

W UNIVERSITY of WASHINGTON | TACOMA EDUCATION

Graduate Faculty Council

Responsibilities of GFC

1. Review all graduate students as determined in the *UWT Education Program Retention & Dismissal Policy*
2. Review files of students with low scholarship, unsatisfactory progress, or unprofessional behavior as outlined in the *UWT Education Program Retention and Dismissal Policy*.
3. Establish action plans/contracts for remediation between a student of concern and the GFC.
4. Review progress on contracts previously established between the GFC and student of concern and make subsequent recommendations based on that progress.

Meeting Procedures

1. The GFC should meet not less than once per quarter. However, the GFC may meet more frequently dependant on need. In rare circumstances, the committee may be called to consider an emergency situation, in which case action must be taken immediately. In that case, committee members must be available to meet within 24 hours notice. When a member cannot be available, a substitute faculty member may be appointed. The GFC will meet only in the summer when needed. If faculty members are not on contract, substitute faculty will be solicited by the Program Director.
2. The request for an additional meeting of the GFC should come directly to the Chair of the GFC. The GFC may meet at the request of the Program Director, Program Advisers, students, or faculty. The Chair of the GFC will be responsible for arranging meetings.
3. Given the increased importance of a written record of these meetings, the GFC will be given staff support to record and distribute minutes and any written contracts or communications to students, faculty, and staff.

Composition of the Committee and Length of Service

The GFC should be comprised of 3 faculty members, *preferably* representing different graduate programs. A Program Adviser representing the program from which a student(s) is enrolled shall act as an Ex-Officio member of the committee. Note: if issues arise regarding a student in a program that does not currently have faculty representation on the GFC, it will be the responsibility of the Chair to gather further information from the relevant program faculty and/or staff to present to the GFC. By request of any GFC member, the faculty and/or staff who are closely involved with the issue at hand will be asked to meet with the GFC in person to clarify issues and concerns. If a faculty member is a member of the GFC and also plays a primary role in the student issue at hand, that faculty member will be asked to recuse him or herself from the committee. The chair of the GFC will be responsible to find a replacement as needed.

The GFC shall be a rotating committee with faculty serving a minimum of 2 years. A faculty member can remain on the committee longer than 2 years with a vote of the faculty. The chair of the GFC will be determined by a vote of the GFC.