

Stephen F. Austin State University
Department of History
Policy on the Graduate Program Committee

I. Composition of the Committee

- a. The committee will have five members, one from each field: US to 1865, US since 1865, Europe/World to 1815, Europe/World since 1815, and Public History.
- b. The graduate adviser will be the chair of the committee and the representative for his/her field. The committee chair will serve as the committee's liaison to the department, college, and university. The committee chair will provide a written report to the department chair and the committee at the beginning of the fall and spring semesters to include the following graduate student numbers: total enrolled, total active, and anticipated graduation for the upcoming semester.
- c. The graduate adviser will nominate candidates for the four remaining seats on the committee. The graduate adviser will nominate two tenured/tenure-track members of the department for each open field. The term of service for committee members other than the committee chair will be three years. There will be no term limit for members willing to be re-nominated for subsequent terms.
- d. The department's tenured/tenure-track faculty will use a secret ballot system to vote upon the nominated candidates. Department members may also vote for write-in candidates.

II. Duties of the Committee

- a. The committee will be responsible for reviewing, updating, and directing the development and growth of the graduate program. The committee should strive to improve the quality of the program and its students. To that end, the committee's responsibilities will include the following duties and others as necessary.
 - i. Review admission standards including, but not limited to overall and last-sixty GPA requirements, hours and composition of undergraduate history prerequisites, GRE scores, and application deadlines.
 - ii. Review selected student applications at the request of the committee chair.
 - iii. Review all graduate assistant applications and renewal requests at least tri-annually. The committee should make its award decisions at least four weeks prior to the beginning of fall, spring, and first summer semesters.
 - iv. Conduct a bi-annual review of program requirements and student performances and present suggested changes to the chair and department. The department will vote on any proposed change to the program's course requirements.

- v. Perform a bi-annual review of the program's information in the graduate bulletin in conjunction with the Graduate School's bi-annual printing.