

{Approved by Faculty Senate, Dec. 7, 2012}

Graduate Faculty Approval Policy

GRADUATE FACULTY APPOINTMENT

The Graduate Faculty shall consist of tenure-track and tenured members of the General Faculty with the rank of assistant professor, associate professor and/or professor, who have been recommended for appointment by their respective academic administrator (i.e. department chairs, academic program directors and heads), and approved by the appropriate Dean of their respective college/school.

Requisites for appointment shall normally be as follows:

Regular Graduate Faculty Appointment

- Full-time tenured/tenure track faculty status with a rank of at least assistant professor
- Current/Up-to-Date curriculum vitae
- Earned doctorate or equivalent
- Published works and/or recognized accomplishments in research and/or teaching
- Recommendation for appointment by the appropriate respective academic administrator
- Approval of *Regular Graduate Faculty* appointment is given by the appropriate Dean of the respective college/school

Limited-Term Graduate Faculty Appointment

- Part-time, one-year, emeritus, Web MBA, or visiting with a rank of at least assistant professor
- Current/Up-to-Date curriculum vitae
- Earned doctorate or equivalent
- Published works and/or recognized accomplishments in research and/or teaching
- Statement describing the special expertise that the faculty member brings to the graduate program and the faculty members qualifications that contribute to the work and progress of graduate students
- Recommendation for Limited-Term Graduate Faculty appointment by the appropriate respective academic administrator department/program head or academic dean
- Approval of Limited-Term Graduate Faculty appointment is given by the appropriate Dean of the respective college/school
- Faculty in this category may serve as a member or as a co-chair, but not as chair, on graduate student committees (dissertation, thesis, or similar) and teach graduate courses

Permission to Teach (Does not constitute Graduate Faculty Appointment)

- Non-tenure track full-time faculty (ranked, lecturer, senior lecturer), part-time faculty, and adjunct faculty may be reviewed for permission to teach a graduate class(es)
- Current/Up-to-Date curriculum vitae
- No earned terminal degree
- In-lieu-of a terminal degree the candidate must demonstrate 1) exceptional scholarly activity or professional experience, 2) experience teaching graduate level classes, or 3) high potential for effective teaching at the graduate level as evidenced by undergraduate teaching record, scholarly activity or professional experience in a particular area related to the course or other assignment
- In accordance with SACS 3.7.1.e., justification must be given for any faculty member who does not meet eligibility criteria for Regular Appointment. The justification must address the following:
 - Department/program need
 - Special expertise that the faculty member brings to the graduate program
 - Qualifications that contribute to the work and progress of graduate students

- Expected duties of the candidate
- Recommendation for Permission to Teach by the appropriate respective academic administrator department/program head or academic dean
- Approval for Permission to Teach is given by the appropriate Dean of the respective college/school

Process

1. Timeline
 - a. A request for *Regular Graduate Faculty Appointment* is submitted with appointment; renewal is automatic upon award of tenure or completion of post-tenure review
 - b. A request for *Limited-Term Graduate Faculty Appointment* is submitted with appointment and renewed annually
 - c. Upon recommendation from the respective academic administrator, the appropriate Dean of the college/school holds authority to rescind graduate faculty status as appropriate
 - d. Requests for *Permission to Teach* are to be submitted annually and/or prior to the semester in which the faculty member will be teaching a graduate course
2. The respective academic administrator recommends faculty members for *Regular Graduate Faculty Appointment*, *Limited-Term Graduate Faculty Appointment*, or *Permission to Teach* by completing the standardized "Request for Appointment in the Graduate Faculty" form and supplying appropriate supportive documents, including:
 - Current/Up-to-Date curriculum vitae
 - Justification of special expertise or qualifications as indicated
 - Other information as requested above
3. The appropriate respective academic administrator forwards the request form and supporting documentation to the appropriate Dean of the appropriate college/school
4. Upon recommendation of the appropriate respective academic administrator, the appropriate Dean of the College/School considers each faculty member's materials and renders a decision for approval or disapproval for *Regular Graduate Faculty Appointment*, *Limited-Term Graduate Faculty Appointment*, or *Permission to Teach*
 - Should there be a question concerning the applicant's recommendation by the Dean of the appropriate college/school, that Dean may forward the request form and supporting materials to the Graduate Programs Committee for review and recommendation
 - Each College/School will send approved request forms and supporting documentation to Faculty Records in the Provost's Office for archiving