

# Guidelines for Graduate Faculty Appointments

UCA offers coursework leading to graduate certificates and two types of graduate degrees – professional and research – at three levels – master’s, specialist’s, and doctoral. Consequently, acceptable standards for appointment and participation of faculty in graduate programs vary considerably across disciplines and even within programs.

This statement outlines the process for establishing criteria for appointment to and renewal of graduate faculty status in a manner that is appropriate for all university programs while preserving the distinctive role of graduate faculty within the institution.

## ***Departmental/Program Graduate Faculty Criteria***

The graduate faculty and chair of each department will develop and periodically review criteria for graduate faculty status, identifying qualifications and expectations for graduate faculty, associate graduate faculty, and affiliated graduate faculty. The graduate faculty and chair of the department may also solicit input regarding the criteria for graduate status from the full-time departmental faculty without graduate status. If a department has fewer than three graduate faculty members, the tenured and tenure-track faculty of the department will develop the criteria for graduate faculty status. Initial plans and any subsequent modifications of the criteria must be approved by the Graduate Council and Council of Deans.

A faculty member applying for graduate faculty membership should hold graduate degree(s) appropriate to the teaching field in which the graduate assignment is sought as determined by the applicant's department. Evidence of professional achievement and/or promise in teaching, scholarship and/or appropriate professional practice and service at the graduate level should be presented to the department graduate faculty for review consistent with the departmental/program graduate faculty criteria. Members are expected to engage actively in the graduate program of the University and to pursue professional activities consistent with that participation. Membership allows a faculty member all rights and privileges associated with graduate faculty status.

## ***Types/duration of Graduate Faculty Appointment***

- **Full-time tenured and tenure-track faculty (Graduate Faculty)**  
Graduate Faculty may be fully engaged in graduate instruction, curriculum design, advising, mentoring master’s theses and projects, and serving on doctoral committees. Graduate Faculty are those faculty who possess advanced degrees appropriate to the instruction they provide and who engage in scholarship involving research and practices as appropriate to the discipline or field. Graduate faculty contribute to the body of knowledge in their field through continuing involvement in scholarly/creative work demonstrated through activities such as research, publications, grants, professional presentations, exhibitions, clinical practice, and creative productions.
1. **Initial Membership with review after three years:** Initial membership may be granted to newly hired tenure-track applicants or faculty who are to be assigned graduate teaching responsibilities for the first time.

2. **Continued Membership:** Faculty are eligible for continued graduate faculty membership based on review of credentials in teaching, scholarship, and service in the graduate program as outlined in the departmental graduate faculty criteria. At the conclusion of the initial three year membership, application may be made for continuing the membership. For tenure-track faculty, this review may take place in conjunction with or soon after the mid-tenure review and may result in continuing the membership for the remainder of the probationary period. The term of graduate faculty membership will not exceed any probationary period for tenure and should not be interpreted as a commitment by the University for continued employment beyond the probationary period.

Full-time tenured faculty members are eligible for continued membership with review at either three or eight year intervals. At the conclusion of each membership period, application for continued membership may be initiated.

- **Non-tenure-track faculty (Associate Graduate Faculty)**

Associate Graduate faculty may be fully or partially engaged in graduate instruction, curriculum design, and advising in specific content areas and may serve on master's committees. Associate graduate faculty will have at least a master's degree or advanced professional degree and extensive professional/clinical experience/expertise that uniquely qualifies them to teach or coordinate assigned courses or experiences (e.g. clinical experiences, studio/performance lessons).

1. **Initial Membership with review after three years:** Initial membership may be granted to newly hired non-tenure-track applicants or faculty who are to be assigned graduate responsibilities for the first time.
2. **Continued Membership:** Faculty are eligible for continued associate graduate faculty membership based on review of credentials in teaching, scholarship or professional practice, and service in the graduate program as outlined in the departmental graduate faculty criteria. Faculty are eligible for continued membership with review at either three or eight year intervals. At the conclusion of each membership period, application for continued membership may be initiated.

- **Affiliated Graduate Faculty**

Affiliated graduate faculty may be full-time or adjunct faculty who have limited engagement in graduate education such as assignment to teach a specific course in their area of expertise, a secondary role in mentoring research, or a non-instructional role in advising.

Adjunct faculty and non-tenure-track full-time faculty are appointed for a specified period as defined in the letter of appointment. Although they may be granted terms of graduate faculty membership for multiple years, this does not imply a commitment for employment beyond the expiration of a term appointment.

### ***Application Process***

Faculty may apply or be invited to apply for graduate faculty status. Application is made to the graduate faculty, the department chair, and the college dean following the guidelines and procedures outlined on the Graduate Faculty Application and the departmental graduate faculty criteria document. A minimum of three departmental graduate faculty members will review the application on behalf of the graduate faculty. If a department has fewer than three graduate faculty members, a minimum of three tenured faculty members, including any graduate faculty member (s), will review the application.

The departmental graduate faculty, department chairperson, and college dean will provide the Graduate Council with recommendations based on a thorough appraisal of the candidate's qualifications.

Appointments for faculty who meet the requirements as specified in the departmental criteria and are recommended by the reviewing departmental faculty, chair, and college dean will be presented by the Graduate Dean as information items to the Graduate Council and Council of Deans. Any exceptions or applications in which there are different recommendations from faculty, chair, or dean will be reviewed as action items by the Graduate Council.

Following approval, Graduate Faculty Applications are maintained on file in the Graduate Office and names are posted on the Graduate School Website.

### ***Graduate Teaching Assignments***

Specific graduate assignments are the responsibility of the department chair. Through assignments and scheduling by Department Chairs and graduate student advising, the department should ensure that a majority of credit hours on any graduate degree plan will be taught by full-time graduate faculty.

Approved: Graduate Council 04/16/2009 Revised 03/18/2010  
Council of Deans 04/22/2009