College of Arts and Sciences may impose additional criteria.*

**Periodic review - Criteria and Procedures:**

The Graduate Faculty status of each Graduate Faculty member of CAS is evaluated every five years. The Department Chair reviews the faculty member's qualifications for continuing appointment as a member of the Graduate Faculty. If the Chair supports continuation of the appointment, no further review is required. In cases where the Chair determines that there is no clear evidence of scholarly activity and/or no evidence of master's or dissertation guidance over the last five years, the faculty member will be subject to further review by the department's executive committee. A faculty member subject to such a review will be notified three weeks prior to that review. The committee will recommend to the Chair continuing appointment, or a change in appointment status from Senior to Associate member of the Graduate Faculty, or removal from the Graduate Faculty. A recommendation of change of status may be appealed to the entire Graduate Faculty of the department.

## 5.3 GRADUATE SCHOOL OF EDUCATION

*Last Revised 12/05/03*

### **Senior Graduate Faculty Membership Requirements:**

1. UB faculty status with unqualified rank. (Faculty with qualified rank meeting criteria 2-4 below and available for appropriate dissertation mentoring may also be considered).
2. Possession of the appropriate terminal degree (generally the Ph.D. or Ed.D).
3. Refereed publications of the quality expected for promotion to associate professor.
4. Experience teaching graduate level courses.
5. Favorable recommendation from the department.

### **Periodic Review - Criteria and Procedures:**

1. Evidence of continued scholarly growth since initial appointment or last reconfirmation.
2. Service on dissertation committees, generally including committee chairmanships.
3. Favorable reconfirmation/renewal vote from the graduate faculty members of the department.
4. Favorable recommendation from the GSE Graduate Degrees Committee. The action of the Graduate Degrees Committee is to be based on proper procedures having been followed, rather than an independent judgment of merit.
5. Both initial and renewal appointments to the Graduate Faculty are made by the GSE Dean who forwards them to the Dean of the Graduate School from whom official letters of appointment will be issued.
  - a. GSE faculty members newly appointed to the Graduate Faculty, and those appointed in the last three years, will be reviewed for reappointment within five years of the date of their appointment and thereafter every five years. Those appointed prior to 1996 will be reviewed within the next two years (2000-2001) at their initiation, and thereafter every five years.

- b. Alternatively, the Graduate Faculty member may elect to not seek reappointment to the Graduate Faculty. In that case, his/her Graduate Faculty appointment would terminate at the close of the academic year, and the Department would notify the Graduate Degrees Committee and the Dean, who would notify the Dean of the Graduate School.
- c. The Graduate Faculty member to be reviewed for reappointment will submit an updated CV or other evidence of continued scholarly growth to the department. The Graduate Faculty members of the department will review the CV or dossier and vote on the proposed reappointment.

## 5.4 SCHOOL OF DENTAL MEDICINE

*Last Revised 01/27/04*

There are two (2) categories of membership on the Graduate Faculty recognized by the School of Dental Medicine: Senior Member and Associate Member. Associate membership is specifically designed to recognize those individuals who meet the respective category criteria outlined below, and are expected to play a meaningful role in graduate education and training only at the master's program level.

### **Senior Membership Requirements:**

1. Possession of a professional or equivalent degree (D.D.S., M.D., Ph.D.)
2. Demonstrated ability to carry out and supervise independent research by several possible mechanisms:
  - a. Principal Investigator on a peer-reviewed research grant
  - b. A minimum of two first-authored, peer-reviewed publications (excluding thesis work) on projects that require research design.
  - c. Significant contributions to other publications.
3. A demonstrable capacity for active direction of persons engaged in graduate studies.
4. A defined, active role that the candidate would play in the graduate program, including such activities as development of graduate courses and programs, guiding research projects, thesis

and dissertations of graduate students, doing research on academic projects, and conducting or participating in graduate seminars and courses.

**Periodic Review - Criteria and Procedures:**

A defined, active role that the candidate plays in the graduate program, including such activities as development of graduate courses and programs, guiding research projects, theses and dissertations of graduate students, doing research on academic projects, and conducting or participating in graduate seminars and courses.

**Criteria:**

Demonstrated ability within the past five years to carry out and supervise independent research and/or to play an active role in the graduate program by several possible mechanisms:

1. Principal Investigator on a peer-reviewed research grant.
2. A minimum of two first-authored, peer-reviewed, publications on projects that require research design.
3. Significant contributions to other publications.
4. A demonstrable capacity for continuous active direction of persons engaged in graduate studies.

**Procedures:**

1. An individual's Graduate Faculty membership will be reviewed and reconfirmed every five years.
2. Reconfirmation to the Graduate Faculty is initiated by an individual program. After review of the individual's curriculum vitae, a vote is taken by the program faculty (Senior Members only). This vote, along with the Graduate School Nomination Form, and a letter from the program director is submitted to the Health Sciences Divisional Committee for consideration. The nomination is then considered by the Academic Dean and sent to the Graduate School for formal appointment.

**Associate Membership Requirements:**

1. Possession of a professional or equivalent degree (D.D.S., M.D., Ph.D.)
2. Having a meaningful role to play in a graduate program(s), including such activities as:
  - a. Guiding graduate research and preparation of master's theses.
  - b. Conducting research, scholarship or creative activity to advance knowledge in the discipline.
  - c. Participation in the department and associated graduate programs(s).
3. Prior, as well as current, engagement in scholarly and/or clinical activity deemed appropriate to the member's duties in the graduate program.

**Periodic Review - Criteria and Procedures:**

A defined, active role that the candidate plays in the graduate program, including such activities as development of graduate courses and programs, guiding research projects and theses of M.S. graduate students, doing research on academic projects, and conducting or participating in graduate seminars and courses.

**Criteria:**

Demonstrated ability within the past five years to carry out and supervise independent research and/or to play an active role in the graduate program by several possible mechanisms:

1. Co-Investigator on a peer-reviewed research grant.
2. A minimum of two first-authored, peer-reviewed, publications on projects that require research design.
3. Contributions to other publications.
4. A demonstrable capacity for active direction of persons engaged in graduate studies.

**Procedures:**

1. An individual's Graduate Faculty membership will be reviewed and reconfirmed every five years.

2. Reconfirmation to the Graduate Faculty is initiated by an individual program. After review of the individual's curriculum vitae, a vote is taken by the program faculty (Senior Members only). This vote, along with the Graduate School Nomination Form, and a letter from the program director is submitted to the Health Sciences Divisional Committee for consideration. The nomination is then considered by the Academic Dean and sent to the Graduate School for formal appointment.

## **5.5 SCHOOL OF PUBLIC HEALTH AND HEALTH PROFESSIONS**

*Last Revised: 09/02/2004*

### **Membership Requirements:**

The School of Public Health and Health Professions has established no requirements for appointment to the Graduate Faculty beyond those set forth in the By-laws of the Graduate School and by the Health Sciences Divisional Committee. Appointment to the Graduate Faculty is based on the substantive criteria described here, and is available to faculty holding either unqualified or qualified appointments. There are two (2) categories of membership within the Graduate Faculty: Senior Member and Associate Member. Associate Membership is specifically designed to recognize those individuals who meet the respective category criteria outlined in the By-laws of the Graduate School, and who are expected to play a meaningful role in graduate education and training only at the master's program level. Senior Members may serve as committee members or as major advisors for both Master's and Ph.D. students.

### **Senior Members requisite qualifications are:**

1. Possession of the highest degree of the field, or equivalent competence
2. Personal engagement in scholarly activity
3. Capacity to actively direct graduate study
4. Having a definite role to play in the graduate program following the nomination.

Particular emphasis is placed upon item 2 of these requirements; the School of Public Health and Health Professions normally expects the candidate's engagement in scholarly activity to be evidenced by the publication of at least two papers (excluding those derived from Ph.D. dissertation research) in peer-refereed journals and published within the past 5 years. Alternative evidence of equivalent scholarly accomplishment can be accepted based upon adequate documentation of its equivalence. Additionally, a nomination to Graduate Faculty membership should include a letter from the Chairperson of the candidate's Department setting forth the candidate's strengths, past participation in graduate education, and anticipated role in the School's graduate programs. Support of the nomination by the Senior Members of the graduate faculty of the nominating department should be indicated by a numerical tally of their vote.

**Associate Members requisite qualifications are:**

1. Possession of the appropriate academic credential in the field, minimally the master's degree, or equivalent competence. Associate Members may be faculty members who hold a Ph.D. but do not fulfill the criteria for Senior Members.
2. Having a meaningful role to play in a graduate program(s), including but not limited to lectures and graduate training toward the master's degree.
3. Current involvement in scholarship or creative activity pertinent to the discipline.
4. Ability to direct graduate study towards a master's degree.

Additionally, a nomination for Associate Member of the Graduate Faculty should include a letter from the Chairperson of the candidate's Department setting forth the candidate's qualifications and anticipated role in the School's graduate programs. Support of the nomination by the Senior Members of the graduate faculty of the nominating department should be indicated by a numerical tally of their vote.

In the case of persons holding primary appointments outside the School of Public Health and Health Professions, Graduate Faculty membership does not automatically transfer to the School of Public Health and Health Professions. No candidate for a degree in the Graduate School may be appointed to

the faculty of the Graduate School. Visiting faculty are normally not eligible for appointment to the faculty of the Graduate School.

**Periodic Review Criteria and Procedures:**

All Senior and Associate members of the School of Public Health and Health Professions Graduate Faculty shall be subject to a reappointment process, which will be conducted every five years (in years 2\_\_ 0 and 2 \_\_ 5). The Chair shall initiate the reappointment process, and the following criteria shall be considered:

- a. Evidence of continuing involvement in a graduate program, as indicated by participation in graduate education;
- b. Evidence of continuing scholarly activity, supported by materials such as abstracts and publications.

An early review (i.e., other than 2\_\_ 0 or 2 \_\_ 5) may be called at the discretion of the Department Chair, if he/she identifies one or more faculty members who may no longer be appropriate for service on the Graduate Faculty.

A letter from the Chairperson supporting reappointments, along with the curriculum vitae of faculty members supported for reappointment, shall be submitted to the Dean of the School of Public Health and Health Professions.

## **5.6 SCHOOL OF MEDICINE AND BIOMEDICAL SCIENCES**

*Last Revised 3/20/2003*

**Membership Requirements:**

The School of Medicine and Biomedical Sciences has established no requirements for appointment to the Graduate Faculty beyond those set forth in the By-laws of the Graduate School and by the Health Sciences Divisional Committee. There are two (2) categories of membership within the Graduate Faculty: Senior Member and Associate Member. Associate Membership is specifically designed

to recognize those individuals who meet the respective category criteria outlined in the By-laws of the Graduate School, and who are expected to play a meaningful role in graduate education and training only at the master's program level. Senior Members may serve as committee members or as major advisors for both Master's and Ph.D. students.

**Senior Members requisite qualifications are:**

1. Possession of the highest degree of the field, or equivalent competence.
2. Personal engagement in scholarly activity.
3. Capacity to actively direct graduate study.
4. Having a definite role to play in the graduate program following the nomination.

Particular emphasis is placed upon item 2 of these requirements; the School of Medicine and Biomedical Sciences normally expects the candidate's engagement in scholarly activity to be evidenced by the publication of at least two papers (excluding those derived from Ph.D. dissertation research) in peer-refereed journals and published within the past 5 years. Alternative evidence of equivalent scholarly accomplishment can be accepted based upon adequate documentation of its equivalence. Additionally, a nomination for Graduate Faculty should include a letter from the Chairperson of the candidate's Department setting forth the candidate's strengths, past participation in graduate education, and anticipated role in the School's graduate programs. Support of the nomination by the graduate faculty of the nominating department should be indicated by a numerical tally of their vote.

**Associate Members requisite qualifications are:**

1. Possession of the appropriate academic credential in the field, minimally the master's degree, or equivalent competence. Associate Members may be faculty members who hold a Ph.D. but do not fulfill the criteria for Senior Members.
2. Having a meaningful role to play in a graduate program(s), including but not limited to lectures and graduate training toward the master's degree.
3. Scholarship or creative activity pertinent to the discipline.

4. Ability to direct graduate study towards a master's degree.

Additionally, a nomination for Associate Member of the Graduate Faculty should include a letter from the Chairperson of the candidate's Department setting forth the candidate's qualifications and anticipated role in the School's graduate programs. Support of the nomination by the graduate faculty of the nominating department should be indicated by a numerical tally of their vote.

In the case of persons holding joint appointments, Graduate Faculty membership through a School other than the School of Medicine and Biomedical Sciences does not automatically transfer to the School of Medicine and Biomedical Sciences. No candidate for a degree in the Graduate School may be appointed to the faculty of the Graduate School. Visiting faculty are normally not eligible for appointment to the faculty of the Graduate School.

**Periodic Review Criteria and Procedures:**

All Senior and Associate members of the School of Medicine and Biomedical Sciences Graduate Faculty shall be subject to reappointment every five years. The Chair shall initiate the reappointment process and the following criteria shall be considered:

- a. Evidence of continuing involvement in a graduate program, as indicated by participation in graduate education
- b. Evidence of continuing scholarly activity, supported by materials such as abstracts and publications.

A letter from the Chairperson supporting reappointment along with a curriculum vita of the faculty member should be submitted to the Executive Committee (or a separate committee designated by the Executive Committee for this purpose). The candidate should provide evidence of their continuing involvement in graduate education and scholarly activity.

## 5.7 SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

### **Membership Requirements:**

The School of Pharmacy has established no requirements for appointment to the Graduate Faculty beyond those set forth in the By-laws of the Graduate School and by the Health Sciences Divisional Committee. These requisite qualifications are:

1. Possession of the highest degree of the field, or equivalent competence.
2. Personal engagement in scholarly activity.
3. Capacity to actively direct graduate study.
4. Having a definite role to play in the graduate program forwarding the nomination.

Particular emphasis is placed upon item 2 of these requirements; the School of Pharmacy normally expects the candidate's engagement in scholarly activity to be evidenced by the publication of at least two papers (excluding those derived from Ph.D. dissertation research) in peer-refereed journals and published within the past 5 years. Alternative evidence of equivalent scholarly accomplishment can be accepted based upon adequate documentation of its equivalence. Additionally, a nomination for Graduate Faculty should include a letter from the Chairperson of the candidate's Department setting forth the candidate's strengths, past participation in graduate education, and anticipated role in the School's graduate programs. Support of the nomination by the graduate faculty of the nominating department should be indicated by a numerical tally of their vote.

In the case of persons holding joint appointments, Graduate Faculty membership through a School other than the School of Pharmacy does not automatically transfer to the School of Pharmacy. No candidate for a degree in the Graduate School may be appointed to the faculty of the Graduate School. Visiting faculty is normally not eligible for appointment to the faculty of the Graduate School.

### **Periodic Review - Criteria and Procedures:**

All members of the School of Pharmacy Graduate Faculty shall be subject to reappointment every five years. The Chair shall initiate the reappointment process and the following criteria shall be considered:

- a. Evidence of continuing involvement in a Graduate Program, as indicated by participation in graduate education;
- b. Evidence of continuing scholarly activity, supported by materials such as abstracts and publications.

A letter from the Chairperson supporting reappointment along with a curriculum vitae of the faculty member should be submitted to the Executive Committee (or a separate committee designated by the Executive Committee for this purpose). The candidate should provide evidence of their continuing involvement in graduate education and scholarly activity.

## **5.8 SCHOOL OF NURSING**

*Last Revised 12/01/03*

Policy: The School of Nursing utilizes the membership criteria set forth by the Graduate School for Senior and Associate Members.

### **Procedures:**

1. School of Nursing faculty newly appointed to the Graduate Faculty, and those appointed in the last three (3) years will be reviewed for reappointment within five (5) years of the date of their appointment and thereafter, every five (5) years. Those appointed prior to 1996 will be reviewed within the next two (2) years, at their initiation, and thereafter, every five (5) years.
2. The Graduate Faculty member will update his/her CV utilizing the current Graduate School criteria for Graduate Faculty membership (items 4.3.1 - 4.3.4 for Senior Membership and items 4.3.5 - 4.3.7 for Associate Membership) and submit it, along with a cover letter, for review by the School of Nursing Graduate Faculty. A Graduate Faculty member may decide not to apply for reappointment. In that circumstance, his/her Graduate Faculty appointment would terminate and the Divisional Committee will notify the Graduate School, and the School of Nursing Dean and Academic Associate Dean. The Graduate Faculty member may elect to reapply for appointment to the Graduate Faculty at a future date.

3. The School of Nursing Graduate Faculty members will review the candidate's reappointment materials and vote for or against reappointment.
4. The Graduate Faculty member's reappointment review materials, plus the vote of the School of Nursing Graduate Faculty, will be forwarded for review to the School of Nursing Divisional Committee.
5. The School of Nursing Divisional Committee will forward its recommendation to the Graduate School for formal appointment.
6. Appointment to the Graduate Faculty will be for an initial five-year period. If reappointment is denied, he/she may reapply when he/she has addressed the deficiencies identified in the review process.

## **5.9 SCHOOL OF MANAGEMENT**

The by-laws of the School of Management require that a tenure-track faculty member must have at least one refereed journal article to be considered for appointment to the Graduate Faculty. Department chairman reviews appropriateness of appointment. Continuous appointment is made at the time tenure is given. The Department Chairman reviews the appropriateness of continuing membership every five years. If removal is recommended, a departmental vote is required followed by a vote of the Ph.D. committee.

It is recommended that for continuing Graduate Faculty membership graduate faculty should have one academic article in the last five years or have 20 or more total articles.

## 5.10 SCHOOL OF ENGINEERING AND APPLIED SCIENCES

*Last Revised 2/20/2003*

### **Membership Requirements:**

1. All tenured and tenure track faculty members may be nominated by their home department for Graduate Faculty Senior membership.
2. Emeritus faculty may continue to work with graduate students as Senior Members of the Graduate Faculty.
3. Persons in the qualified faculty ranks may be nominated for Senior Membership by their home department. The minimum criteria are that the nominee must:
  - a. Meet professional standards and criteria at least equivalent to the requirements for appointment to a tenure track position
  - b. Have an independent research program within or outside the University
  - c. Have an ongoing relationship with the Department or School of sufficient anticipated duration to advise students through the completion of their programs
4. Persons in the qualified faculty ranks may be nominated for Associate Membership by their home department. The minimum criteria are that the nominee must:
  - a. possess a Master's degree
  - b. have ongoing professional or research activity appropriate to their planned role in the department's master's programs

The purpose, (i.e., overall rationale; benefits to graduate students and the manner in which the graduate programs of the department would be strengthened) must be articulated as part of the nomination of faculty in the qualified ranks. Faculty in the qualified ranks are nominated by a department for a specific term, conditional upon their qualified rank in the department being maintained.

**Nomination and Acceptance Procedures:**

1. Tenured and tenure track faculty members are nominated by their home department. The nomination package must include a record of a positive vote by the Senior Members of a Department's Graduate Faculty, a complete curriculum vitae, and a letter of support from the Department Chair and a completed Graduate Faculty nomination form, available on the Graduate School website.
2. Nominations of faculty members in the qualified ranks to Senior or Associate Membership must include a record of a positive vote by the Senior Members of the Graduate Faculty of the Department, a complete curriculum vitae, a nomination letter from the Chair addressing eligibility criteria and potential benefits to graduate students and programs, and a completed Graduate Faculty nomination form.

All nominations are reviewed by the Divisional Committee to affirm that normal standards and the eligibility rules of the School of Engineering and Applied Sciences, as outlined above are met. Positive recommendations of the Divisional Committee are forwarded to the Graduate School for formal appointment.

**Periodic Review - Criteria and Procedures:**

Every five years each Department will review its Graduate Faculty membership and vote on the continuation all Graduate Faculty. In this process all Senior Members of the Graduate Faculty in a department may vote on continuation. They are expected to consider the graduate and research activities of each faculty member which can include graduate student advisement, service on graduate students' committees, graduate instruction, participation on qualifying examinations, and other research activities, e.g., publications, grants, presentations. The Department Chair transmits the results of these deliberations, with comments, to the Divisional Committee for review and action.

## 5.11 SCHOOL OF SOCIAL WORK

### **Membership Requirements:**

Membership in the Graduate Faculty will require consideration of the following criteria:

- a. A terminal degree [DSW or Ph.D.] in social work/social welfare or in a related field is required.
- b. Post-doctoral or other post-graduate experience is not required, but shall be regarded positively.
- c. Publication requirements: (a) A candidate must have at least five publications in the form of books, book chapters, articles in refereed journals, or conference proceedings, of which two must have been published within the past five years from date of the candidacy, and (b) the publications must reflect the candidate's research interest and serious scholarship. (Autobiographies and fiction may not be counted.)
- d. Research support: The candidate must demonstrate that she/he has tried to obtain research support in the past five years. Experience with grant applications for either external or university-wide funding sources is required. Examples of university-wide grants include the small grants from the Baldy Center and CDHS at Buffalo State College.
- e. Previous experience in graduate supervision is not required but shall be regarded positively.

### **Appointment:**

An individual may self-nominate her/himself for membership, or a current member of the SSW Graduate Faculty may recommend the individual for membership.

The review of a candidate's qualifications shall be conducted by an ad-hoc committee composed of current Graduate Faculty at the SSW and chaired by the Ph.D. program director. The committee then submits its recommendation to the Dean. The Dean will have the final authority to grant or deny Graduate Faculty membership. If the Dean decides to grant membership to the individual, s/he shall forward the

name and associated documentation to the Graduate School for formal appointment. The candidate is required to submit the following documents to the ad-hoc committee for review:

- (1) Curriculum vitae
- (2) Copies of publications, with a brief statement of significance of research and, if necessary, a co-authorship statement.
- (3) Copies of grant applications or evidence of funding.
- (4) A brief statement of self-nomination or recommendation.

**Periodic Review - Criteria and Procedures:**

Once appointed to the Graduate Faculty, each member must be reviewed for the continuation of her/his membership at least once in every five years. The need for periodic review is justified in lieu of the fact that social work knowledge base and skills are constantly updated and expanded, and that the Graduate Faculty must show evidence of continuous scholarly endeavors and research contributions to the field to be deemed qualified to participate in Ph.D. students' training,

**Criteria:**

- (1) Publication requirements; (a) the graduate faculty must have at least two publications in the form of books, book chapters, articles in refereed journals, or conference proceedings within the past five years from when she/he has been appointed to the membership, and (b) the publications must reflect the member's research interest and serious scholarship. (Autobiographies and fiction may not be counted.)
- (2) Research support: The member must demonstrate that she/he has tried to obtain research support in the past five years. Experience with grant applications for either external or university-wide funding sources is required. Examples of university-wide grants include the small grants from the Baldy Center and CDHS at Buffalo State College.

**Process:**

The chair of the ad-hoc committee for Graduate Faculty Membership shall keep the clock for continuing appointment and notify the individual member of the need to submit the following documents:

- a. Curriculum vitae
- b. Copies of publications, with a brief statement of significance of research and, if necessary, a co-authorship statement.
- c. Copies of grant applications or evidence of funding.
- d. A brief statement of justification for continuing appointment.

The review of the member's continuing appointment shall be conducted by the aforementioned ad-hoc committee. The member under review will be asked to rescue her/himself from the review process. The committee then submits its recommendation to the Dean. The Dean will have the final authority to grant or deny continuing appointment. If the Dean decides to grant continuing appointment to the member, s/he shall forward the name and associated documentation to the Graduate School for formal appointment.

## **5.12. ROSWELL PARK GRADUATE DIVISION**

*Last Revised 8/24/07*

**Appointments:**

Appointment to an academic program is based upon criteria essential for maintaining a high level of scholarship within the Roswell Park Graduate Division. All candidates must exhibit teaching and research capabilities that will fulfill specific needs of the academic program to which he/she is being considered for appointment. In the opinion of the Divisional Committee, strong academic departments should have at least two-thirds of its faculty directing viable research programs and capable of independently supporting graduate students.

**A. Criteria for Appointment to the UB Graduate Faculty category of Associate Member:**

- 1) a developing publication record in refereed professional journals;
- 2) commitment to participate actively in graduate course teaching; and
- 3) potential to establish an independent research program.

Appointment to the category of Associate Member is to recognize and encourage academic contributions to the Division of certain junior faculty and staff who do not currently lead an independent laboratory. Associate Members can mentor Masters' student programs, but may not serve as Major Professors for Ph.D. students. A term of three years with an evaluation of academic contributions is required. An Associate Member may be recommended for advancement to the Graduate Faculty category of Member upon meeting the criteria listed below.

**B. Criteria for Appointment to the UB Graduate Faculty category of Member:**

- 1) employment appointment as an Assistant Professor of Oncology or higher in a RPCI Research/Clinical Department;
- 2) established or potential to establish a strong independent research program as Principal Investigator or Co-Principal Investigator;
- 3) a strong publication record in refereed professional journals;
- 4) commitment to serve as major advisor to students working toward an advanced degree;
- 5) commitment to participate actively in graduate course teaching;
- 6) financial resources and space to support graduate students.

All proposed appointments to the category of Member must be accompanied by a letter from the program chairperson which states the perceived value of the candidate to the existing programs as well as to the overall goals of the department. This letter also must report the vote of the entire departmental faculty on whether or not the candidate should be considered for appointment, and it must assess the current standing of the department with regard to the percentage of faculty that have established independent research programs.

Additionally, all proposed appointments to the UB Graduate Faculty, regardless of category, must be accompanied by a current CV; a letter from the candidate which states his/her specific commitments to the department and description of his/her research program; a UB Graduate Faculty Nomination Form; a UB Appointment Authorization Form; a Biographical Data Form; at least two letters of recommendation from outside RPCI; and a signed Oath Card.

All appointments of Roswell Park Graduate Division personnel to the UB Graduate Faculty will be reviewed at least every five years through procedures developed by the Division.

# **ARTICLE 6: AMENDMENTS**

## **6.1 Initiation of Amendments**

Proposed amendments may be initiated by the Executive Committee, by the petition to the Executive Committee of at least sixteen members of the Graduate Faculty, or by an ad hoc bylaws committee reporting to the Executive Committee.

## **6.2 Publication of Proposed Amendments**

Written notice of any proposed amendment shall be distributed to the Graduate Faculty at least two weeks in advance of a scheduled ballot.

## **6.3 Adoption of Amendments**

Adoption requires a majority affirmative vote, in either a written mail ballot, or a vote taken as an announced agenda item at a meeting of the Graduate Faculty. In addition, the majority affirmative vote must represent at least ten per cent of the entire Graduate Faculty membership.

## **ARTICLE 7: SEPARABILITY**

Should any provision or section of these Bylaws be found by qualified authority to be invalid or in conflict with superior articles of governance of the University, that judgment shall apply only to the provision or section concerned, and shall not invalidate or otherwise affect the remaining sections of this document.

## **ARTICLE 8: IMPLEMENTATION**

This Charter and associated Bylaws shall become effective on the first day of the academic semester immediately following their adoption by the Graduate Faculty.