COE Guideline PREFIX

GRADUATE FACULTY STATUS

Audience: ☑Faculty ☑Staff ☐Students

Contact person: Dr. Debra Price

To insure that the college process for Graduate Faculty Status determination is aligned with the university policy and procedures.

The process for awarding graduate faculty status at the various levels are initiated at the program and/or department level. Nominations must be generated for new faculty (if they are going to teach any graduate classes), changes in status of existing faculty and when faculty members are promoted or undergo Post Tenure Review (PTR). It is the assumption of the college, that program areas are nominating faculty to the appropriate level of graduate status based on the quality of a faculty member's vita, and with the guidance of the university policy. The formal process begins with correct nomination form (located on the Graduate Studies site). A faculty member may self-nominate, but the process usually begins with the department chair. An exception to that is when a program director nominates an adjunct, but the form still is generated by the department chair. The chair must indicate the type of current membership and the level of recommended membership. Additionally, the chair indicates whether or not the appointment is temporary and the reason for a change. Once signed, the form and a current curriculum vita, in reverse chronological order are submitted to the Associate Dean for Research and Graduate Studies. In cases of temporary nominations, the Associate Dean may determine the merits of the nomination and forward the document to the Graduate Council. Other nominations are sent to the college Graduate Advisory Committee. They may agree with the nomination or recommend a different level of membership. If a different level of membership is recommended, the form is returned to the department for the change to be made. An appeal to the committee's decision may be made to the Associate Dean for Research and Graduate Studies. Once approved at the college level, the nomination goes to the university Graduate Council for approval. Once status is granted, the faculty member retains that level of membership until a new level is recommended triggered by changes in performance, promotion or PTR.

Approved by: ____________________________ Date: ____________

Reviewed by: ____________________________ Date: ____________