

## PROCEDURES AND STANDARDS FOR GRADUATE FACULTY MEMBERSHIP

Candidates for all categories of Graduate Faculty membership must complete a G-4 form. After the form has been approved by the Department Chair, it should be sent to the appropriate academic dean for signature and transmittal to the Graduate Office. The Graduate Faculty Review Committee will report to the Graduate Council, whose recommendations will be forwarded to the Dean of the College of Graduate Studies.

All persons teaching 500 or 600 level courses, including part-time and adjunct faculty, must be members of the Graduate Faculty.

### **Full Membership** (5 years)

1. Terminal Degree\*
2. Tenure
3. Scholarly Production
4. Professional Development
5. Effective graduate teaching
6. Recommendation of Department Graduate Faculty and
7. Department Chair's Recommendation and
8. Approval of Academic Dean

### **Initial Membership** (3 years, renewable for 3 years)

1. Terminal Degree\*
2. Tenure-track appointment
3. Scholarly Production
4. Professional Development
5. Effective graduate teaching
6. Recommendation of Department Graduate Faculty and
7. Department Chair's Recommendation
8. Approval of Academic Dean

### **Associate Membership** (2 years)

1. Terminal Degree\* or master's with appropriate credential or license
2. Visiting, clinical, adjunct, and part-time faculty
3. Scholarly Production and/or Professional Development
4. Effective teaching in field of credential//degree (graduate or undergraduate)
5. Recommendation of Department Graduate Faculty and
6. Department Chair's Recommendation
7. Approval of Academic Dean

### **Special Membership** (one year)

1. Scholarly Production and/or Professional Development
2. Effective teaching in field of credential/degree or practical experience approved under provisions of extraordinary cases as noted in "Levels of Graduate Faculty Membership"
3. Recommendation of Department Graduate Faculty and
4. Department Chair's Recommendation
5. Approval of Academic Dean
6. One-time requests for Special Membership can be approved by the Dean of Graduate Studies. Any subsequent requests for the same person for consecutive long semesters must be reviewed by the Graduate Faculty Review Committee and approved by the Graduate Council. **It is expected that faculty with Special membership who qualify for other membership categories will apply for the appropriate category prior to the deadline in the following Fall semester.**

\*Membership on the Graduate Faculty will be granted to persons not holding a terminal degree **only in the most unusual circumstances**. Any request for exceptions must be fully justified and documented to the Graduate Faculty Review Committee and the Graduate Council.