



## GRADUATE EDUCATION POLICY

### I. THE GRADUATE FACULTY SHALL BE CONSTITUTED ACCORDING TO THE FOLLOWING CRITERIA. PROCEDURES ARE CHARGE:

#### A. Membership in the Graduate Faculty

1. There shall be three types of Membership:
  - a. Full Membership
  - b. Regular Membership
  - c. Associate Membership
2. Criteria for Full Membership shall be:
  - a. Basic requirements:
    - (1) Associate or full professor on regular appointment; or
    - (2) Assistant professor with earned doctorate or appropriate terminal degree on regular appointment.
  - b. Additional requirements:

Each person selected for Full Membership in the Graduate Faculty must have been involved in the following activities within the five-year period immediately preceding selection:

    - (1) Teaching graduate students in courses numbered 500 and above and/or supervising graduate student theses, research, independent studies, internships, field studies, or practica, and
    - (2) Engaging in research as evidenced through at least one refereed scholarly publication(s) or creative endeavors of an equivalent nature **appropriate to the discipline.**
3. Terms for Full Members on the Graduate Faculty shall be for five years.
4. Graduate Education Activities Requiring Full Membership
  - a. Chairing Theses
  - b. Chairing Dissertations
5. Criteria for Regular Membership shall be:
  - a. Basic requirements:
    - (1) Associate or full professor on regular appointment; or
    - (2) Assistant professor with earned doctorate or appropriate terminal degree on regular appointment; or

- (3) Other persons, who hold at least a Master's degree plus five years of qualifying professional experience, elected by the faculty of the appropriate department or discipline.
  - b. Additional requirements:
 

Each person selected for Membership in the Graduate Faculty must have been involved in the following activities within the four-year period immediately preceding selection:

    - (1) Teaching graduate students in courses numbered 500 and above and/or supervising graduate student research, independent studies, internships, field studies, or practica, and
    - (2) Engaging in research or creative endeavors appropriate to the discipline.
  - c. Terms for Regular Members on the Graduate Faculty shall be for four years.
- 6. Graduate Education Activities Requiring At Least Regular Membership:
  - a. Sitting on thesis committees
  - b. Sitting on dissertation committees
  - c. Supervising independent studies
- 7. Criteria for Associate Membership shall be:
  - a. Persons who have not met the criteria for Regular Membership, including on-campus faculty and faculty in Extended Degree programs and Extended Credit Courses, may be selected on a temporary basis as non-voting members of the Graduate Faculty upon recommendation of the appropriate department or discipline. Minimum criteria include a Master's degree plus five years of qualifying professional experience.
  - b. Associate Members may be appointed for a term of one-session, one-semester, or one to three years by the appropriate department.
- 8. Graduate Education Activities Requiring At Least Associate Membership:
  - a. Teaching courses numbered 500 or above.
  - b. Supervising internships or practica.

**B. Procedures for Selection, Continuance, and Confirmation**

- 1. The following procedures for selection, continuance, and confirmation must have been completed prior to the assignment of any faculty member, either on- or off-campus, to the teaching, supervision or advancement of graduate students. The Dean of the College of Graduate Studies shall monitor adherence to the graduate faculty policy.
- 2. Procedures for Selection:
  - (a) Selection for Full Membership in the Graduate Faculty shall be recommended by departments, based on the criteria stated in Section I.A. Qualitative judgments in the selection of Graduate Faculty are primarily the responsibility of the respective departments.

- (b) Selection for Regular Membership in the Graduate Faculty shall be recommended by departments, based on the criteria stated in Section I.A. Qualitative judgments in the selection of Graduate Faculty are primarily the responsibility of the respective departments.
- (c) Selection for Associate Membership in the Graduate Faculty shall be recommended by departments, based on the criteria stated in Section I.A. Qualitative judgments in the selection of Graduate Faculty are primarily the responsibility of the respective departments.
- (d) Normal University grievance procedures shall be followed in the case of appeal of a departmental decision.

3. Procedures for continuance:

- a. For reappointment to the Graduate Faculty, a member must, within the preceding term, perform the activities in I.A.2., I.A.5., or I.A.7.
- b. Each Full Graduate Faculty Member will reapply for graduate faculty status every five years. Regular Graduate Faculty Members will report every four years on involvements in graduate education and research. Associate Members whose terms have been renewed for up to three years, must also file such reports with the appropriate department.
- c. Each department will review the report, make a recommendation on continuance or discontinuance as a Member of the Graduate Faculty, and forward the report to the Dean of the College of Graduate Studies for confirmation.
- d. Failure to file the report shall lead to automatic removal from the Graduate Faculty by the department and the Dean of the College of Graduate Studies.
- e. Normal University grievance procedures shall be followed in the case of appeal of a departmental decision.

4. Procedures for confirmation:

- a. Departmental recommendations for selection on the basis of the criteria stated above are subject to the approval of the Dean of the College of Graduate Studies.
- b. Departmental recommendations for continuance or discontinuance are subject to the approval of the Dean of the College of Graduate Studies.
- c. Individual or departmental appeals of the confirmation decisions of the Dean of the College of Graduate Studies may be made to the Graduate Council.

Approved by the Academic Senate 3/9/76

Revised by the Academic Senate: 10/3/78, 2/26/80, 5/3/83, 10/25/83, 12/3/85, 2/17/87, 1/29/91, 2/25/92, 3/24/92, 9/7/93, 11/16/93, 4/11/95, 5/2/06.