



## GRADUATE FACULTY CERTIFICATION

**Policy Title:** Graduate Faculty Certification

**Policy Type:** Administrative

**Policy Number:** Administrative Policy 35-01 (2014)

**Approved:** 01/13/2015

**Responsible Office:** School of Graduate Studies and Research

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** University Community

### POLICY STATEMENT

All faculty involved in graduate education must demonstrate current scholarship in their primary teaching field. This policy establishes criteria to attain and retain active graduate faculty status.

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### DEFINITIONS

**Full-time Graduate Faculty:** Full-time, tenured and tenure-track faculty, with a minimum rank of Assistant Professor, who have the most advanced degree in their fields and who have been assigned responsibilities for graduate education and research.

**Associate Graduate Faculty:** Newly hired tenure-track faculty holding the terminal degree having fewer than three years of graduate teaching experience and hired into departments with graduate programs or are non-tenured track faculty holding the terminal degree having more than three years of graduate teaching experience.

**Non-members of Graduate Faculty:** Faculty who are approved by their chair, Deans, and Provost and Vice President for Academic Affairs to teach graduate courses at the 500 level only and do not meet criteria for Full or Associate membership.

## **CONTACT(S)**

The School of Graduate Studies and Research officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to the School of Graduate Studies and Research.

## **STAKEHOLDER(S)**

Faculty, Graduate Coordinators, Graduate Deans, Graduate Students

## **GRADUATE FACULTY CERTIFICATION: POLICY CONTENTS**

Graduate faculty shall be members of the University Faculty who: (1) have achieved the most advanced degree in their fields; (2) are actively involved in research or scholarly activities; and (3) have been assigned responsibilities for graduate education. Those individuals designated as "Graduate Faculty" shall:

1. Conduct research or perform other scholarly activities which are artistic, literary or clinical in nature;
2. Advise graduate students at the master's and doctoral levels;
3. Chair or serve on theses and doctoral committees, adjudicate artistic, literary or clinical performances; and
4. Hold the minimum rank of assistant professor in a full-time position or research assistant professor or visiting faculty at the university.

The above criteria shall serve to support the responsibilities of Graduate Faculty members along with the additional responsibility for performing other such academic duties as required or requested by the Dean of the School of Graduate Studies and Research, Department Head, College/School Dean, or Provost and Vice President for Academic Affairs.

## **MEMBERSHIP**

Graduate Faculty membership shall be restricted to those faculty members who meet the criteria specified for full, associate, or non-members or as appointed by the Provost and Vice President for Academic Affairs. The selection of these faculty members shall be initiated at the departmental level, approved by the Dean of the College/School and certified by the Dean of the School of Graduate Studies and Research. The Dean of the School of Graduate Studies and Research shall forward his/her recommendation to the Provost and Vice President for Academic Affairs for final action. In special cases, such as appointments in centers or laboratories not placed in a school, the Dean of the School of Graduate Studies and Research will make recommendations to the Provost and Vice President for Academic Affairs for appointments to the Graduate Faculty.

## **PUBLICATION**

1. Communicate the policy in writing, electronically or otherwise to the University Community including Deans, Department Chairs, and Graduate Coordinators.
2. Submit the policy to the President's Office for inclusion in the online Policy Library within 14 days upon approval;
3. Post the policy on the Graduate School's website.
4. Educate and train all stakeholders and appropriate audiences on the policy content as necessary.

## **REVIEW SCHEDULE**

- **Next Scheduled Review:** 04/26/2021
- **Approval by, date:** President, 01/13/2015
- **Revision History:** 07/13/2014; 04/26/2018
- **Supersedes:** None – New Policy

## **RELATED DOCUMENTS**

1. Teaching Faculty Handbook
2. Criteria and Procedures for Graduate Faculty Certification

## **FORMS**

1. None