

## **Graduate Committee – Policies and Procedures Department of Spanish, Italian, and Portuguese**

### **Overview**

The Graduate Committee is a standing committee composed of the Director of Graduate Studies and 3 other members of the tenured or tenure-track faculty. One of these three serves as Director of Graduate Admissions (DGA). The committee's core mission is to support the work of the Director of Graduate Studies in administering the graduate program in Spanish. The DGS reports to the department Chair.

### **Appointments**

Committee members are appointed by the department Chair. Members serve staggered two-year terms. After a member serves their term, they must wait two years before serving again, although they may be reappointed sooner at the discretion of the Department Chair.

### **Responsibilities**

The core responsibilities of the Graduate Committee include but are not limited to:

- Holding regular committee meetings to discuss program matters.
- Advising the DGS on the use of DGS discretionary funds.
- Executing special projects directed by the DGS.
- Participating in the graduate admissions process under the direction of the DGA.
- Teaching in "Introduction to Graduate Studies."
- Selecting the winners of various departmental fellowships and prizes.
- Selecting the winners of GSAS Doctoral Completion Fellowships.

### **Procedures**

- The Graduate Committee carries out its routine business under the direction of the DGS, who organizes committee meetings and sets meeting agendas in consultation with committee members.
- The DGS is expected to circulate a provisional agenda one week prior to any committee meeting, for comment and/or amendment by members. Should the committee take up new business not stated on the agenda, it may not vote on such matters until the next committee meeting, when they will be placed on the agenda ahead of time.
- All committee members (including the DGS) are entitled to vote on any motion considered by the committee. Members who cannot attend a meeting will be allowed to cast their vote by emailing the DGS either shortly before or shortly after the meeting. Votes will be taken by a show of hands, unless a member requests that a secret ballot be used. A simple majority is required for a motion to pass. The Department Chair will break any ties.
- The Department Chair may charge the committee with special projects.
- The DGS reports on the activities of the committee to the chair, the CAC, and the departmental faculty as a whole on a regular basis. He/she/they may also need to report on committee activities to GSAS directly.