



Moody School of Graduate and Advanced Studies

CHARTER

History:

On November 12, 2019, SMU announced a landmark \$100 million commitment from the Moody Foundation to fund the University's eighth degree-granting school, and SMU's Board of Trustees approved the creation of the Moody School of Graduate and Advanced Studies at their December 6, 2019 general meeting. In creating the Moody School of Graduate and Advanced Studies, the Moody Foundation and SMU were guided by the shared aspirations of (1) dramatically enhancing SMU graduate programs following recommendations outlined in the December 18, 2018, [Report of the Graduate School Task Force](#), (2) positioning the University to recruit outstanding graduate students, (3) retain and hire the most distinguished and innovative faculty and researchers, and (4) expand research. The creation of the Moody School was also intended to allow SMU to deepen and forge new partnerships with companies and organizations in the Dallas-Fort Worth area, across Texas and throughout the country and to provide SMU alumni of graduate programs with invaluable experiences and support as they take up positions in companies and institutions in their community and around the globe. Devoted to these goals, the Moody School began formal operations in the 2020-21 academic year.

Mission:

The Moody School of Graduate and Advanced Studies partners with other SMU schools to advance graduate education and research, to advocate on behalf of graduate students and postdoctoral scholars and to enhance the University's stature through the promotion of a culture of excellence and the support of SMU faculty, students, and visiting scholars engaged in innovative, interdisciplinary and impactful studies.

Graduate Council:

A Graduate Council consisting of faculty representing graduate programs will meet regularly to advise the Dean and include faculty in the design and governance of the Moody School. Membership of the Graduate Council will be adjusted to ensure appropriate faculty representation of graduate programs as the responsibilities of the Moody School evolve. Reflecting the initial focus of the Moody School on improving SMU Ph.D. programs, the first Graduate Council consisted of faculty drawn from SMU's four Ph.D.-granting schools: The Dedman College of Humanities and Sciences, the Lyle School of Engineering, the Meadows School of the Arts, and the Simmons School of Education and Human Development.

Executive Board:

An Executive Board will advise the Dean of the Moody School in achieving its mission and will be governed by the bylaws pertaining to University executive boards. In keeping with the broad mandate of the Moody School to serve graduate students and programs in all fields of research represented at SMU, the board will include leaders in the worlds of culture, industry, science, and higher education. The Executive Board shall be constituted with due regard to the commitment of the University to diversity with respect to race and ethnicity, age, gender, geographic origin, vocation, and philosophical orientation.

Graduate Student Advisory Board:

The Dean of the Moody School consults regularly with a Graduate Student Advisory Board composed of current graduate students in the Dedman College of Humanities and Sciences, the Lyle School of Engineering, the Meadows School of the Arts, and the Simmons School of Education and Human Development. The advisory board makes the Dean aware of graduate students' concerns and provides input on Moody School policy changes.

Moody School Faculty:

All tenured and tenure-track faculty in programs granting master's or doctoral degrees in the Dedman College of Humanities and Sciences, Lyle School of Engineering, Meadows School of the Arts, and Simmons School of Education and Human Development are automatically faculty of the Moody School of Graduate and Advanced Studies. Membership in the faculty of the Moody School gives faculty the right to serve on committees for degrees granted by the Moody School, subject to departmental and home school approval. Moody School faculty may also be nominated for membership on the Graduate Council and may vote on the nominees from their home school. SMU faculty who are not automatically granted faculty status in the Moody School may be nominated by their department for Moody School faculty member status, subject to approval by the Dean of the Moody School.

Fellowships and Grants:

The Moody School awards fellowships and grants to graduate students to support their studies and the advancement of their research, to enable dissertation completion, and to recruit Ph.D. program applicants who show exceptional promise or who enhance graduate program diversity at SMU while demonstrating promise for academic success.

Moody Faculty Fellows and Visiting Scholars:

The Moody School awards fellowships to support outstanding SMU faculty and visiting faculty and to enhance the mentoring of graduate students and the conduct research.

Moody Research Incubator:

The Moody School provides funding to bring nationally and internationally renowned scholars to SMU to conduct high-impact, cutting-edge research at SMU.

Moody Academic Initiatives:

Through the use of flexible funds reserved for academic initiatives, the Moody School stimulates interdisciplinary work at SMU. Initiatives supported by these funds may include capital projects, endowment funding, operational needs or research initiatives, with approval by the President and Provost.

Health Insurance Awards:

Recognizing that health insurance represents an important element of students' quality of life and a significant financial burden for them, The Moody School oversees the Ph.D. Health Insurance Program, which provides funding for health insurance premiums to eligible Ph.D. students. Specific eligibility criteria are established by the Dean of the Moody School.

Admissions and Other Administrative Functions:

The Moody School plays an important role in the review of applications for SMU's Ph.D. programs and in administrative functions for graduate students in the Dedman College Humanities of Sciences, the Lyle School of Engineering, the Meadows School of the Arts, and the Simmons School of Education and Human Development. These roles are defined in the Moody School of Graduate and Advanced Studies Administrative Handbook.

Adjudication of Academic Appeals:

The Moody School reviews graduate students' appeals of suspension, dismissal, or other applications of academic policies on behalf of the Provost's Office. Such appeals will be accepted for review only after the appeal has first been reviewed and a decision rendered by the students' department and the dean of their department's home school.

Annual Review of Ph.D. Student Progress:

In accordance with policies in the SMU Graduate Catalog, Ph.D. students are evaluated by their programs at least once every academic year to ensure that they are receiving the appropriate mentorship necessary for success in their program. Evaluations also determine whether students are meeting degree requirements, adhering to appropriate standards for conduct, and fulfilling the responsibilities of their assistantships. If a student is found to be deficient in any of these areas, they and their program develop a plan by which they can return to satisfactory performance. Every year, Ph.D. programs share their procedures for review of student progress with the Dean of the Moody School. Ph.D. programs also share information with the Dean about any student whose performance is found to be deficient as well as the remediation plan developed for that student, so that the Dean and their office can assist, if necessary, in supporting the student's academic success.

Recruitment:

The Moody School works closely with schools and departments to recruit excellent prospective students to pursue graduate studies at SMU. Where recruitment efforts benefit from collaboration, the Moody School coordinates recruitment across SMU's colleges and schools.

Professional and Career Development Resources:

Part of the mandate of the Moody School is to assist graduate students to connect with professional and career development resources that may not be available through their individual programs. It does so by partnering with other offices at SMU and with members of the SMU community to provide access to resources they offer and by organizing workshops on specific professional and career development topics. The Moody School also provides travel grants to support graduate students presenting their research at academic conferences. One area where graduate students often need assistance is academic writing, and the Moody School provides support in this area by overseeing SMU's Graduate Writing Center.

Student Life, Orientation, and Recognition of Graduates:

The Moody School seeks to provide graduate students with a sense of community, to welcome them to SMU, and to celebrate their accomplishments. To these ends, the Moody School is tasked with organizing an orientation open to incoming graduate students, student life activities and events for current graduate students, and ceremonies to recognize Ph.D. students' completion of their degrees as well as other milestones in graduate students' academic careers.

Implementation of the Moody School:

Implementation of the Moody School will be guided by a four stage plan described in the Graduate School Task Force Report published on December 18, 2018, to ensure that the School's responsibilities do not outstep resources and to allow adequate time for collaborative planning with faculty, schools, and other administrative offices.

Stage One: Initial launch of the Moody School of Graduate and Advanced Studies. Responsibilities for Dedman Masters programs currently handled by the Office of Research and Graduate Studies will also be within the purview of the Moody School at this stage. A new position of Director of Graduate Fellowships is added to facilitate applications for external grants and fellowships by graduate students.

Stage Two: Expansion of the Moody School purview to include other terminal degrees – the Doctor of Engineering, Master of Fine Arts, and Doctor of Education. The Moody School also takes on the responsibility of overseeing all university postdoctoral scholars. Stage two includes the hiring of a Director/Assistant Director of Postdoctoral Fellows, and a Director/Assistant Director of Career and Professional Development.

Stage Three: Inclusion of the master's degrees within the Lyle School of Engineering. To accommodate the significant expansion in students under the Moody School, stage three includes the hiring of an Enrollment Services Manager and a Coordinator.

Stage Four: Inclusion of the remaining master's degrees in the Meadows and Simmons Schools, including the Liberal Studies program. As the Moody School grows again quite significantly, stage four includes the hiring of a Recruitment/Admissions Coordinator and an Assistant Director/Coordinator of Graduate Student Life. At this point the Moody School may also require an administrative assistant.

Administrative Handbook:

The Moody School Administrative Handbook details the School's current administrative processes and interfaces with the other schools. A "living document," the handbook will be modified by the Dean of the Moody School in consultation with the Graduate Council as the responsibilities of the Moody School and the needs of the University evolve.