



**Angelo State University**  
**Operating Policy and Procedure**

**OP 42.08: Graduate Faculty**

**DATE:** August 21, 2019

**PURPOSE:** This Operating Policy/Procedure (OP) is intended to clarify the responsibilities and facilitate the appointment of graduate faculty members.

**REVIEW:** Guidelines for graduate faculty membership are set by the Graduate Council, although departments and colleges may develop their own specific criteria for membership within the more general College of Graduate Studies and Research guidelines. Both College of Graduate Studies and Research and department (or collegiate) guidelines may be changed at any time, subject to the approval of the Graduate Council. The College of Graduate Studies and Research policy regarding graduate faculty membership will be reviewed by the dean by October 1 of each odd-numbered year with recommended revisions forwarded to the provost and vice president for academic affairs by November 1.

**POLICY/PROCEDURE**

**1. Appointments to the Graduate Faculty**

- a. A member of the Graduate Faculty is appointed by the president of the university on the recommendations of the dean of the College of Graduate Studies and Research and the provost and vice president for academic affairs. Appointment to the Graduate Faculty is a means of recognizing members of the faculty for scholarly and creative activities, mentorship of graduate research, and contribution to graduate education. Such membership is neither pro forma or automatic.

To qualify for the Graduate Faculty, a faculty member must

- (1) hold the terminal degree, including eighteen hours in the relevant discipline;
  - (2) hold the rank of assistant professor or above and hold such rank for at least one year before appointment to the Graduate Faculty, or have completed one year as a faculty member of commensurate rank elsewhere;
  - (3) be a productive, creative scholar.
- b. In extraordinary circumstances, full-time faculty who do not hold the appointment of Graduate Faculty may be requested to teach a graduate class to meet specialized curricular needs of a department that cannot be met by a full-time graduate faculty member. Such requests must be recommended by the department chair and dean to the dean of the College of Graduate Studies and Research for approval.

## **2. Specialist Graduate Faculty**

- a. Appointment to the specialist graduate faculty is made by the president of the university on the recommendations of the dean of the College of Graduate Studies and Research and the provost and vice president for academic affairs. To qualify for the specialist graduate faculty, a faculty member must
  - (1) have demonstrated competency in lieu of the terminal degree, such as holding advanced certification in the discipline;
  - (2) be active in the profession, such as having a minimum of two years relevant and professional experience.

Non-tenure track faculty may serve as specialist graduate faculty when curricular needs require.

Specialist graduate faculty may serve or supervise student research within their department as accreditation needs dictate. However, specialist graduate faculty members may not serve as representatives of the College of Graduate Studies and Research on thesis defenses or oral examinations except where demands of research dictate otherwise.

## **3. Graduate Faculty Review**

- a. Graduate Faculty members will be reviewed periodically by their departments and colleges: such a review will include a faculty member's research, creative activity, and/or involvement in graduate education. In most cases, this review will be completed as part of the regular graduate program review cycle in consult with the dean of the graduate school and the Graduate Council. If circumstances require more immediate intervention, the dean of the College of Graduate Studies and Research, the dean of the college in which the discipline resides, the department chair, or graduate advisor all may initiate a review of a specific faculty member in consultation with each other.
- b. After their review of the graduate faculty member, the dean of the College of Graduate Studies and Research, the dean of the college in which the discipline resides, the department chair, working with the graduate advisor, may recommend that a faculty member should not be reappointed to the graduate faculty.
- c. A recommendation for non-reappointment of a graduate faculty member must be presented with evidence of cause and must be vetted first by the department's graduate faculty, or when this is not possible, the graduate council, then by the department chair and relevant deans.
- d. The faculty member recommended for non-reappointment may appeal the decision to the dean of the College of Graduate Studies and Research.
- e. If the graduate faculty member is removed from the graduate faculty, he or she may apply for reappointment after three years.

[Minor revisions: August 21, 2019]

- f. Unless such actions are taken, all graduate faculty members should be able to expect the regular assignment of graduate courses as prescribed by the specific needs of the department or academic unit.