

## 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. Scholarly Production
3. Professional Development
4. Recommendation of Department Graduate Faculty and
5. Department Chair's Recommendation and
6. Approval of Academic Dean

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

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

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

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

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

1. Scholarly Production
2. Professional Development
3. Recommendation of Department Graduate Faculty and
4. Department Chair's Recommendation
5. Approval of Academic Dean

One-time requests 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.