

The University of North Texas at Dallas Policy Manual	Chapter 6.000
6.004 Graduate Faculty Membership	Faculty Affairs

Policy Statement. It is the role of the graduate faculty to assure competence in the direction and counseling of graduate students and in the teaching of graduate students. Membership in the graduate faculty is an honor conferred on faculty who have demonstrated the ability and motivation to teach, guide and counsel graduate students and develop and manage graduate programs.

Application of Policy. This policy applies to persons eligible for appointment to the graduate faculty who will assist in the governance of the graduate programs of the institution.

PROCEDURES AND RESPONSIBILITIES.

Eligibility. Persons with the rank of Professor, Associate Professor, or Assistant Professor, are eligible to be nominated for appointment for full graduate faculty membership. Faculty members in other ranks such as Visiting Professor, Adjunct Professor, etc., can also be designated as associate graduate faculty members by appointment of the Provost.

Responsibilities. Only full graduate faculty members are authorized to perform one or more of the following functions:

- i. teach graduate level courses;
- ii. serve as member of a master's degree committee;
- iii. serve as chair of a master's degree committee; or
- iv. vote in faculty meetings on curricular/pedagogical matters and policies relating to graduate programs.

Associate graduate faculty members are not eligible to serve as chair of a master's degree committee or vote on graduate degree program matters in a faculty meeting.

Criteria for Graduate Faculty Membership (four-year term). Divisions may recommend appointments to membership on the Graduate Faculty on the basis of the following minimum qualifications:

- i. **Education.** The individual has a terminal degree in the discipline or a combination of a master's degree in the discipline and significant professional experience; and

- ii. Experience. The individual has college teaching experience or significant professional experience; and
- iii. Research, Scholarly, and Creative Activity. The individual has evidence of relevant research, scholarly, or creative activity or significant professional experience.

Exception. In rare instances, a faculty member with only a bachelor's degree in the discipline may be a member of the graduate faculty with evidence of extraordinary professional experience.

Division Guidelines. Each division may develop its own more detailed guidelines for selection of faculty for graduate faculty status consistent with these qualifications. Written statements of division guidelines shall be approved through the appropriate division process, if applicable, and then sent to the Provost for review and approval. Guidelines that have received final approval by the Provost will be kept on file in the Office of the Provost and shall be reviewed every four years. The Provost expects that divisions will measure each candidate carefully and critically against their own criteria and the minimum criteria listed below before sending a recommendation forward.

Periodic Review. Faculty member eligibility will be reviewed to determine if the faculty continues to meet the minimum qualifications for graduate faculty membership. Membership may be revoked if the faculty member no longer meets the minimum qualifications.

References and Cross-references. N/A

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Revised: