

Revised March 5, 2001

GUIDELINES FOR GRADUATE FACULTY MEMBERSHIP

Graduate Faculty appointed prior to September 1, 2000

Current graduate faculty may carry their respective memberships forward based on current criteria until their scheduled review under the new criteria in 2001, 2002, or 2003. This continued membership will be based on the annual performance review by their department head. The first evaluation under the new criteria will come as a part of post-tenure review if scheduled for 2001, 2002, or 2003; a separate evaluation, under the new criteria, will be scheduled in 2003 if no post-tenure review is scheduled in 2001 or 2002.

Once the initial evaluation is completed, department heads will forward a list and curriculum vitae with their recommendations for membership to the dean of their college. Dossiers should include information about the faculty member's academic training, teaching record, experience in graduate education and scholarly activities. The college dean will review each dossier using the new criteria for membership and submit individuals for consideration to the Graduate Council. Reevaluation of membership status will occur during scheduled promotion, tenure, or post-tenure reviews, or on request by the faculty member.

Graduate faculty members appointed after September 1, 2000

The department heads, using the new membership categories, will recommend faculty who qualify for graduate faculty membership. Membership categories are: Full Member, Associate Member, and Adjunct Member.

The department heads will forward a list, with their recommendations, and the curriculum vitae of all new members for consideration to the dean of the appropriate college. Dossiers should include information about the faculty member's academic training, teaching record, experience in graduate education and scholarly activities. The college dean will review each dossier using the new criteria for membership and submit individuals for graduate faculty membership consideration to the Graduate Council. Reevaluation of membership status will occur during scheduled promotion, tenure, or post-tenure reviews, or on request by the faculty member.

All graduate faculty membership is recommended by the department head, affirmed by the college dean and approved by the Graduate Council, with the exception of adjunct faculty membership renewal.

Full Member

Only tenured or tenure-track faculty members with the appropriate terminal degree at the assistant professor level or above are eligible for full membership. Full members of the graduate faculty should teach graduate level courses, chair or serve as members on masters thesis committees, serve on dissertation committees, and/or chair or serve on comprehensive examination committees, and show evidence of ongoing professional activity in their academic discipline. Additionally, full members may serve on the Graduate Council.

Full membership is granted for a non-specific time and is contingent upon the recommendation of the department head typically at the end of one year as an associate member, at post-tenure review or at the time of application for promotion or tenure. To hold and maintain a full membership appointment, a faculty member must show evidence of ongoing professional activity. This evidence consists of one or more of the following activities:

- Awarded grant(s) from outside the university
- Published in professional journals
- Submitted proposal(s) for outside of the university funding (even if not awarded)
- Other appropriate scholarly and/or creative activities

Associate Member

Associate members of the graduate faculty are tenured or tenure-track faculty who hold the terminal degree in their discipline. Associate members must present evidence of competence to teach graduate level courses by virtue of expertise and/or scholarly and creative activity in their professional discipline, and must be recommended by their department head and approved by the Graduate Council.

Associate members may teach a graduate-level course or courses, serve on theses, dissertation, or examination committees. Normally, associate members do not serve on the Graduate Council; however, in the event that there is no full member of the graduate faculty in a given department, then an associate member may be eligible for consideration. Associate members are appointed for a non-specific term and are evaluated during their promotion, tenure, and/or post-tenure reviews by the department head and dean of the college.

Adjunct Member

Faculty who hold the terminal degree in their discipline, show promise of professional development, teach graduate courses and/or serve on graduate committees may be appointed to adjunct membership of the graduate faculty upon approval by the Graduate Council. Faculty who are visiting scholars or hold appointments in other Texas A&M System entities may be appointed to adjunct membership of the graduate faculty upon

approval of the Graduate Council. The adjunct member classification will be granted for two years but is renewable upon recommendation by the department head with the approval of the Graduate Dean.

General Duties of Graduate Faculty

Graduate faculty members are responsible to their respective department heads and are assigned duties by them. These duties may be in addition to those specifically addressed in the graduate area.

The normal workload of faculty teaching only graduate-level courses is 9 hours.

GRADUATE COUNCIL

The Graduate Council, working with academic administration, is responsible for providing leadership to the University in the development and improvement of all phases of the graduate program. The primary responsibilities of the Graduate Council are:

- To serve in an advisory capacity to the Dean of the College of Graduate Studies
- To make recommendations to the President of the University through administrative channels on academic policies and programs affecting the graduate program
- To act as liaison between administration and the graduate faculty
- Graduate Council approves graduate faculty membership

Membership

The Graduate Council shall be chaired by the Dean of the College of Graduate Studies and consist of a faculty member from each department offering graduate degree programs and one graduate student representative at large.

The Graduate Council members will be appointed by the dean of each college from among the graduate faculty who hold full graduate faculty member status. If there are no full members in a department, the appointment could be made from the associate membership of that department.

The college will determine the term of membership on the Council.

Annually, the academic deans will be asked to nominate a graduate student for Council membership. The Dean of the College of Graduate Studies will make the final selection of the student representative.