Procedures for Granting of Graduate Faculty Membership

**Philosophy Underlying the Procedures:**
Graduate faculty develop curricula, teach graduate courses, guide student research, mentor graduate students, participate in the governance of graduate education, and determine criteria for Graduate Faculty membership.

Remaining current in one’s discipline is a special responsibility of faculty who teach at the graduate level. What constitutes a program of original work varies considerably from discipline to discipline. Quantity is not the sole criterion and may not even be a major criterion. However, periodic evidence that one’s work has undergone independent peer review and is part of an ongoing scholarly agenda is expected. In some disciplines, graduate faculty are also expected to generate external funding through grants and contracts to support their research and scholarly activities as well as to support graduate students.

The research, scholarship, creativity, or performance of a member of the graduate faculty serves as a model and standard for graduate students. It thus provides one of the benchmarks for what constitutes the original and independent work in one’s discipline and is an essential component in high-quality graduate education.

Research productivity, scholarship, and creative activities are best evaluated by graduate faculty at the departmental/college level. The Graduate School and Graduate Council can best provide oversight and due process for faculty seeking grievances in this matter.

**Procedures:**

1. **DEPARTMENTAL/COLLEGE-LEVEL**
   1.1 Faculty seeking graduate faculty status
   
   1.1.1 Faculty (including chairs who are not defined as full-time administrators) who seek graduate faculty status for the first time, change in their current status, or who have completed their 6-year term and wish re-appointment are responsible for submitting a completed nomination form along with pertinent supporting information/documents to the department chair.

   1.1.2 Department chair will forward the candidate’s material to the Departmental/College Graduate Faculty Status Committee (see below) for consideration.

   1.1.3 After the appropriate faculty status committee has reviewed, it will inform its recommendation to the chair who will send the nomination form (with supporting information/documents) to the Academic Dean with his/her own recommendation and signature.

1.2. **Departmental/College Graduate Faculty Status Committee**

   1.2.1 Each department/college should have a committee (minimum of three members) comprised of graduate faculty with GF-1 and/or GF-2 Graduate Faculty status and charged with the following responsibilities:

   1.2.1.1 Using the Graduate School’s graduate faculty status membership categories as a guideline, departmental or college committees will submit to the Graduate Dean, for approval, the criteria for each graduate faculty category reflective of their respective discipline. The criteria should clearly state in terms of quality and quantity what relevant activities warrant the granting of each graduate faculty status category based on discipline standards. In order to stay current, departments/colleges will re-evaluate the criteria and submit them to the Graduate School every five years.

   1.2.1.2 Assess faculty who seek to have graduate faculty status (including re-appointment).

   1.2.1.3 In cases of a positive recommendation (majority vote), the nomination form and supporting information/documents are forwarded to their respective department chair or college dean.

   1.2.2 Faculty (including departmental chairs) whose material is under consideration cannot serve or vote on the departmental/college committee during consideration of the candidate’s material.

1.3. **College Dean Level**

   1.3.1 The College Dean has the right to request from the departmental/college committee additional justification in regards to the committee’s vote or candidate’s material.

   1.3.2 In the case of a positive vote by the College Dean, the completed nomination form and supporting information/documents are forwarded to the Graduate School.
2. GRADUATE DEAN AND GRADUATE COUNCIL-LEVEL

2.1. Departmental/College Committee Criteria

2.1.1. The Graduate School will forward the graduate faculty status membership categories to departmental/college committees indicating what constitutes the general standards for each graduate faculty status in relationship to graduate education, so they can establish discipline-specific criteria.

2.1.2. The Graduate Dean has the responsibility to evaluate and approve the departmental/college committee’s criteria for each graduate faculty status.

2.1.3. In cases where the Graduate Dean has disagreement with criteria established by the departmental/college committee, the Graduate Dean may return the criteria to the departmental/college committee for revision or further justification, and may also ask the Graduate Council for their recommendation.

2.2. Processing of Candidate’s Material: Graduate School Level

2.2.1. The Graduate School will maintain records of current graduate faculty, including their status category and date of term completion.

2.2.2. Each fall semester, the Graduate School will notify graduate faculty members (and their respective department chairs) whose terms will expire at the end of the fall semester. Review/renewal would then occur at the departmental/college level by the end of the fall semester. In addition, the Graduate School will notify the chairs to nominate newly hired faculty if they wish them to have graduate faculty status.

2.2.3. Once the nomination form is received by the Graduate School, the Graduate School Dean may elect to confirm or deny the requested graduate faculty status. The Graduate School Dean may also forward the candidate’s material to the Graduate Council for further discussion and recommendation. The Graduate School Dean informs the faculty member and department chair as to the final decision made regarding the granting of status.

2.2.4. Faculty seeking GF-2 status or the privilege of co-chairing dissertation committee while in GF-1 or GF-3 status will have their material forwarded by the Graduate School Dean to the Doctoral Sub-council for consideration and recommendation before the Graduate School Dean makes a final decision.

3. FACULTY DUE PROCESS

3.1 Each level of review should occur in a timely manner.

3.2 When a negative recommendation is made (at any recommendation level), the denied recommendation form (which includes the justification for denial) is returned to the candidate (including the candidate’s materials), and a copy of the denied recommendation form is forwarded to bodies who previously granted approval.

3.3 Recommendations at all levels are based on a judgment of whether the faculty member meets the criteria set by the particular department or college.

3.4 Faculty who receive a negative decision from the departmental or college committee, college dean, or Graduate School Dean may petition the Graduate School Dean to have their material reviewed by the Graduate Council.

3.5 As part of their petition, faculty may elect to write a rebuttal to the vote justification of the departmental/college committee, college dean, or Graduate School Dean and may include additional material in support of their grievance.

4. EXPEDITED REVIEW

The process just outlined will occur when requesting graduate faculty status in the categories of GF-1, GF-2 and GF-3 membership. Requests for GF-4 membership will occur with an expedited review that involves the department chair submitting directly to the Graduate Dean a recommendation (on the nomination form) and the individual’s supporting information/documents.

• Approved by Graduate Faculty: (via mail ballot) December 2003, May 2005
• Update to College of Education Representation: Fall 2005, Spring 2008
• Update to College of Business Representation: Spring 2008
• Approved by Graduate Faculty of Graduate Faculty Categories, Section 5.12 of Policies & Procedures Manual : (via ballot) Spring 2014 & Approved by President in Summer 2014
• Update by Graduate Council to reflect Section 5.12 changes (approved as above) and minor simplifications: September 2014