|  |  |  |  |
| --- | --- | --- | --- |
| [x]  Dr. Marsha Matthews (Chair) | [x]  Dr. David Criswell (CNHS) | [x]  Dr. Robert Sterken (CAS) | [x]  Dr. Mary Fischer (FacSenate) |
| [x]  Dr. Jessica Holm (CEP) | [x]  Dr. Jenifer Chilton (CNHS) | [x]  ~~Dr. David Pearson (COP~~)Proxy – Norm Fenn (COP) | [x]  Terra Gullings (ExO) |
| [x]  ~~Dr. Yanira Oliveras Ortiz (CEP)~~Proxy – Gina Doepher (CEP) | [x]  Dr. M. Sathyamoorthy (COE) | [x]  Dr. Kathleen Snella (COP) | [x]  Brenda Burton (ExO) |
| [x]  Dr. Nicholas Fessler (COB) | [x]  Dr. Torey Nalbone (COE) | [x]  Dr. William Geiger (ExO) | [x]  Amanda Whitt (ExO) |
| [x]  Dr. Tammy Cowart (COB) | [x]  Dr. Dewane Hughes (CAS) | [x]  Dr. Alecia Wolf (ExO) | ([x]  = PRESENT) |
| [x]  Jeff Lindemoyer: Student (COB) | [ ]  Ali Yazdanshenas: Student (COP) |  | X Minutes – Anita Brown |

|  |  |  |
| --- | --- | --- |
| ITEM | DISCUSSION | ACTION |
| I. Call to Order | 1. W.T. Brookshire Hall – 2nd Floor Room 234
 | 1. Marsha Matthews – 1:08 p.m.
 |
| II. Approval of Minutes | 1. Approval of minutes from January 2019
 | 1. Mary Fischer – motion to approve and Robert Sterken – second the motion. The minutes were approved.
 |
| III. Committee Reports1. Curriculum Committee
2. Ad Hoc
 | 1. Curriculum Subcommittee report and recommendations (TN)
2. Task Force Report Graduate School Representative: Dissertation Defense (Oliveras - Ortiz-Chair, Chilton, Holm)
	1. The subcommittee’s proposed policy for the Dissertation Committee & Graduate School Representative has been completed (See p. 7 of the Agenda for the document)
	2. Per Oliveras-Ortiz the subcommittee has no other recommendations.
 | 1. Bill Geiger noted that any changes to admission requirements must go through System (re: MA in History is removing the GRE requirement). Changes in admission or completion requirements must go through the Curriculum process.

Torey Nalbone stated that there are times when he sends requests to the form’s originator / depart-ment and gets no response. He suggested that the system needs to be configured such that a question can go back to the originator or the person who can ask the question.See the attachment of Curriculum forms that were voted upon and passed at this meeting. **(pages 4-6)**EMBA 5361 and EMBA 5362 were not recommended for approval at this time. These will be deferred to the March meeting.Bill Geiger asked whether the New Programs, Master of Science in Nutrition and Master of Science in Nursing – Informatics, Quality & Safety, were presented to the Provost. David Pearson and Jenifer Chilton confirmed they were presented to the Provost. Bill noted that there is a new requirement as of six-months ago that the Provost wants four slides about any new programs. This includes majors, minors, and certificates. This must happen prior to the Curriculum process. Torey suggested that Deans note on the New Course form that the four slides have been submitted to the Provost. **(page 7)**David Criswell noted that his program has four new courses that are not in the Curriculum system yet. Bill Geiger said those courses would need approval by February 15, 2019 to make it into the 2019-2020 second review.1. Bill Geiger stated that the policy will be implemented and effective 2019-2020. **(pages 8-9)**
 |
| IV. Unfinished Business | 1. Graduate Research Assistant Task Force (Tammy Cowart-Chair, Nalbone, Chilton)
2. Syllabi Expectations – esp. not requiring attachment of syllabi (WG) – Update.
3. Task Force – Guidelines for Certificate (Jenifer Chilton-Chair, Tammy Cowart, Snella, Matthews)
4. Develop evaluation metrics for graduate programs within the University Strategic Plan (Ortiz-Oliveras, Chair; Sterken, Fessler, Criswell, Nalbone, Pearson) – Update.
 | 1. Tammy Cowart said there will be a report at the March meeting.
2. Bill Geiger said he would work with Beth to make sure the change is made on the New Course form. Outcomes and assessments are now required on the form. The syllabus will be attached to the form.
3. Bill Geiger outlined what he has learned about certificate.
	1. SACS should be notified when a certificate is made up of courses that are unique to the certificate and not part of a degree (i.e., a track/concentration) as it would require a prospectus and separate assessment. An example is the Nursing Informatics certificate, which is being phased out.
	2. All Business certificates are comprised of courses that are part of degrees.
	3. Any certificate that contains more than 15 hours must go to the Coordinating Board for approval.
	4. We may call them certificates for recruiting purposes. The creation of a non-standalone (track/concentration/emphasis/specialization/option) certificate as part of a Master’s Degree would require a Program Change Form to add it to the catalog copy of for the Master’s Degree. All tracks/concentrations do not have to be certificates, but they all have to be added to the catalog copy via a Program Change form.
	5. A standalone certificate requires a New Program Form.
	6. Program Changes require the four slides be provided to the Provost with regard to faculty resources.
4. Deferred until March Meeting.
 |
| V. New Business | 1. Regulations for Graduate Faculty Membership (Revised January 2019) – Wolf (See page 5) – Bill Geiger edited it a bit more after the Jan. 11 GC meeting.
 | 1. Action deferred until March meeting. **(pages 10-11)**
 |
| VI. Announcements/Open Forum |   | 1. Alecia Wolf noted that the accessibility statement on some syllabi are out of date.
2. Jenifer Chilton asked if it is possible for PERC to be run for graduate courses. PERC checks to determine if a student still satisfies prerequisites after grades have been posted in the prerequisite course(s) and will flag a student to be dropped from a subsequent course if he/she has not made a high enough grade. Advisors evaluate whether the drop should go through, and if so, when a second part of the process runs, the student would be dropped from the subsequent course. This is currently available for graduate courses, but the Provost asked that it be run only for undergraduate courses when it was implemented. The Registrar’s Office recommends checking with the Provost to find out if he would be open to running it on graduate courses.
 |
| VII. Adjourn |   | 1. Marsha Matthews – 2:42 p.m.
 |

**Graduate Council – Curriculum Subcommittee Report**

| **TYPE** | **NAME** | **LEVEL** | **WORKFLOW** | **DATE CHANGE** | **USER** |
| --- | --- | --- | --- | --- | --- |
| Change Course | [EDLR 5371 Practicum in the Principalship II](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bA4C9AB25-EAAF-494D-B063-3F0483E6F157%7d&item=%7b1DE0D08A-6533-4E0D-8F5C-151B4522160A%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| Change Course | [EDUC 5301 Statistics & Research Methods for the Learning Sciences](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bA4C9AB25-EAAF-494D-B063-3F0483E6F157%7d&item=%7b9957FDF2-1EF9-494B-879E-A764F6C5B0E7%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| Change Course | [EDUC 5302 Developing an Educational Research Proposal](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bA4C9AB25-EAAF-494D-B063-3F0483E6F157%7d&item=%7bF99C115C-CA76-4A79-810D-765E87B1C8F1%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| Change Course | [NURS 5355 Integrated Advanced Health Assessment, Pathophysiology, and Pharmacology](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bA4C9AB25-EAAF-494D-B063-3F0483E6F157%7d&item=%7bAEEE25BE-D8A6-4E62-9EFD-7E4C40E37506%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/16/19 | Marsha Matthews |
| Change Program | [Doctor of Pharmacy Degree](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7bBDA72825-410A-43AE-BE3D-F3FF662116C5%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/17/19 | Marsha Matthews |
| Change Program | [History M.A.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7b41057FA2-90CD-4C6B-8087-9DE98ECADF4A%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| Change Program | [Human Resource Development Ph.D.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7b9CE5FF79-D6E8-4264-AFC4-5212927F0742%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/16/19 | Marsha Matthews |
| Change Program | [Master of Business Administration](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7b650E0932-6A9C-4AE5-BA33-C7AA104C3B68%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/16/19 | Marsha Matthews |
| Change Program | [Political Science M.A.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7b21CB9FBF-9BA4-461B-AC21-405ECEAEA426%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| New Course | [BIOL 5184 Evolutionary Genetics Lab](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b2B592D6D-9EDE-4682-9E49-222A32C61D05%7d)**APPROVED – PENDING COMPLETION OF COURSE FORM** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| New Course | [EDUC 5316 Best Practices for Curriculum and Instruction](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bC7969AC2-A6C1-4C00-88EE-454066C7D6F4%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| New Course | [EMBA 5361 Issues in the American Healthcare System](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b97416A4B-1804-4583-9621-A675A8228780%7d)**Deferred to March GC meeting.** | GRAD | Graduate Subcommittee | 1/16/19 | Marsha Matthews |
| New Course | [EMBA 5362 Healthcare Information Technology and Informatics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b7B3E4671-A41B-4386-B398-AFB5FD402628%7d)**Deferred to March GC meeting** | GRAD | Graduate Subcommittee | 1/16/19 | Marsha Matthews |
| New Course | [HRD 6366 Seminar on Organizational Change and Development](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b533574F4-919A-4A6C-9394-E2F02222030E%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| New Course | [HRD 6377 Leadership Theory and Practice](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b3C3FD063-D8CC-46E5-B36A-F1454D9608F2%7d)**APPROVED – NEEDS TLC, which Torey will add to the form.** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| New Course | [HRD 6388 Talent Management and Development](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b77A0C430-3AD8-4B4F-BA09-DE5ECB89B9DC%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/16/19 | Marsha Matthews |
| New Course | [PHAR 7145 Contemporary Topics in Pharmacy](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b7CD8932D-BC56-4A29-9E70-1471EBA315E1%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/25/19 | Marsha Matthews |
| New Course | [PHAR 7158 Interprofessional Education Course](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bD203B006-D63C-49D7-BD14-B4EA2DF286B3%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/25/19 | Marsha Matthews |
| New Course | [PHAR 7185 Introductory Pharmacy Practice Experience (IPPE-5)](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b0B89652E-39B0-4420-9E6F-6BEDB4D10FEA%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| New Course | [PHAR 7220 Therapeutic Drug Monitoring and Clinical Pharmacokinetics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b88DD88A2-2FF4-40A2-87D2-60D718388ADC%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/25/19 | Marsha Matthews |
| New Course | [PHAR 7276 Social-Behavioral Pharmacy and Practice Management](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bC733B189-F691-4557-8F0F-6FACCC6139B0%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/25/19 | Marsha Matthews |
| New Course | [PHAR 7285 Clinical Toxicology & Teratogenicity](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b2D5BDA3C-DCCB-4792-990D-CB572B6BDEBA%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/25/19 | Marsha Matthews |
| New Course | [PHAR 7295 Applied Pharmacy Practice Skills](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b06B2C165-1E10-4DED-BD7A-0B37322B4C76%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/24/19 | Marsha Matthews |
| New Course | [PHAR 7296 Applied Pharmacy Practice Skills 2](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b14151356-396C-43FD-B5E2-E3BC2129D18A%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/25/19 | Marsha Matthews |
| New Course | [PHAR 7377 Pharmacoepidemiology and Pharmacoeconomics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bF5619A0E-9108-45EF-ADE7-8C8989D16998%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| New Course | [PHAR 7487 Integrated Pharmacotherapy 7: Selected Topics and Special Populations](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bD11149A2-0612-4E62-A38C-7C14E2705F1E%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/25/19 | Marsha Matthews |
| New Course | [PHAR 7488 Integrated Pharmacotherapy 8: Hematology, Oncology, & Clinical Care (PTX-8)](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b377A66A5-51A7-4B05-BE24-B35788D2FADD%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/25/19 | Marsha Matthews |
| New Course | [PHAR 7585 Integrated Pharmacotherapy 5: Endocrine, Women’s & Men’s Health](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bBC24CC49-A8F8-41AA-855A-45E8E31CBA2A%7d) **APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| New Course | [PHAR 7586 Integrated Pharmacotherapy 6: Psychiatry, Neurology, and Pain Management (PTX-6)](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b2FBBF2A2-897B-46C9-88D6-13C5E3344A9C%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/4/19 | Marsha Matthews |
| New Program | [Master of Science in Nutrition](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b3F370345-5B8A-4CAA-9D27-E69C856CA4F4%7d&item=%7b5E63AF8C-42EA-434A-9624-2212F420F44A%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/16/19 | Marsha Matthews |
| New Program | [Masters of Science in Nursing - Informatics, Quality & Safety](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b3F370345-5B8A-4CAA-9D27-E69C856CA4F4%7d&item=%7b2FFAE8F8-C878-4112-8FC8-7F43ED9A57D0%7d)**APPROVED** | GRAD | Graduate Subcommittee | 1/16/19 | Marsha Matthews |

**Requests for new Programs(Degrees, Tracks, Certificates and Minors)**

**PREVIEW FOR PROVOST AND PRESIDENT**

Four PowerPoint slides that show the following

* + - Need
		- Career Opportunities
		- Competing Programs
		- Five-year projected costs and revenues

**LAUNCH PROGRAM**

**INITIATE CURRICULUM APROVAL PROCESS**

* + New degrees should be submitted for review and approval on the curriculum workflow.
	+ New degrees should use the forms and procedures required by the THECB.
	+ Syllabi for new courses can be prepared and review after program approval by THECB.

**OBTAIN APPROVAL FOR PROGRAM CHANGES**

* + Requests are accepted by SASCOC twice a year.
	+ Deadline: 1/1 For programs to start after July 1
	+ Deadline: 7/1 For Programs to start after 1/1 of the following year

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**Dissertation Committee & Graduate School Representative**

The dissertation committee is established as early as possible in the research process; the dissertation committee must be approved by The Graduate School—using the Appointment of Dissertation Committee form-- the student is allowed to register for dissertation hours.

The dissertation committee is composed of a dissertation advisor, who chairs the committee, and at least two other Graduate Faculty members. The advisor must be qualified to chair dissertations and be from the department from which the degree is sought. At least one more of the committee members must be from the department in which the degree is being sought and hold the required Graduate Research Status. The third member of the committee must be an external faculty member.

The external members must be selected from among graduate faculty from other academic programs or from other institutions where scholarly work is conducted. All members of a dissertation committee must possess the appropriate graduate faculty qualifications for their role on a committee. Additionally, faculty members from another institution of higher education must possess the expertise needed to make a significant contribution to the doctoral student’s research and dissertation.

To avoid both the fact and the appearance of conflict of interest, family members, spouses, ex-spouses, significant others, or members otherwise related by blood or marriage or residing in the same household may not simultaneously serve on the same committee.

The role of the dissertation committee is to mentor the student’s research and writing and approve the dissertation following an oral defense. Ph.D. students are required to consult with members of the dissertation committee throughout the progress of the research. Some programs may require Ph.D. candidates to submit an annual progress report to the dissertation committee.

Upon the establishment of the dissertation committee, the Graduate School will identify a Graduate Research Faculty member to serve as the Student Advocate. The Advocate may not be from the department in which the degree is being sought. The Advocate will support the student throughout the research and dissertation process. The dissertation committee members and the graduate student will include the Student Advocate on all email communication to keep the Advocate informed and promote timely communication.

The Student Advocate will:

* be involved and support the student from the beginning of the proposal process,
* attend the proposal defense, and
* advocate for the student in case of difficult situations,
* not be responsible for providing content or methodology support.

Graduate Research Faculty designated as a Student Advocate will complete an agreement form indicating that his/her willingness to serve and support the graduate students throughout the dissertation process. The commitment as a Student Advocate will end upon the successful defense of the dissertation.

In the event a Student Advocate leaves UT Tyler, it is the responsibility of the Advocate to inform the student, the Graduate School, and the Dissertation Advisor/Chair of his/her departure to ensure a new Advocate is assigned.

For Graduate Research Faculty to keep their graduate research status, they must agree to serve as a Student Advocate. The Graduate School will provide documentation of service, after the dissertation defense, for the Graduate Research Faculty to include in his/her dossier.

**Regulations for Graduate Faculty Membership**

**The University of Texas at Tyler**

**(Revised January 2019)**

The purpose of graduate faculty credentialing is to ensure that graduate programs are supported by faculty who have the expertise to teach graduate courses and to mentor students as researchers. Those faculty who teach graduate-level courses, advise graduate students, or otherwise participate in graduate education at UT Tyler must be members of the Graduate Faculty. All members of Graduate Faculty are eligible to serve on the Graduate Council. All full-time or professional doctoral faculty who hold terminal degrees will be appointed to serve as Graduate Teaching Faculty, and may teach masters and professional doctoral courses and serve on comprehensive examination committees

All tenured/tenure-track or professional practice doctoral (e.g., PharmD) faculty who hold an appointment at the rank of assistant professor or above are eligible to apply to be Graduate Research Faculty. Appointments will vary in length up to a maximum of 5 years.

**Graduate Research Faculty Criteria for Selection** (must meet all criteria)

1. Tenured/tenure-track or professional practice (e.g., PharmD) faculty position at UT Tyler
2. Terminal degree in the person’s principal area of faculty appointment
3. Consistent and continuous level of research/scholarship/creative activities in the discipline that meets the goals and objectives of the unit/department/college.
4. Agree to serve as student advocate on dissertation committees

**Privileges**

1. Teach masters and Ph.D. level courses.
2. Serve on master’s thesis and doctoral dissertation committees and on comprehensive and proficiency examination committees in the member’s area of expertise.
3. Chair master’s thesis and doctoral dissertation committees:

The academic department will determine from their Graduate Research Faculty who is qualified to serve in the role of chair of a thesis or dissertation committee.

A Visiting Graduate Faculty 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. Visiting Graduate Faculty may serve on thesis or dissertation committees.

Applicants for Visiting Graduate Faculty status will be reviewed each time they are nominated to serve on a thesis or dissertation committee if their service will extend beyond the period for which they were approved in a prior application.

**Visiting Graduate Faculty** shall possess

* Terminal degree or achievement of professional accomplishment of an unusually high order and consistent level of research/scholarship/creative activity pertaining to the topic of the thesis/dissertation

**APPLICATION FOR MEMBERSHIP**

The following process will be used to apply for Graduate Research Faculty or Visiting Graduate Faculty membership.

1. The applicant will submit an application form and a full current vita to the unit head.
2. Applications for Graduate Research Faculty status or Visiting Graduate Faculty appointments should be voted on by at least three faculty in the department in which graduate faculty membership is being sought who hold Graduate Research Faculty appointments. The vote of the reviewing faculty will be recorded on the candidate’s application. In situations where there are not three qualified faculty in a department to vote on an application, the initial approval will be that of the chairperson of the department.
3. Applications will be approved or disapproved by the chairperson of the department, the dean of the college in which the graduate program is located, and the Dean of the Graduate School. The applicant will be notified of the approval/disapproval decisions at each level of the review.
4. Should the faculty member wish to appeal the decision of a chairperson, dean of a college, or the Dean of the Graduate School, he/she may do so by submitting a written appeal to the appropriate administrator at the next level of review within 10 days of receiving notice of the decision. Decisions made by the Dean of the Graduate School may be appealed to the Provost and Vice President for Academic Affairs.

RENEWAL OF MEMBERSHIP

Membership on the graduate faculty carries with it the responsibility for active participation in the graduate program and for maintaining a high level of professional competence in the member’s discipline. As a means of maintaining high standards, the university requires all Graduate Research Faculty members to have their graduate credentials renewed periodically through a review process. Graduate Faculty may apply for appointment to the Graduate Research Faculty at any time using the application process outlined above.