

Instructions for Graduate Faculty Representatives

The member of a graduate student's final examination committee who comes from outside the department is called the Graduate Faculty Representative (GFR) and is appointed by the Dean of the Graduate School. The GFR represents the Graduate Faculty by ensuring that the exam is conducted fairly, professionally, and with the highest academic standards:

Scheduling of the Exam:

1. The student and major advisor must work with the GFR and other committee members to schedule a convenient time for the examination. The major advisor must notify the Graduate School of the date, time, and place of the exam **at least three days prior to the exam**, so that the ballot packet can be prepared. If the exam is scheduled before the GFR is assigned, the Graduate School may be able to assist the department in locating a GFR who is available during the scheduled time.
2. If the student or major advisor wishes to change the time of a previously scheduled exam, all members of the committee must be contacted and must agree to the change. The Graduate School must be notified in advance.

Conduct of the Exam:

1. On the day of the exam, or the afternoon before, the GFR (or designee) should go **in person** to the Graduate School to pick up the ballot packet. Because the packet contains an examination evaluation form, it should be returned by the GFR (or designee) **in person** to the Graduate School promptly after the exam is completed.
2. **Under no circumstances should the GFR permit the exam to be conducted if:**
 - a. **the ballot packet is not available in the Graduate School, or**
 - b. **any member of the committee is not present.**
3. During the exam, the GFR may ask questions and participate in the examination of the student if he or she wishes.
4. The responsibilities of the GFR are to:
 - a. ensure that the exam is conducted professionally and fairly;
 - b. write an evaluation of the exam, noting any irregularities (e.g., inappropriate questions, insufficient time for adequate examination, etc.);
 - c. distribute the ballots at the end of the exam (after the student has left the room) and make sure that each member votes and signs a ballot;
 - d. announce the results to the committee and make sure that the student is informed of these results immediately afterward;
 - e. return the ballot packet to the Graduate School as soon as possible.

The Graduate Council wishes to ensure that every exam is conducted fairly and with sufficient rigor to serve as a final examination for the awarding of an advanced degree. The Council appreciates the help and the cooperation of Graduate Faculty Representatives in this effort.