

Academic Affairs Policy #5

Appointment to the Graduate Faculty

Date of Current Revision: April 2015

Responsible Office: Dean, The Graduate School

1. PURPOSE

This policy is to provide procedures for appointment to the Graduate Faculty at the university.

2. AUTHORITY

The Board of Visitors has the authority to enact personnel policies for all employees of the university. Where this authority has not been exercised by the board, it is delegated to the President. For employees engaged in instruction, the President has delegated authority to the Provost and Senior Vice President for Academic Affairs.

3. DEFINITIONS

Graduate Faculty:

The members of the faculty who are authorized to teach graduate courses at the 500 level or above at the university, including graduate faculty members, graduate instructors, emeritus graduate faculty members, adjunct graduate faculty members and adjunct graduate instructors.

Graduate Faculty Member:

A member of the full-time faculty of the university who meets all of the criteria for graduate faculty status.

Graduate Instructor:

A member of the full-time university faculty who meets some but not all of the criteria for graduate faculty status.

Emeritus Graduate Faculty Member:

A graduate faculty member who retires from the university may continue to serve as an emeritus graduate faculty member while holding emeritus status at the university.

Adjunct Graduate Faculty Member:

An adjunct graduate faculty member is a part-time faculty member at the university who otherwise meets all of the criteria for graduate faculty status.

Adjunct Graduate Instructor:

An adjunct graduate instructor is a part-time faculty member at the university who meets some but not all of the criteria for graduate faculty status.

Adjunct Clinical Graduate Instructor

An adjunct clinical graduate instructor is a part-time faculty member at the university or an unpaid professional outside of the university who does not meet the criteria for graduate faculty status, but who has special expertise in an area relevant to a graduate program of the university.

4. APPLICABILITY

This policy applies to all instructional faculty members at the university. It also applies to administrative and professional (A&P) faculty members who are considered or apply for graduate faculty status.

5. POLICY

Faculty members may be appointed to the graduate faculty when they are hired, if their responsibilities will include graduate instruction and advising and/or supervision and if they meet the criteria for graduate faculty status.

Current faculty members whose responsibilities change to include graduate instruction, advising and/or supervision are eligible to apply to become members of the graduate faculty by using the procedures outlined in this policy.

Adjunct clinical graduate instructors may be given graduate faculty status by the academic unit head, with prior approval by the academic dean and the dean of The Graduate School.

Appointments to the graduate faculty are renewable annually under the procedures outlined in this policy.

6. PROCEDURES

6.1. Eligibility

6.1.a. Graduate Faculty Member

A graduate faculty member is authorized to teach at the 500 level and above; chair and serve on comprehensive assessment, thesis and dissertation committees; supervise practica and internships; and take on other responsibilities of graduate programming as assigned by the appropriate academic unit head. A faculty member may be recommended for appointment as a graduate faculty member to teach graduate courses at the university if he or she meets the following criteria:

- The faculty member must possess the appropriate terminal degree in his or her teaching field;
- The faculty member must present evidence to the appropriate academic unit head of current scholarly productivity (within the last six years) as appropriate for his or her field;
- The faculty member must present evidence to the appropriate academic unit head of successful teaching and/or administration at the graduate level within the last six years, or other relevant contributions to graduate education; and
- The faculty member must meet any additional academic unit criteria on file with the Graduate School for the academic unit.

6.1.b. Graduate Instructor

Graduate Instructors can be authorized to perform the following activities as assigned by the appropriate academic unit head: teach at the 500 level and above; serve on comprehensive assessment, thesis and dissertation committees but not chair them; supervise practica and internships; and take on other responsibilities of graduate programming as assigned by the appropriate AUH. A faculty member may be recommended for appointment as a Graduate Instructor to teach graduate courses at the university if he or she meets the following criteria:

- The faculty member must possess at least an appropriate master's degree in his or her field, preferably working toward the appropriate terminal degree.
- The faculty member must present evidence to the appropriate academic unit head of scholarly productivity and/or appropriate professional experience (within the last six years) as relevant for his or her field; and
- The faculty member must meet any additional academic unit criteria on file with The Graduate School for the academic unit.

6.1.c. Reassignment from Graduate Instructor to Graduate Faculty Member

A faculty member may be recommended for reassignment from graduate instructor to graduate faculty member if he or she meets the following criteria: If lack of a terminal degree is the only criterion missing for graduate faculty member status, the individual may be appointed as a graduate instructor status and the appointment may be changed to graduate faculty member with a recommendation to the dean of The Graduate School from the appropriate academic unit head, with approval of the academic college dean, when the terminal degree is awarded.

6.1.d. Emeritus Faculty Member

Emeritus graduate faculty may perform any of their pre-retirement duties and responsibilities, as assigned by the appropriate academic unit head, but may not be employed full time by the university. A faculty member who retires from the university may be recommended for continuation of graduate faculty status if he or she meets the following criteria:

- The faculty member held graduate faculty status on the date of retirement.
- As an exception to the criteria for graduate faculty status, emeritus graduate faculty members are not expected to maintain scholarly productivity.
- The faculty member must maintain emeritus status at the university.
- The faculty member must meet any additional academic unit criteria on file with The Graduate School for the academic unit.

6.1.e. Adjunct Graduate Faculty Member

Adjunct graduate faculty members are not automatically adjunct faculty of the university. Adjunct graduate faculty can be authorized to perform the following activities as assigned by the appropriate academic unit head: teach at the 500 level and above; serve on comprehensive assessment, thesis and dissertation committees but not chair them (with the exception of Adjunct Graduate Faculty from the University of Malta, upon written approval of the dean of The Graduate School); supervise practica and internships; and take on other responsibilities of graduate programming. A faculty member may be recommended for appointment as an adjunct graduate faculty member to teach graduate courses at the university if he or she meets the following criteria:

- The faculty member must possess the appropriate terminal degree in his or her teaching field;
- The faculty member must present evidence to the appropriate academic unit head of current scholarly productivity (within the last six years) as appropriate for his or her field;
- The faculty member must present evidence to the appropriate academic unit head of successful teaching and/or administration at the graduate level within the last six years, or other relevant contributions to graduate education; and
- The faculty member must meet any additional academic unit criteria on file with The Graduate School for the academic unit.

6.1.f. Adjunct Graduate Instructor

Adjunct Graduate Instructors are not automatically adjunct faculty of the university. Adjunct graduate instructors can be authorized to perform the following activities as assigned by the appropriate academic unit head: teach at the 500-level and above; supervise practica and internships; and take on other responsibilities of graduate programming. Adjunct graduate instructors are not authorized to serve on comprehensive assessment, thesis or dissertation committees. A faculty member may be recommended for appointment as an adjunct graduate faculty member to teach graduate courses at the university if he or she meets the following criteria:

- The faculty member must possess at least an appropriate master's degree in his or her field.
- The faculty member must present evidence to the appropriate academic unit head of scholarly productivity and/or appropriate professional experience (within the last six years) as relevant for his or her field; and
- The faculty member must meet any additional academic unit criteria on file with The Graduate School for the academic unit.

6.1.g. Adjunct Clinical Graduate Instructor

Adjunct clinical graduate instructors can be authorized only to supervise practica and internships. Adjunct clinical graduate instructors are not authorized to teach at the 500-level and above, nor to serve on comprehensive assessment, thesis or dissertation committees. An individual may be recommended for appointment as an adjunct clinical graduate instructor to supervise practica and internships for students at the university if he or she meets the criteria on file with The Graduate School for the academic unit.

6.2 Procedural Timeline

6.2a Initial Appointment

Faculty members may be appointed to the graduate faculty at any time, including upon hiring, if they meet the criteria for graduate faculty status. Their responsibilities must include graduate instruction, advising and/or supervision.

The faculty member's academic unit head should send a letter through the college dean to the dean of The Graduate School requesting that the faculty member be appointed at the appropriate graduate faculty level. The letter should include a brief description of how the faculty member meets the eligibility criteria for this appointment. The college dean must sign the letter indicating approval prior to forwarding to The Graduate School. A copy of the applicant's curriculum vita must be attached.

6.2b Appointments

Appointments to the graduate faculty are made by the dean of The Graduate School. The dean will notify each faculty member appointed to the graduate faculty, and a copy of the notification will be sent to the initiating dean and academic unit head. Any faculty member denied appointment to the graduate faculty will also be notified of such denial, with copies to the AUH and academic dean. Denial of appointment by the dean of The Graduate School is final and is not an appealable action.

6.3. Renewal

6.3.a. Administrative Continuation

Continuation of graduate faculty status is renewed administratively each year through a checklist report submitted by The Graduate School to the academic unit heads in units that have graduate faculty. The Graduate School will assume that graduate faculty continue to meet eligibility criteria as long as the academic unit head indicates that the faculty member maintains involvement in graduate instruction, advising and supervision and has received satisfactory annual evaluations in scholarship and in graduate teaching.

6.3.b. Nonrenewal

A faculty member's graduate faculty status will not be renewed if the academic unit head indicates in the annual update report that the faculty member no longer meets eligibility requirements, that an unsatisfactory annual evaluation was given or that the member's status should be not be renewed for some other reason. Upon receiving such an indication in the annual update report, the dean of The Graduate School will notify the faculty member of nonrenewal of graduate faculty status. Nonrenewal of graduate faculty status by the dean of The Graduate School is final and is not an appealable action.

6.3.c. Procedural timeline

6.3.c.(1) By October 31 of each academic year, The Graduate School will submit by email or campus mail a list of current graduate faculty in all categories to each academic unit that has graduate faculty.

6.3.c.(2) Using the *Graduate Faculty/Instructor Annual Update Report Form* sent by The Graduate School, academic unit heads will indicate the following for the graduate faculty in each category:

- 6.3.c.(2)a. Each faculty member who continues to meet eligibility criteria and whose performance has been satisfactory.
- 6.3.c.(2)b. Each faculty member whose faculty status should be elevated from graduate instructor to graduate faculty member.

- 6.3.c.(2)c. Each faculty member who no longer meets eligibility criteria, whose performance has been unsatisfactory, or whose status should not be renewed for some reason.

6.4. Withdrawal

Withdrawal of graduate faculty status may be accomplished at any time by action of the dean of The Graduate School. This may occur upon recommendation of the academic dean, the academic unit head or the Graduate Council, or upon the graduate dean's own initiative. Such action is appropriate when the faculty member is determined to lack one or more eligibility criteria, is determined to have performed in an unsatisfactory manner on the graduate faculty, as a sanction for misconduct, as a sanction for post-tenure review or for any other appropriate reason.

Faculty members do not have a legitimate expectation of continuation of graduate faculty status, and it may be withdrawn at any time for any reason. In the case of withdrawal of status, the faculty member will be informed in writing from the dean of The Graduate School, and a copy of the notice will be sent to the academic unit head and academic dean. Withdrawal of graduate faculty status by the dean of The Graduate School is final and is not an appealable action.

7. RESPONSIBILITIES

The dean of The Graduate School is responsible for making appointments to the graduate faculty, for nonrenewals of appointments and for withdrawing appointments. The dean is also responsible for notification of a faculty member of changes in his or her graduate faculty status.

Academic unit heads are responsible for making recommendations to their academic deans on appointments to the graduate faculty from their academic units. They are also responsible for annual review of the list of graduate faculty within their academic units and for notifying The Graduate School of any nonrenewals needed. They are also responsible for recommending withdrawal of graduate faculty status.

Academic deans are responsible for making recommendations to the dean of The Graduate School on appointments to the graduate faculty within their colleges and for making recommendations on withdrawals of graduate faculty status.

8. SANCTIONS

None.

9. EXCLUSIONS

None.

10. Interpretation

The authority to interpret this policy rests with the provost and is generally delegated to the dean of The Graduate School.

Approved:

Dr. A Jerry Benson
Provost and Senior Vice President for Academic Affairs

Date: April 29, 2015