



**ADMINISTRATIVE POLICY # 35.01 (2021)
Graduate Faculty Certification Policy**

Policy Title: Graduate Faculty Certification

Policy Type: Administrative

Policy Number: Administrative Policy # 35.01 (2021)

Approved: 11/04/2021

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.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	1
Contacts	2
Stakeholder(s) (For Administrative Policy)	2
Graduate Faculty Certification.....	2
Education and Compliance	3
Publication	3
Review Schedule.....	3
Related Documents	3
Forms	3

DEFINITIONS

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

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

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

CONTACTS

The School of Graduate Studies and Research officially interprets this policy. The Provost and Vice President for Academic Affairs are responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the School of Graduate Studies and Research.

STAKEHOLDERS

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 with graduate students;
2. Advise and teach 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 academic duties as required or requested by the Dean of the Graduate School, Department Head, College/School Dean, or Provost and Vice President of 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. 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 Graduate School shall forward his/her recommendation to the Provost and Vice President of 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. The Provost and Vice-President of Academic Affairs and Deans of Colleges and Schools shall automatically have Graduate Faculty status throughout the terms of their appointments.

EDUCATION AND COMPLIANCE

Educate and train all stakeholders and appropriate audiences on the policy content as necessary.

- a. Publish in the Teaching Faculty Handbook and Policy Library.
- b. Policy is included in the application for Graduate Faculty Certification
- c. Dean will attend College/School meetings annually to present policy.
- d. Failure to comply with this policy will violate the standards set to become certified as a 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.

REVIEW SCHEDULE

- Next Scheduled Review: 11/04/2024
- Approval by, date: President's Cabinet, 11/04/2021
- Revision History: *07/13/2014; 04/26/2018; 04/26/21*

RELATED DOCUMENTS

1. [Teaching Faculty Handbook](#)
2. Criteria and Procedures for Graduate Faculty Certification

FORMS

1. None