

## Regulations for Graduate Faculty Membership

### The University of Texas at Tyler (amended October 10, 2008—noted with strikeouts and underline)

The purpose of graduate faculty credentialing is to ensure that graduate programs are supervised by faculty who are active in their own research/scholarship/creative activity. Those faculty who teach graduate-level courses, advise graduate students, serve on thesis or dissertation committees, or otherwise participate in graduate education at UT Tyler must be members of the Graduate Faculty.

Graduate Faculty status must be renewed every five years.

#### I. Full Member

All faculty who hold an appointment at the rank of assistant professor or above are eligible to apply to be Full Members of the Graduate Faculty.

##### A. Criteria for Selection (must meet all criteria)

- (1) Terminal degree in the person's principal area of faculty appointment
- (2) Hold at least a 50% appointment in an academic program or department
- (3) A minimum of five years as an Associate Member at UT Tyler or service as a graduate faculty member at another accredited institution within the past 5 years<sup>a</sup> and experience working with doctoral dissertations.
- (4) Consistent and continuous level of research/scholarship/creative activities in the discipline over the preceding five years as evidenced by, but not limited to, refereed publications and presentations, invited research publications, invited presentations to scholarly organizations, successful grants, or performances/exhibitions that reflect new knowledge or understanding of the artistic enterprise.
- (5) Active participation in graduate education (~~Note: this criterion does not apply when opportunities to be active in graduate education do not exist.~~)

##### B. Privileges

- (1) Teach master's and doctoral courses.
- (2) Direct theses and dissertations, serve on thesis and dissertation advisory committees, and serve on comprehensive or preliminary examination committees in the member's area of expertise.
- (3) Eligible to serve on the Graduate Council (full-time faculty only).
- (4) Participate in all other ways in graduate education.

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<sup>a</sup> For the first two years following the adoption of this policy, faculty may submit application for full membership without meeting the minimum years requirements of section I A(3) of the Policy.

## **II. Associate Member**

All faculty who hold an appointment at the rank of assistant professor or above are eligible to apply to be Associate Members of the Graduate Faculty.

### **A. Criteria for Selection (must meet all criteria).**

- (1) Terminal degree in the person's principal area of faculty appointment.
- (2) Hold at least a 50% appointment in an academic program or department.
- (3) A record of research/scholarship/creative activities. However, consideration will be given to faculty who have recently earned their terminal degree.

### **B. Privileges**

- (1) Teach master's and doctoral level courses.
- (2) Serve on thesis and dissertation advisory committees; chair thesis committees; co-chair with a Full Member a dissertation; and serve on doctoral preliminary or master's comprehensive examination committees in the member's area of expertise.
- (3) Eligible to serve on the Graduate Council (full-time faculty only).

## **III. Limited Member**

On occasion it may be important to have someone who does not meet all criteria for Full or Associate credentialing to teach a specific graduate course or serve on a specific graduate committee. Such individuals may be given Limited Membership for a specific committee or course. The length of the Limited Membership is dependent on the need of the specific committee or course. A Limited Member would typically be a Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, lecturer, or adjunct faculty member.

### **A. Criterion for Selection**

- (1) One or more of the following: Achievement of professional accomplishment of an unusually high order, special training in recognized institutions (such as conservatories or research institutes), a doctorate in the field specific to the course or student, or the attainment of nationally recognized licenses/certificates specific to the need of the graduate program or student.
- (2) Hold at least a 25% appointment in an academic program or department.

### **B. Privileges**

- (1) Teach master's level courses and/or serve as a member (but not a director) of a thesis committee. Under certain circumstances, a limited member may also teach a doctoral level course.

- (2) Serve on a master's comprehensive examination committee.

#### **IV. Visiting Member**

To be used for persons who have a limited affiliation with UT Tyler. A Visiting Member would typically be a faculty member at another university or health institution, an individual active in industry or business, or a retired faculty member who does not hold emeritus faculty status.

##### **A. Criteria for Selection**

One or more of the following: Achievement of professional accomplishment of an unusually high order, special training in recognized institutions (such as conservatories or research institutes), terminal degree in the person's principal area of expertise, attainment of nationally recognized licenses/certificates specific to the need of the graduate program or student, service on thesis or dissertation advisory committees at another university, or a consistent level of research/scholarship/ creative activity.

##### **B. Privileges**

Depending on the credentials brought by the applicant for Visiting Member, participation may be restricted to the master's level only.

- (1) Teach master's and doctoral courses.
- (2) Serve as a member of a thesis or dissertation advisory committee, co-chair a thesis or dissertation, or serve on a master's comprehensive or doctoral preliminary examination committee.

#### **V. Emeritus Member**

##### **A. Criteria for Selection**

- (1) Appointment to faculty emeritus status
- (2) Graduate faculty membership at time of retirement from UT Tyler

##### **B. Privileges**

- (1) Continuation of privileges (except chairing of thesis or dissertation) held immediately prior to retirement (Full Member Emeritus or Associate Member Emeritus).

#### **VI. Procedure for Applying for Membership:**

The following process will be used to apply for or renew any category of Graduate Faculty membership:

- A. Submit an application form and a full current vita to the department chair. If a faculty member is being invited to be a member of the graduate faculty in a department other than the individual's home department, the

process begins with an invitation by the “outside” department to the individual.

B. The application must be voted on by at least three faculty in the department in which graduate faculty membership is being sought who hold the same or higher graduate faculty credentialing status as that being sought. If there are fewer than three qualified faculty, qualified faculty from a related department should be asked to review the application. The decision as to which faculty outside the department should participate must be a joint decision between the department chair and college dean. The vote of the reviewing faculty will be recorded on the candidate’s application.<sup>b</sup>

C. The department chair will make a recommendation to the academic dean, who will then submit a recommendation to the Dean of Graduate Studies. Application and c.v. should be forwarded to the Office of Graduate Studies.

D. Final Decision

~~(1) Applications for Full and Associate Membership will be forwarded by the Office of Graduate Studies to the Executive Committee of the Graduate Council, which will make a recommendation to the Dean of Graduate Studies. The Dean of Graduate Studies will make the final decision.~~

~~(2) Applications for Limited and Courtesy Membership as well as any application made on an emergency basis (e.g., need to make a last minute substitution on a committee) may be made by the Dean of Graduate Studies without review by the Executive Committee of the Graduate Council.~~

(1) Applications will be approved or disapproved by the Dean of Graduate Studies. The Dean of Graduate Studies may seek the advice and council of the Executive Committee of the Graduate Council, but the final decision will be that of the Dean of Graduate Studies.

(2) Should the faculty member wish to appeal the Dean of Graduate Studies’ decision, he/she may do so by submitting a written appeal to the Provost and Vice President for Academic Affairs within 30 days of the notice of the decision.

E. Should the faculty member wish to appeal the Dean of Graduate Studies’ decision, he/she may do so by submitting a written appeal to the Provost and Vice President for Academic Affairs within 30 days of the notice of the decision.

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<sup>b</sup> For the first five years following adoption of the Policy a faculty member’s application for full or associate membership will be acted upon in the college by the chair and dean, without review by departmental faculty, when there are fewer than three faculty in the department who hold the same or higher graduate faculty credentialing status as that being sought.

## **VII. Renewal of Membership**

Membership on the graduate faculty carries with it the responsibility for active participation in the graduate program and for maintaining the highest possible level of professional competence in the member's discipline. As a means of maintaining high standards, the university requires all Graduate faculty members to have their graduate credentials renewed every five years, starting from the date of their initial appointment or reappointment. On occasion, highly productive Associate members may apply early for Full member status.

The renewal procedure will be initiated by the Dean of Graduate Studies, who will ask each faculty member scheduled for review to prepare and present information pertinent to the review. The process for renewal shall be the same as that for initial application (see, Sec. VI).

- A. Faculty may renew their current graduate faculty status, or apply for a higher or lower member status.
- B. The final decision may be at one of the following levels:
  - (1) reappointment to the current member category;
  - (2) appointment to a higher or lower member category,
  - (3) reappointment to a two-year probationary period at the current member level; or
  - (4) non-reappointment as a member of the graduate faculty.
- C. Appointment for a two-year probationary period serves as a warning that research/scholarship/creative activity must be increased within the following two-year period or membership on the graduate faculty may be withdrawn.
- D. Non-reappointment will be for a period of two years, at the end of which the faculty member may re-apply for Graduate Faculty membership.
- E. Should the faculty member wish to appeal the Dean of Graduate Studies' decision, the faculty member will use the same process outlined for the initial application (see, Sec. VI E.)