

Appendix III

Graduate Affairs Committee Commission

Department of Physiology
College of Medicine
University of Kentucky

Committee Name

Physiology Graduate Affairs Committee

Purpose Statement

The purpose of this committee is to oversee all aspects of graduate training within the department.

Membership

The committee will be composed of the following members:

Director of Graduate Studies. This individual will be an Associate or Full Professor with a primary appointment in the department. They will be appointed by the Department Chair and will serve as the Committee Chair. The Chair may serve a term of 3 years which may be renewed.

Committee Members. The committee will consist of at least 6 primary appointed faculty of the department. Members may serve a term of 3 years which may be renewed. The Departmental Chair will appoint members at the recommendation of the Committee Chair. Membership preference will be toward faculty with experience in graduate training and who are not committed to another departmental committee. Rotation of committee members will occur at the beginning of each academic year.

The committee will be supported by a department administrative staff member. The staff member will be responsible for distributing agendas ahead of the meeting, taking minutes and facilitating the distribution of minutes within a week of the meeting.

The Vice Chair will serve on the committee to assist in coordinating the overall educational commitments of the Department.

Frequency of Meetings

As frequently as needed, but no less than once per semester

Responsibilities

- (i) Considers applications for direct admission to the Graduate Program
- (ii) Performs an annual review to ensure that graduate students are meeting the administrative requirements of the graduate program
- (iii) Helps trainees who are encountering difficulties to find appropriate support and to access useful resources
- (iv) Develops recommendations to the full faculty for policies related to graduate training; Maintains departmental Graduate Student Handbook which outlines the departmental policies

- (v) Coordinates the annual Skinner Lecture
- (vi) Works with department administrative staff to maintain and renew graduate education tab of the Physiology webpage
- (vii) Contributes to the planning and execution of the annual IBS Orientation

Faculty Approval Date:

February 20, 2018

DRAFT