

**GARDNER-WEBB UNIVERSITY
GRADUATE POLICIES
AND PROCEDURES
2019–2020**



**GARDNER-WEBB
UNIVERSITY**

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BYLAWS OF THE GRADUATE FACULTY OF THE GAYLE BOLT PRICE SCHOOL OF GRADUATE STUDIES GARDNER-WEBB UNIVERSITY

ARTICLE I *Membership*

The Graduate Faculty of the Gayle Bolt Price School of Graduate Studies (hereafter "the Graduate Faculty") shall consist of the President of the University, the Provost and Executive Vice President, the Associate Provost for Professional and Graduate Studies, the Dean of the Gayle Bolt Price School of Graduate Studies, the Director of Graduate Business Programs, the Dean of Libraries, the Deans/Chairs of schools/departments with graduate programs, and others who are elected to membership on the graduate faculties or contracted to teach in an exclusively graduate division of the institution.

The minimum criteria for nomination to membership on the Graduate Faculty shall be a terminal degree from a regionally accredited institution in an academic area included in the curriculum of a graduate program, teaching experience and/or aptitude, evidence of scholarship and competence, satisfactory progress as related to rank and tenure, and a current or impending teaching assignment in a graduate program. To retain graduate faculty membership, graduate faculty must teach a graduate course at least once in a three-year period. Only current graduate faculty are eligible for additional professional development funds which may be allotted to graduate faculty.

ARTICLE II *Officers*

Deans/Chairs of schools/departments and the directors/coordinators of graduate programs shall be responsible to the Associate Provost for Professional and Graduate Studies, shall be responsible for the supervision and overall administration of their graduate programs, and shall preside at the graduate faculty meetings of their respective programs.

ARTICLE III *Duties and Jurisdiction*

Section 1. As provided by these bylaws and their accompanying policies and procedures, the schools and departments which house graduate programs shall act on the following matters and make recommendations to the Graduate Council.

- a. New graduate programs or degrees
- b. Requirements for admission to graduate programs
- c. Policies on grades, credits, attendance, and other generally applicable academic matters
- d. Conditions of graduation and the nature of degrees to be conferred

- e. New courses and substantive changes in a course resulting in an essentially new course

Section 2. As provided by these bylaws and their accompanying policies and procedures, the schools and departments which house graduate programs shall act on the following matters and communicate them to the Graduate Council as information.

- a. Program or course name changes
- b. Changes in course numbering or changes in a course description that are not so substantial as to result in an essentially new course
- c. Course numbering changes
- d. Deletions of electives from programs

ARTICLE IV *Meetings and Procedures*

Section 1. The Graduate Faculty shall hold at least three (3) regular meetings during each academic year. Additional meetings may be called as needed. Meetings of the Graduate Faculty shall be chaired by the Dean of the Gayle Bolt Price School of Graduate Studies who shall be responsible for the preparation and publication of an agenda for each meeting.

Section 2. The graduate faculty of each school or department housing a graduate program shall be under the direction of the Dean/Chair of the school/department or designee who shall be responsible for the preparation and publication of an agenda for each meeting of their respective graduate faculties. The frequency of meetings of the graduate faculties shall be determined by the Dean/Chair or designee.

Section 3. One-half of the membership of each of the graduate faculties, excluding those on leave, shall constitute a quorum for each meeting of their respective graduate faculty. At the meetings of the graduate faculties, voting shall be by voice, by show of hands, by rising, or by ballot as decided by the presiding officer, provided, however, that it shall always be in order for a member to call for a vote by ballot. Except where a procedure is otherwise provided in these bylaws, *Robert's Rules of Order* (latest edition) shall be followed.

ARTICLE V *The Graduate Council*

Section 1. The Graduate Council (hereafter referred to as the Council) shall consist of the following.

1. VOTING MEMBERS

- i. Deans/Chairs of schools or departments with graduate programs or a director/coordinator for each school or department which offers at least one graduate program, appointed by the Dean or Chair
- ii. Three members elected from the University faculty from departments that do not have graduate programs and possessing terminal degrees
- iii. One graduate student
- iv. Dean of the Gayle Bolt Price School of Graduate Studies
- v. Associate Provost for Professional and Graduate Studies

2. NON-VOTING MEMBERS

- i. Registrar or a designated representative of Registrar Services
- ii. Recorder from the School of Graduate Studies

Section 2. The student member of the Council shall be nominated by the Deans/Chairs/directors/coordinators and shall be elected by the Council before the end of each academic year. If the student member becomes unavailable for service, the vacancy shall be filled by the same process.

Section 3. The Chair, Vice-Chair, and other necessary officers of the Council shall be elected from among the voting members of the Council, all of whom are eligible, with the exception of the graduate student.

Section 4. The Recorder shall maintain a record of the proceedings and actions of the Council, which shall be open to the inspection of the Graduate Faculty at all times.

Section 5. The Council shall meet at the call of the Chair of the Graduate Council or as the Council may determine. One-half of the Council's voting membership shall constitute a quorum, and a majority of those voting shall constitute approval.

Section 6. The Council shall make regular reports of its proceedings and deliberations in accordance with the Faculty Constitution Article Six. Committees.

Section 7. The Council shall have the following powers, responsibilities, and duties.

a. ADMISSION

- i. To approve general policies and procedures for governing admission to graduate programs
- ii. To approve minimum requirements for admission to courses of study

- b. CURRICULUM
 - i. To approve new graduate courses and substantive changes in a course resulting in an essentially new course
 - ii. To act on recommendations from schools/departments to establish off-campus graduate sites
 - iii. To act on recommendations from schools/departments concerning revision or removal of graduate programs or degrees
 - iv. To act on recommendations from Graduate Faculty concerning addition of graduate programs or degrees
- c. APPEALS
 - i. To serve as a court of appeal (by way of an Appeals Committee) on procedural questions involving admission to graduate study and on academic grievances
- d. GRADUATION
 - i. To approve criteria for graduation
 - ii. To approve the nature of degrees to be conferred
- e. GENERAL GOVERNANCE
 - i. To establish criteria and review nominations for election to the Graduate Faculty
 - ii. To approve policies on grades, credits, attendance, and other generally applicable academic matters
 - iii. To produce and administer policies concerning assistantships, fellowships, and scholarships
 - iv. To be responsible, jointly with the administration, for acting on matters of conduct affecting students in the graduate programs
 - v. To appoint graduate faculty members to committees and other such bodies that deal with matters of crucial interest to the graduate programs
 - vi. To establish committees and to delegate to them such responsibilities as it may see fit
 - vii. To consider any other matter that may be referred to it by the Graduate Faculty, the President of the University, the Provost and Executive Vice President, the Associate Provost for Professional and Graduate Studies, or the Deans/Directors/Coordinators of graduate programs

ARTICLE VI Amendment or Repeal

These bylaws may be amended or repealed by the Graduate Council in the manner set forth below.

A motion for amending or repealing these bylaws shall be delivered by the Chair, the Vice-Chair, or the Recorder to each member of the Graduate Council at least one week before the meeting in which it is to be considered. It shall contain the exact language of the amendment and shall be signed by the Graduate Council member or members offering the motion.

After acceptance by the Graduate Council, the proposed amendment or repeal must carry by a two-thirds majority vote at a meeting of the Graduate Faculty, must be reported to the general faculty, and must be approved by the Board of Trustees to become effective.

When titles of positions, schools, or departments change, these changes may be made in the Bylaws without faculty vote.

CRITERIA FOR GRADUATE FACULTY MEMBERSHIP

The faculty of the Gayle Bolt Price School of Graduate Studies is composed of three categories of members: Graduate Faculty, Adjunct Graduate Faculty, and Affiliated Clinical Graduate Faculty.

- *Graduate Faculty* are full-time members of the University faculty.
- *Adjunct Graduate Faculty* are part-time faculty who are enlisted to teach in a graduate program.
- *Affiliated Clinical Graduate Faculty* are practicing professionals who are enlisted to provide graduate-level clinical supervision and/or instruction in clinical settings.

1. For Graduate Faculty and Adjunct Graduate Faculty, a terminal degree from a regionally accredited institution is expected with rare exceptions permitted with minimal requirements of a master's degree in the academic area or related field from a regionally accredited institution and additional credentials and professional experience consistent with accreditation requirements for the graduate program and the University.

For Affiliated Clinical Graduate Faculty, requirements include a master's degree in the academic area or a related area from a regionally accredited university and additional credentials and professional experience consistent with accreditation requirements for the graduate program and the University.

2. Evidence of scholarship and competence, as applicable:
 - a. Teaching experience and/or aptitude
 - b. Writing/publications in field (recognized journals, books, etc.)
 - c. Consultant activities
 - d. Presentations at professional meetings (state, regional, and national)
 - e. Offices held in professional associations
 - f. Professional certification or licensure
 - g. Significant professional experience in the field
3. A current or impending teaching or clinical supervisory assignment in a graduate program is required for election to Adjunct Graduate Faculty or appointment to Affiliated Clinical Graduate Faculty. A current teaching assignment is required for full-time faculty who will receive additional University professional development funding beginning in the first semester of graduate teaching.

4. In order to continue as a member of Graduate Faculty, a faculty member must teach at least one graduate course every three years. Adjunct Graduate Faculty must teach a course at least once every two years to continue, and Affiliated Clinical Adjunct Faculty must supervise at least one graduate candidate every two years.
5. The faculty rosters for each category are updated annually: Deans/Chairs of Schools/Departments submit a report for the May meeting of the Graduate Council identifying faculty who are retiring, not returning, or who have not taught or supervised within the stipulated number of years.

APPROVAL OF GRADUATE FACULTY

1. Full-time University faculty who are hired to teach in an exclusively graduate unit of the institution become members of Graduate Faculty by virtue of their employment. The Search Committee for such faculty must include at least one member of the Graduate Faculty outside the school or department of hire.
2. Election to Graduate Faculty or Adjunct Graduate Faculty is by action of the Graduate Council and is based on the criteria for Graduate Faculty membership. Appointment to the Affiliated Clinical Graduate Faculty is by action of the relevant program, is based on the criteria for Affiliated Clinical Graduate Faculty membership, and is reported to Graduate Council as information.
3. A current Curriculum Vitae or résumé (CV/R), including dissertation title, a list of the projected course(s) or area of supervision to be assigned to the nominee, and a statement of the nominee's qualifications for teaching or supervising in the assigned course or area are submitted by the School or Department to the Dean of the Gayle Bolt Price School of Graduate Studies for preliminary review. For Affiliated Clinical Graduate Faculty, a CV/R summary sufficient to meet disciplinary accreditation standards may be submitted.
4. For Graduate Faculty and Adjunct Graduate Faculty, the Dean of the Gayle Bolt Price School of Graduate Studies distributes nominees' CV/Rs, projected courses, and statement of qualifications to Graduate Council members. Nominees' CV/Rs are typically considered by electronic discussion and vote, which must be ratified at the next meeting of the Council. An affirmative vote of the majority of the voting members of the Council is required for approval. For Affiliated Clinical Graduate Faculty, appointees' materials are reviewed by the Dean of the Gayle Bolt Price School of Graduate Studies and filed in the Graduate Studies office. Their names and assignments are reported to Graduate Council as information.

5. The nomination of a full-time faculty member in one school or department to teach adjunctively in a graduate program in another school or department must be accompanied by a letter of support from the Dean/Chair of the nominee's home school/department. If the nominated faculty member is a Dean/Chair, a letter of support from the appropriate Associate Provost is required.
6. A Graduate Faculty or Adjunct Graduate Faculty member who has been approved to teach in one school or department must be re-nominated to Graduate Council for approval to teach adjunctively in a graduate program in another school or department.
7. A Graduate Faculty member, an Adjunct Graduate Faculty member, or an Affiliated Clinical Graduate Faculty member whose term of service has expired must be re-nominated or reappointed by the relevant school or department by the process described in items 2 through 4 above.
8. An Adjunct Graduate Faculty member who becomes a full-time University faculty member or a Graduate Faculty member who becomes a part-time University faculty member must be re-nominated to membership on the Graduate Faculty or Adjunct Graduate Faculty, respectively.
9. Following initial approval by the Council, the appropriate Dean/Chair of the School/Department will determine future use and course assignment of an adjunct in consultation with the appropriate program director/coordinator and in light of previous evaluations, program needs, and appropriate qualifications.

TEACHING LOAD CALCULATION FOR GRADUATE FACULTY

Specific information related to teaching load calculations for graduate faculty can be found in section II-5 of the [Gardner-Webb University Faculty Handbook](https://gardner-webb.edu/Assets/gardnerwebb/academics/faculty-handbook.pdf) (<https://gardner-webb.edu/Assets/gardnerwebb/academics/faculty-handbook.pdf>).

CLASS MEETING ROOMS AND PROCEDURES

1. Faculty teaching face-to-face classes are expected to meet their class in the building and room assigned to them unless for some important reason other arrangements must be made. Room assignments on Main campus are the outcome of a complex process. Meeting off-site classes at the location where they are assigned is a matter of compliance with the Southern Association of Colleges and

Schools Commission on Colleges regarding approved instructional sites.

2. No classes may be held on Main or Charlotte campuses when the University is officially closed. Requests for consideration for rare exceptions must be submitted in writing to and approved by the Dean of the Gayle Bolt Price School of Graduate Studies. University services (e.g., Technology Services support, custodians, office staff) will likely be unavailable.
3. If an alternate location must be used or if a class must be cancelled or rescheduled by the instructor, the instructor must notify the Dean/Chair of the School/Department housing the graduate program and, in the case of an off-site facility, the Off-site Facilities Coordinator (704-406-4465) as soon as possible.
4. If a complication develops with an off-site facility, faculty should inform the Off-site Facilities Coordinator immediately (704-406-4465). In addition, faculty can call the facilities management contact for the site (see Facilities Management Contacts in the Graduate Program Support Services Contact Information table).
5. In case of an emergency, call 911 (and on main campus, 704-406-4444—University Police). Faculty should notify the Off-site Facilities Coordinator (704-406-4465) at their earliest possible convenience if a 911 and/or University Police call was necessary.
6. A ten-minute break for each hour of class time should be observed unless the class votes otherwise or the instructor needs to adjust the time. For example, students in a three-credit-hour class that begins at 6:00 p.m. might choose to take one fifteen-minute break and leave at 8:35 instead of three 10-minute breaks and leave at 8:50.
7. Faculty teaching at an off-site location are strongly encouraged to sign up for the inclement weather or emergency notification system at the campus, school, district, or community college where their class is meeting. As soon as faculty learn of a site closing due to weather or an emergency, they should email their students to inform them of the cancellation. In the event that no announcement is forthcoming from the host institution (in relation to weekend classes, for example), the faculty member should communicate with the Off-site Facilities Coordinator (704-406-4465) concerning the status of the site. The Off-site Facilities Coordinator is responsible for communication and coordination with the facility contact person at the site and with University officials who will make the final decision on holding or cancelling class.

8. Classes may still meet during inclement weather. If the weather is so bad that the University officially cancels class, this information will be accessible on the GWU website and at 1-877-GWUSNOW (498-7669). It should be understood that a weather decision on evening classes may not be made until after 3 p.m.

GRADUATE PROGRAM SUPPORT SERVICES CONTACT INFORMATION

Support Service	Contact	Phone	Email
Advising, Graduate	Please contact your faculty advisor or program director. To locate your advisor's name and phone number, log in to WebbConnect and select "Advising" and then "Show My Advisor" from the QuickLaunch Navigation Menu on the left. Click the envelope icon to email your advisor.		
Athletic Events	Alison Kernicky	704-406-4340	akernicky@gardner-webb.edu
Blackboard Help Desk (24/7 live chat)	Blackboard Help Desk	1-855-406-5336	help.blackboard.com
Campus Bookstore Services	Jane Powell	706-406-3939	jpowell@gardner-webb.edu
Center for Personal and Professional Development	Micah Martin	704-406-2135	mmartin8@gardner-webb.edu
Counseling Services	Cindy Wallace	704-406-4103	cwallace@gardner-webb.edu
Noel Center for Disability Resources	Cheryl Potter	704-406-4271	cpotter@gardner-webb.edu
Emergency, Immediate	Dial 911		
Facilities Management	Please refer to the specific site contacts listed below.		
Alexander Central High School	Elizabeth Curry	828-632-7001 ext. 236	ecurry@alexander.k12.nc.us
GWU Charlotte	Gary Bent	704-941-5216	gbent@gardner-webb.edu
East Davidson High School	Todd Lomax	336-476-4814 ext. 2522	toddlomax@davidson.k12.nc.us
Fayetteville Christian School	Diann Hockenberry	910-483-3905 ext. 240	dhockenberry@fayettevillechristian.com
Wayne Community College	Joy Shaw	919-735-5151	jgshaw@waynecc.edu
Financial Planning Services	Kathy Bridges	704-406-4245	ksbridges@gardner-webb.edu
Library	Please contact the Reference Desk at 704-406-4090 or long distance 800-253-8330 for general questions. To reach specific librarians, please refer to the list below.		
Graduate School of Business Research Guide	Pam Dennis	--	pdennis@gardner-webb.edu
Graduate School of Education Research Guide	Natalie Bishop	--	nebishop@gardner-webb.edu
Graduate School of Nursing Research Guide	Mona Czarnecki	--	rczarnecki@gardner-webb.edu
Graduate School of Psychology and Counseling Research Guide	Mary Thompson	--	mthompson@gardner-webb.edu
School of Divinity	Mary Thompson	--	mthompson@gardner-webb.edu
Registrar Services	Lou Ann Scates	704-406-4260	registrar@gardner-webb.edu
Security (Main Campus)	Barry Johnson	704-406-4444	bjohnson@gardner-webb.edu
Spiritual/Pastoral Care	Tracy Jessup	704-406-4279	tjessup@gardner-webb.edu
Student Accounts	Becky Toney	704-406-3564	rtoney@gardner-webb.edu
Technology Services (8 a.m. – 5 p.m.)	Cindy Moore	704-406-4647	detech@gardner-webb.edu
Weather-related Closings	Please see the GWU website or call 877-498-7669 (GWU-SNOW).		
Writing Center	Matthew Duffus	704-406-4393	writingcenter@gardner-webb.edu

CLASS ROLL VERIFICATION

Class Roll Verification is a critical process on which the accuracy of student billing and University enrollment data are dependent. Shortly after the end of the Late Registration/Schedule Modification period for each term, Registrar Services will email faculty to announce that Roll Verification is open and to request that they verify their class rolls in WebbConnect. In face-to-face courses, Roll Verification is based on a student's physical attendance in the class. In online courses, Roll Verification is based on a student's response to the required Enrollment Verification Activity (EVA) in Blackboard.

Students in online courses are required to complete the EVA within three days after the close of the Late Registration/Schedule Modification period. On or around the Late Registration/Schedule Modification deadline, faculty should create an announcement in Blackboard (and select the "Send a copy of this announcement immediately via the email announcement option") reminding students that if they do not complete the EVA they will be administratively withdrawn from the class. Student responses to the EVA show up in the Grade Center in Blackboard as "Yes," "No," or "--" if the student does not complete the activity: "Yes" = Attending, "No" = Not Attending, and "--" = Not Attending.

To verify a class roll:

1. Visit the Gardner-Webb home page: gardner-webb.edu
2. Select "WebbConnect" in the upper-left corner
3. Enter your Gardner-Webb username and password
4. Click the Login button
5. On the QuickLaunch Navigation menu on the left side of the screen select Manage Classes
6. Click on the Roll Verification link
7. Select the course
8. Face-to-face classes
 - a. If student is attending, no change is needed.
 - b. If student is not attending, indicate his/her non-attendance.
 - c. If student is attending but is not on the class roll, submit a "comment."
- Fully online classes
 - a. If student's EVA is "Yes," no change is needed.
 - b. If student's EVA is "No" or "--," click on the box to indicate Not Attending.
9. Submit after all students are verified and problems recorded

If there is any additional explanation about a student's status in the class, enter it in the "Comments" section of the form. For example: "Jane Doe did not complete the EVA but has participated in all class activities so I marked her Attending."

CLASS ATTENDANCE

Class attendance policies for students in graduate studies are detailed in the *Academic Catalog* (<http://gardner-webb.smartcatalogiq.com/2019-2020/Academic-Catalog/The-Gayle-Bolt-Price-School-of-Graduate-Studies/Academic-Information/Attendance-Policy>).

FINAL EXAMINATIONS AND ASSESSMENTS

Policies related to examinations and assessments can be found in the *Academic Catalog Comprehensive* (<http://gardner-webb.smartcatalogiq.com/2019-2020/Academic-Catalog/The-Gayle-Bolt-Price-School-of-Graduate-Studies/Academic-Information/Examinations-and-Assessments>).

STUDENT ACADEMIC LOAD

Information related to student academic load is detailed in the Adding, Dropping and Withdrawing From Courses section of the Gayle Bolt Price School of Graduate Studies area of the *Academic Catalog* (<http://gardner-webb.smartcatalogiq.com/2019-2020/Academic-Catalog/The-Gayle-Bolt-Price-School-of-Graduate-Studies/Academic-Information/Adding-Dropping-and-Withdrawing-from-Courses>).

AUDITING COURSES

Information and policies related to auditing courses in a graduate program is provided in the Adding, Dropping, and Withdrawing From Courses section of the Gayle Bolt Price School of Graduate Studies area of the *Academic Catalog* (<http://gardner-webb.smartcatalogiq.com/2019-2020/Academic-Catalog/The-Gayle-Bolt-Price-School-of-Graduate-Studies/Academic-Information/Adding-Dropping-and-Withdrawing-from-Courses>).

TRANSFER OF CREDIT

Information related to transfer of credit policies and variations among graduate programs can be found in the Admissions section of the Gayle Bolt Price School of Graduate Studies area of the *Academic Catalog* (<http://gardner-webb.smartcatalogiq.com/2019-2020/Academic-Catalog/The-Gayle-Bolt-Price-School-of-Graduate-Studies/Admissions>).

CREDIT BY CHALLENGE EXAMINATION

Policies and procedures related to [credit by exam](#) in specific programs is detailed in the Adding, Dropping, and Withdrawing From Courses section of the Gayle Bolt Price School of Graduate Studies area of the *Academic Catalog* (gardner-webb.smartcatalogiq.com/2019-2020/Academic-Catalog/The-Gayle-Bolt-Price-School-of-Graduate-Studies/Academic-Information/Adding-Dropping-and-Withdrawing-from-Courses).

RESPONSIBILITIES OF THE DEAN OF THE GAYLE BOLT PRICE SCHOOL OF GRADUATE STUDIES

The Dean of the Gayle Bolt Price School of Graduate Studies reports to the Associate Provost of Professional and Graduate Studies and cooperates with other Associate Provosts based on the requirements of various programs within graduate studies require.

The Dean of the Gayle Bolt Price School of Graduate Studies:

1. Is responsible for providing visionary leadership in building and sustaining the programs in the Gayle Bolt Price School of Graduate Studies in alignment with the institution's mission statement and strategic plan;
2. Is responsible for the supervision and overall administration of graduate programs in the School of Graduate Studies, working collaboratively with the Deans/Chairs/directors/ coordinators of the various schools/departments/graduate programs and the Graduate Council;
3. Serves as chair of the Graduate Faculty and plans and presides over Graduate Faculty meetings;
4. Serves as a voting member of Graduate Council and is eligible to be elected to serve as chair;
5. Serves as an ex officio member of the Professional Education Committee; and
6. Serves as the Institutional Administrator of the Institutional Review Board.

Duties of the Dean include:

1. Overseeing the review and maintenance of files on prospective, current, and past students in the School of Graduate Studies
2. Sending official correspondence to students concerning admission status, transfer courses, transcript evaluations, advising/registration procedures, results of comprehensive examinations and capstone experiences, and similar types of correspondence

3. Preparing and managing the Graduate Studies budget
4. Assuring that all established Graduate Studies policies including the Graduate Faculty Bylaws are adhered to and recommending revision of and/or new policies to Graduate Council and/or Graduate Faculty as needed
5. Facilitating faculty development opportunities for Graduate Studies faculty
6. Generating contracts for Adjunct Graduate Faculty engaged by Deans and Chairs to teach each term and to full-time Graduate Faculty who teach adjunctively in the summer
7. Generating contracts and managing remuneration requests for various graduate instructional providers
8. Monitoring course enrollment each semester in consultation with Deans/Chairs and program directors/coordinators
9. Reviewing with Deans and Chairs the results of various assessment instruments including Student Opinions of Instruction for both full-time and adjunct faculty in order to encourage excellence in teaching and learning
10. Reviewing program assessment data with the goal of enhancing and maintaining excellence across all programs in the School of Graduate Studies
11. Organizing New Graduate Student Orientation
12. Coordinating the selection process for awarding the Darlene J. Gravett Citizen Scholar Award each August
13. Facilitating the selection of the recipient of the Outstanding Graduate Faculty Award presented annually at the Faculty Retreat
14. Overseeing revision of the graduate section of the Academic Catalog, the Graduate Policies and Procedures Manual, and the Graduate Student Handbook
15. Overseeing final approval process for doctoral dissertations and maintaining records of the successful completion of master's theses, capstone projects, and comprehensive exams
16. Coordinating regular reviews of admissions policies by the various program faculties and, when changes are recommended, coordinating their review, approval, and implementation according to processes provided for by the Bylaws of the Graduate Faculty
17. Assisting with the development of new graduate programs
18. Assisting with the development of graduate online learning opportunities
19. Overseeing the continuing quality and effectiveness of existing off-site locations and assisting in planning and establishing new off-site locations for graduate programs
20. Working collaboratively with Enrollment Management in the development of written marketing and recruitment plans for graduate programs

21. Informing Enrollment Management and other pertinent offices of changes in admissions standards, approval of new programs or sites, program closures, and other substantive changes in graduate offerings
22. Serving as the University's representative to external constituencies such as accrediting agencies of graduate programs, the North Carolina Council of Graduate Schools, and the Conference of Southern Graduate Schools
23. Supervising Graduate Studies Office staff
24. Performing other duties as assigned

RESPONSIBILITIES OF GRADUATE COORDINATORS

A listing of current graduate program coordinators can be found on the next page.

It is the responsibility of graduate program coordinators, in consultation with their Dean or Chair, to

1. Advise the School or Department on appropriate curriculum content and pedagogy for the program,
2. Advise the School or Department on appropriate assessment of the program and its curriculum,
3. Advise the School or Department on changes to the program that may be necessary to improve or maintain quality, and
4. Provide consultation to the Graduate Council as appropriate on proposals or issues relevant to graduate programs.

GRADUATE PROGRAM COORDINATORS

School/Department	Program	Coordinator	Contact
Business	Graduate Business Programs	Dr. Felice Policastro	x3997 fpolicastro@gardner-webb.edu
Business	Doctor of Business Administration	Dr. Sandy Mankins	x2215 smankins@gardner-webb.edu
Counseling	Graduate Counseling Programs	Dr. Laura Carscaddon	x3534 lcarscaddon1@gardner-webb.edu
Education	Associate Dean for Graduate Education Programs	Dr. Jennifer Putnam	x2015 jputnam2@gardner-webb.edu
Education	EdD in Organizational Leadership Studies	Dr. Jeff Hamilton	x2309 jhamilton2@gardner-webb.edu
Education	EdD and EdS in Curriculum and Instruction	Dr. Jennifer Putnam	x2015 jputnam2@gardner-webb.edu
Education	EdD and EdS in Educational Leadership	Dr. Steve Laws	x4403 slaws@gardner-webb.edu
Education	MA in Teacher Leadership in Curriculum and Instruction	Dr. Cheresa Simpson	x4724 csimpson2@gardner-webb.edu
Education	MA in Instructional Technology	Dr. Prince Bull	x4402 pbull@gardner-webb.edu
Education	MA in Executive Leadership Studies	Dr. Dale Lamb	x2521 dlamb@gardner-webb.edu
English	Literature Studies	Dr. Kemeshia Swanson	x3148 krandle@gardner-webb.edu
English	English Education Studies	Dr. Shana Hartman	x4482 svhartman@gardner-webb.edu
English	Writing Studies	Dr. Jennifer Buckner	x4394 jbuckner@gardner-webb.edu
Nursing	Doctoral Nursing Program	Dr. Anna Hamrick, Chair; Dr. Gayle Casterline, Coordinator	x2460 ashamrick@gardner-webb.edu x2418 gcasterline@gardner-webb.edu
Nursing	MSN	Dr. Cindy Miller	x4364 mlmiller@gardner-webb.edu
Physician Assistant	Master of PA Studies	Mrs. Ami Steele	x2387 asteel3@gardner-webb.edu
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