

**The University of Denver/
Iliff School of Theology**

Joint Ph.D. Program

Graduate Student Association

Handbook

(updated 2013-2014)

Joint Ph.D. Program Office
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**2013-14 Joint Ph.D. Program Graduate
Student Associations Positions**

Chair: David King

Vice Chair: Hannah Ingram

Treasurer: Mark Genter

Graduate Student Council Rep: Albert McClure

Iiff Student Senate Rep: Vacant

Pre-candidacy rep to JPC: Vacant

Candidacy rep to JPC: Elizabeth Coody

First-Year Student Representative: JP Andrews

Library liaison: Albert McClure

SBL liaison: Elizabeth Coody

AAUP liaison: Elizabeth Coody

GTA liaison: Vacant

AAR liaison: Vacant

At-large: Donnie Featherston, Emily Kahm

Ex-Officio Representative of the Administration: Vacant

About the Joint Ph.D. Program Graduate Student Association

The University of Denver/Iliff School of Theology Joint Ph.D. Program Graduate Student Association members are elected by the students in the Joint Program to serve as a resource for both the students and the institutions at which they are studying. We advocate for student issues to DU and Iliff and function as a central point of coordination and communication about student concerns and affairs.

The Association meets at least once per academic quarter, with meeting times and dates set at the beginning of each quarter to accommodate the schedules of the members. Meetings are open to all students in the Joint Ph.D. program and are a great way to get involved.

The association consists of at least nine members. The Director of the Joint Program sits on the association in an ex-officio capacity and is invited to attend at least one meeting per quarter. Elections for vacant positions are held in the spring of each year. The First-Year Student Representative is selected by the incoming class in the fall, along with enough at-large representatives to fill vacant positions. All members serve an initial term of two years with the exception of the First-Year Student Representative, who serves for one year, and those officers who decide to serve as at-large members after their term of office ends. Nominations will be solicited from all Joint Ph.D. students each spring. All students are encouraged to self-nominate. At its first fall meeting, the association designates officers from within the elected membership.

Services of the Joint Ph.D. Graduate Student Association

Reimbursements

Joint Ph.D. students who present a paper or attend a conference related to their academic program are eligible to receive partial funding from the Association. The reimbursement application form must be accompanied by suitable documentation including original receipts for all reimbursable expenses (registration, travel, lodging, and meals). Generally speaking, only two events will be reimbursed per student per academic year; the maximum reimbursable amount for all students is determined by the Association. Forms and additional information are found on the Joint Ph.D. Program website: <http://www.du.edu/duiliffjoint>. The Association Treasurer can also provide specific instructions.

Ph.D. Forums

The Association sponsors regular Forums on topics of interest to the Joint Ph.D. student community. Possible topics include: New Student Concerns, Conference Practice (Paper Presentations/Interviews), or Preparation and upkeep of a CV, Dissertation/Writing Workshops.

Social Events

The Association is available to sponsor student-organized social events. Anyone interested in obtaining Association sponsorship may contact any member of the Association to present at the next scheduled meeting. Program-sponsored parties in the Fall and Spring are a tradition.

Speakers List

The Association sponsors a list of Joint Ph.D. students who are available to speak about their

topics of interest at local churches and other organizations. The Iliff Director of Marketing and Communications has maintained this list.

Communication, Collaboration, Advocacy

The Association represents the larger Joint Ph.D. student body on a variety of committees at Iliff and DU and works closely with the Joint Ph.D. office and the Joint Ph.D. Committee on numerous issues of concern for doctoral students. Recent efforts have included advocating for additional teaching opportunities at both institutions and helping ensure that both institutions take full responsibility for meeting the needs of students in the program.

The activities of the Ph.D. Student Association are posted on the Joint Ph.D. Program website. We also stay in touch with students throughout the year via e-mail. Students can contact any Association member with questions or to share ideas and suggestions to improve the Joint Ph.D. Program.

Award Program

Each spring the Association facilitates the selection of three students and one faculty member for the Joint Ph.D. Student Association Awards: Outstanding Student, Outstanding Leadership and Community Service by a Student, Outstanding Publishing and/ or Research by a Student, and Outstanding Faculty Member. Nominations are solicited from all Joint Ph.D. students in the spring, and students are encouraged to self-nominate, particularly for the publication and research award. See the Awards section in this booklet for more information.

Joint Ph.D. Program Student Association Awards

Each spring the Joint Ph.D. Student Association presents the annual awards for the Joint Ph.D. Program. Three students and one professor are honored.

Outstanding Student

This award is presented to a student who has demonstrated excellence in academics, extra-curricular activities, and leadership.

Outstanding Leadership and Community Service

This award is presented to a student who holds a leadership position in the Joint Ph.D. Program or in the wider Denver community and has demonstrated an exceptional commitment to community service.

Outstanding Publishing and/or Research

This award goes to a student who has demonstrated excellence in scholarly research and/ or who has published scholarly materials.

Outstanding Faculty Member

This award honors a faculty member who has demonstrated excellence in academics, teaching skills, leadership, accessibility and helpfulness to students.

Students receiving these awards must be enrolled in the Joint Ph.D. Program for the academic year in which the award is given and must not have received the award in any of the previous three years. Candidates for the Outstanding Faculty Member award must have taught at either Iliff or DU for at least the full year for which the award is being given and also may not have received that award in any of the previous three years.

Open nominations for these awards will be announced during the spring term, and nominations are solicited from all Joint Ph.D. students. All students are invited to submit the names of deserving students and faculty and may submit their own names as well. Self-nomination is particularly helpful in the case of the award for research and publications. A committee of the Ph.D. Student Association reviews the nominations and selects the recipient for each award, based on both the number of nominations received for each potential recipient and a qualitative evaluation of the reasons offered in support of each nominee.

Recent Award Recipients

Award Title & Year	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Outstanding Student	Bo Yong Lee	Gichul Kim	Kelly Arora	Micah Saxton	Aaron Conley	Jason Wesley Alvis
Outstanding Leadership and Community Service	Ibrahim Kazerooni	John Fadden	Mark Freeland	Nestor Gomez-Morales	Zoe Cole and Elizabeth Coody	Heike Peckruhn
Outstanding Publishing and/or Research	Njenga Kariuki	Adriana Nieto	Julie Todd	R.J. Hernandez-Diaz	Heike Peckruhn	April Favara
Outstanding Faculty Member	Albert Hernandez	Frank Seeburger	Carrie Doehring	Gregory Robbins	Pamela Eisenbaum	Debbie Creamer and Katherine Turpin
Special Award	<i>New in 2012</i>					Gil Rosenberg and Mary Ragan

CONSTITUTION
JOINT Ph.D. PROGRAM GRADUATE STUDENT ASSOCIATION

PREAMBLE

The Joint Ph.D. Program Student Association was established at the initiation of students in the Joint Ph.D. Program in Religious and Theological Studies at the University of Denver - Iliff School of Theology in 1989 to begin to bring students and program administrators together to address student concerns. By vote of the Student Association, this Constitution replaces the prior constitution effective Fall Quarter 1999 and incorporates Amendments approved by vote of the Student Association April 14, 2000.

ARTICLE I: MEMBERSHIP AND GOVERNANCE OF THE STUDENT ASSOCIATION

SECTION 1. CONSTITUENTS OF THE ASSOCIATION

All students enrolled in the University of Denver-Iliff School of Theology Joint Ph.D. Program are constituents of the Joint Ph.D. Program Graduate Student Association.

SECTION 2. GOVERNANCE OF THE ASSOCIATION

The governing organization of the constituents shall be the Joint Ph.D. Program Graduate Student Association, hereinafter referred to as the Association.

SECTION 3. PURPOSES AND OBJECTIVES OF THE ASSOCIATION

- a. To provide a forum for academic and programmatic discussions among Ph.D. students.
- b. To help orient new students to the Joint Ph.D. Program.
- c. To promote communications between student and faculty concerning initiatives of the Joint Ph.D. Committee and other concerns.
- d. To promote communications between students and the administration of the Joint Ph.D. Program.
- e. To provide social gatherings for students, faculty, staff of the two institutions and their families.
- f. To promote interdisciplinary scholarly dialogue for students and faculty.
- g. To administer the funds of the Student Association so as to promote and enhance the academic opportunities for students in the Joint Ph.D. Program.

ARTICLE II: COMPOSITION OF THE ASSOCIATION

SECTION 1. MEMBERSHIP

The voting members of the Association shall be as follows:

- a. One student enrolled in his/her first year in the Program elected by the first- year students to serve a one-year term.
- b. Two representatives to the Joint Ph.D. Committee, one elected while not yet approved for degree candidacy but with at least 24 quarter credit hours completed, and one who has advanced to degree candidacy, to be elected at large to serve staggered two-year terms
- c. One representative to the Iliff Student Senate (with one alternate possible)
- d. One representative who serves as the student liaison to the American Academy of Religion
- e. One representative who serves as the student liaison to the Society of Biblical Literature
- f. At least one representative to the University of Denver Graduate Student Association Council
- g. One representative who serves as the liaison to the Iliff and DU libraries.

- h. At least two at-large members

SECTION 2. NOMINATIONS AND ELECTIONS

Elections shall be held during the Spring Quarter of each year (except for the representative of the first-year class, who shall be elected during the Fall Quarter) as follows:

- a. The Association shall solicit names of candidates for each open position for the following year by a notice e-mailed to all constituents of the Student Association.
- b. Once interested candidates have been identified, the Association shall notify constituents by e-mail, giving them the opportunity to accept or reject nominations.
- c. The Association shall review ballots if necessary.
- d. Elections shall be by acclamation, unless there is a contested election, in which case, the election shall be by simple majority of all votes cast.
- e. The newly elected members will participate in Council meetings upon election.

SECTION 3. TERM OF MEMBERSHIP

The terms of membership on the Association shall begin with the Fall Quarter and end with the Summer Quarter. All members serve an initial term of two years with the exception of the First-Year Student Representative (who serves for one year) and those officers who decide to serve as at-large members after their term of office ends. At-large members are not term limited. Officers may serve up to two years in the same office; they are encouraged serve as at-large members of the Association at the end of their term.

SECTION 4. RECALL, REPLACEMENT, AND VACANCIES

Any member of the Association may be recalled as follows:

- a. A petition stating the reasons for recall, signed by at least twenty-five percent (25%) of the Student Association constituents, shall constitute a recall petition; it is to be submitted to the Association.
- b. Within two weeks of receiving the recall petition, the Council shall submit a ballot for a recall vote to all constituents of the Association. A two-thirds majority of the votes cast shall effect removal from the Association.
- c. Whenever there is a vacancy on the Association, the members shall fill those positions, by soliciting interested parties. Vacancies shall be filled by those who have indicated an interest in serving. A special election will be held if the vacancy occurs prior to the Spring Quarter and shall be filled at the next regular election if one occurs during or after Spring Quarter.

ARTICLE III: OFFICERS AND DUTIES OF THE ASSOCIATION

SECTION 1. CHAIR

The Chair shall have the following duties:

- a. To preside at all meetings of the Association.
- b. To serve as an ex-officio member of all Association committees.
- c. To appoint members to any committees set up by the Association.
- d. To set the agenda for Association meetings.
- e. To notify members of the Association of meeting times and dates.
- a. To designate a member to record minutes of all meetings of the Association and present them for approval at the next meeting.

SECTION 2. VICE CHAIR

The Co-Chair shall have the following duties:

- a. To carry out the duties of the Chair in his/her absence.
- b. To coordinate events planned by the Association.
- c. To coordinate plans for new student orientation with the administration.

SECTION 3. TREASURER

The Treasurer shall have the following duties:

- a. To manage the funds of the Student Association including making expenditures as approved by the Association.
- b. To keep accurate records of all funds and report regularly to the Association

SECTION 4: REPRESENTATIVE TO THE UNIVERSITY OF DENVER GRADUATE STUDENT ASSOCIATION COUNCIL

The GSAC Representative shall have the following duties:

- a. To attend all GSAC meetings and represent the interests of the students
- b. To provide regular updates to the Association

SECTION 5: REPRESENTATIVE TO THE ILIFF STUDENT SENATE

The Iliff Student Senate Representative shall have the following duties:

- a. To attend all Iliff Student Senate meetings and represent the interests of the students
- b. To provide regular updates to the Association

SECTION 6: PRE-CANDIDACY REPRESENTATIVE TO THE JOINT PH.D. COMMITTEE

The Pre-Candidacy Representative shall have the following duties:

- a. To attend all appropriate meetings, represent the interests of the students, and give feedback on proposals and petitions
- b. To provide regular updates to the Association

SECTION 7: CANDIDACY REPRESENTATIVE TO THE JOINT PH.D. COMMITTEE

The Candidacy Representative shall have the following duties:

- a. To attend all appropriate meetings, represent the interests of the students, and give feedback on proposals and petitions
- b. To provide regular updates to the Association

SECTION 8: FIRST-YEAR STUDENT REPRESENTATIVE

The First-Year Representative shall have the following duties:

- a. To represent first-year student-needs to the Association
- b. To provide regular updates to the Association and the first-year students

SECTION 9: STUDENT LIAISONS TO AAR & SBL

The AAR and SBL Liaisons shall have the following duties:

- a. To provide regular updates to the Association on opportunities for students
- b. To represent the Joint Program to their respective professional organizations

SECTION 10: STUDENT LIAISON TO THE LIBRARY

The Library Liaison shall have the following duties.

- a. To maintain contact with Iliff and DU libraries and represent the interests of the students
- b. To provide regular updates to the Association
- c. To make library information available to students

ARTICLE IV: OPERATIONS OF THE ASSOCIATION

SECTION 1. RESPONSIBILITIES OF THE ASSOCIATION

The Association shall have the following responsibilities:

- a. To conduct elections for its own membership.
- b. To hold meetings regularly, at least once a quarter.
- c. To participate in new student orientation at the beginning of each year.
- d. To further the work of the administrative committees to which individual members are elected.

SECTION 2. MEETINGS

The Association shall meet at least once a quarter except during the Summer Quarter. The dates, times, and locations of meetings shall be determined by the Association. The Director and Coordinators of the Joint Ph.D. Program shall be informed.

The Chair can call special meetings as needed with twenty-four hour notice to all Association members.

The Chair must call a special meeting upon receipt of a petition signed by at least four Association members stating the reason for said meeting.

If there is no Chair elected for a given year, any member of the Association can call a special meeting with twenty-four notice to all Association members.

SECTION 3. QUORUM

At least fifty percent (50%) of the elected members of the Association must be present to constitute a quorum. Meetings conducted without a quorum shall be limited to discussions and follow-through on actions decided at prior meetings for which a quorum was present.

SECTION 4. COMMITTEES

The Association may establish ad hoc committees or task forces as the need arises. Committees shall report to the Association. Actions taken by committees are subject to review and approval by the Association.

ARTICLE V: AMENDMENTS

SECTION 1. AMENDMENTS

Proposed amendments to this Constitution must be submitted in writing to the Association, which shall distribute them to all constituents of the Student Association (enrolled students in the Joint Ph.D. Program) at least two weeks before a vote is held. Students shall submit votes by e-mail and this Constitution shall be amended by a two-thirds majority of the votes cast.