

Graduate Council Chair Position Description
Approved February 2, 2017

The Chair works with the Director of Graduate Services and the Dean of Graduate Studies to lead the Graduate Council on matters relating to graduate education policies and procedures especially as they involve academic and curricular matters.

The Graduate Council Chair works with individual Graduate Program Coordinators to

- pursue issues of programmatic, academic, and curricular interest
- recommend actions related to student matriculation, enrollment, progress, and support, and
- coordinate broad efforts to promote graduate programs at UW Oshkosh.

Duties

The Chair of the Graduate Council:

1. Establishes the agenda for and leads all Graduate Council meetings
2. Chairs the Executive Committee of the Graduate Council
3. Consults with Graduate Council Standing Committees when requested
4. Forms short-term Graduate Council task forces as needed, with an identified chair, and provides each Task Force with a specific charge.
5. Represents the Graduate Council on university and college committees as requested and appropriate (e.g., Provost Administrative Staff; Leadership Council).
6. Meets with individual graduate program coordinators and/or graduate faculty, as needed or requested, to discuss specific issues
7. Consults with Graduate Program Coordinators to ensure compliance with Graduate School policies and procedures

Required Qualifications

- University of Wisconsin Oshkosh tenured faculty member and member of the Graduate Faculty
- Current or past participation with university graduate program(s), Graduate Council, past or current service as Graduate Program Coordinator, or teaching or having taught graduate course.
- Knowledge of University Graduate Studies and Policies and Procedures
- Commitment to promoting Graduate Programs
- Willingness to provide leadership on graduate issues
- Ability to support the broad mission of Graduate Education

Desired Qualifications

- Effective meeting facilitation skills
- Strong interpersonal and conflict resolution skills
- Good rapport with faculty and staff

Length of Term: 3 years - The majority of service is during the 17-week spring/fall semesters; some service during the summer.

Compensation: The chair will receive 15% CAS or two course releases per academic year.