

## 12.99.99.R0.12 Graduate Faculty Membership

Approved May 28, 2015  
Next Scheduled Review: May 28, 2020



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### Procedure Statement

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Faculty teaching graduate courses and advising graduate students must have the qualifications and skills necessary to ensure that students enrolled at Texas A&M University-Commerce receive a quality graduate education.

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### Reason for Procedure

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This procedure establishes qualifications for graduate faculty membership, a process for awarding graduate faculty membership, and a process for periodic review of graduate faculty membership and termination of membership where warranted.

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### Procedures and Responsibilities

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#### 1 MEMBERSHIP IN THE GRADUATE FACULTY

Shall be limited to faculty who have the terminal degree or its equivalent.

1.1 Graduate Faculty Member. Member shall be eligible to teach graduate courses, direct master's theses, serve on doctoral committees, and direct doctoral dissertations.

1.2 Visiting Member. Member shall be eligible to teach graduate courses, direct master's theses, serve on doctoral committees, and doctoral dissertations.

#### 2 QUALIFICATIONS FOR GRADUATE FACULTY MEMBERSHIP

##### 2.1 Member

2.1.1 Possession of the highest earned terminal degree, or its equivalent, in the applicant's field of specialization;

2.1.2 Employed as tenured, tenure-track, or non-tenure track faculty with rank of assistant professor or above, or rank of assistant professional track faculty or above; and

2.1.3 Competence as a scholar, including research capabilities and/or creative activities as evidenced by publications and creative endeavors.

## 2.2 Visiting Member

2.2.1 The University shall recognize the graduate faculty status that the visiting scholar holds at his/her home institution. Anyone not affiliated with an institution of higher education will be evaluated on an individual basis to determine Visiting Scholar status.

## 3 APPOINTMENT TO GRADUATE FACULTY MEMBERSHIP

3.1 Initiating Requests. Requests for either type of graduate faculty membership should be initiated by the head of the department in which the faculty member serves or may be initiated by the faculty member. Applications will be provided by the Dean of Graduate Studies.

3.2 Selection of Graduate Faculty. All requests will initially go to the department head who will call a meeting of the graduate faculty of the department for a recommendation. Then the recommendations of the department head and the graduate faculty members will be forwarded through the college dean, graduate dean and Graduate Council Committee on Graduate Faculty, all of whom will make recommendations, to the Graduate Council. All recommendations will be made available to the Graduate Council, who will make the decision as to the type of membership, if any, that will be granted. Any appeal of the Council decision will be made directly to the Graduate Council, with final appeal being made to the Provost and Vice President for Academic Affairs in accordance with University Procedure *32.01.01.R0.01 Grievance and Appeal for Faculty Members*.

3.3 Exceptions. Requests for temporary exceptions to teach graduate courses and/or serve on thesis or dissertation committees by non-graduate faculty members will originate with the department head. The request will then be forwarded to the dean of the applicant's college and to the Dean of Graduate Studies who will use discretion in approving temporary appointments. This information will be submitted to the Graduate Council but will not require Council action. The Dean of Graduate Studies will keep on file by department the academic training and expertise of each non-graduate faculty member assigned to teach graduate courses.

## 4 REVIEW OF GRADUATE FACULTY MEMBERSHIP

4.1 Each graduate faculty member's scholarly research, creative activity, and involvement in the discipline and graduate education will be reviewed by the Graduate Council every six years. The purpose of such review is to determine if the faculty member's current graduate faculty status is appropriate and warranted.

4.2 Any years during a full-time administrative appointment shall not be counted as part of the six-year period subject to review.

4.3 The review process shall be the same as for the initial selection process (Section 3.2 above); however, the options open to the Council are more numerous and include:

- 4.3.1 Approve continued membership in the current status for six years,
- 4.3.2 Refuse to approve as graduate faculty, or
- 4.3.3 Provide a three-year provisional term as graduate faculty.

If the last option [4.3.3] is chosen, the faculty member must be reviewed again after three years and either approved for a regular six-year membership or dropped from graduate faculty membership. Graduate Faculty whose status is terminated may, after one calendar year, reapply for graduate status.

## 5 TERMINATION OF GRADUATE FACULTY MEMBERSHIP

Graduate faculty membership may be terminated at any time if the faculty member has been negligent and/or ineffective in the performance of his or her responsibilities (without warranting dismissal for Good Cause as set forth in University Procedure 12.01.99.R1). In such cases termination of graduate faculty membership will be initiated by the Dean of Graduate Studies either independently or upon recommendation of the faculty member's department head or academic dean.

- 5.1 The process used to consider termination of faculty membership shall be overseen by the Graduate Dean.
  - 5.1.1 The dean will gather supporting evidence and rationale for termination and submit these materials to the faculty member under review and to the Graduate Faculty, Research, and Instruction Committee of the Graduate Council.
  - 5.1.2 The faculty member may elect to provide supporting evidence against termination. If so, he or she will have two weeks to do so from the time of notification from the dean. The faculty member's supporting documentation will be submitted to the dean who will then forward that documentation to the Graduate Faculty, Research, and Instruction Committee of the Graduate Council.
  - 5.1.3 Once all materials have been received, the Graduate Faculty, Research, and Instruction Committee will have two weeks to deliberate and develop a recommendation. The Graduate Faculty, Research, and Instruction Committee will present the evidence and their recommendation to the Graduate Council and the Graduate Council will vote on their recommendation.
  - 5.1.4 The Graduate Dean will inform the faculty member of the recommendation of the Graduate Council and will pass this recommendation and supporting documentation on to the Provost and Vice President for Academic Affairs who will make the final decision regarding termination of graduate faculty membership.
- 5.2 The decision to terminate graduate faculty membership, once made by the Provost and Vice President for Academic Affairs, may be appealed as outlined in University Procedure 32.01.01.R0.01 *Grievance and Appeal for Faculty Members*.

- 5.3 A faculty member who has had graduate faculty membership terminated can apply for reinstatement of graduate faculty membership two years after the initial decision by the Provost and Vice President for Academic Affairs provided that the faculty member is in good standing with the University and meets the requirements for graduate faculty membership.
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## **Related Statutes, Policies, or Requirements**

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University Procedure [12.01.99.R0.01 Academic Freedom, Tenure, Promotion and Post Tenure Review](#)

University Procedure [32.01.01.R0.01 Grievance and Appeal for Faculty Members](#)

Suspends University Procedure *12.04.99.R0.02 Graduate Faculty Membership*

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## **Contact Office**

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