

12.04.99.R0.02 Graduate Faculty Membership

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Procedure Statement

Faculty teaching graduate courses and advising graduate students must have the qualifications and skills necessary to ensure that students enrolled at Texas A&M University-Commerce receive a quality graduate education.

Reason for Procedure

This procedure establishes qualifications for graduate faculty membership, a process for awarding graduate faculty membership, and a process for periodic review of graduate faculty membership.

Procedures and Responsibilities

1. Membership in the Graduate Faculty will be limited to faculty who have the terminal degree or its equivalent.
 - 1.1 Graduate Faculty Member. Member will be eligible to teach graduate courses, direct master's theses, serve on doctoral committees, and direct doctoral dissertations.
 - 1.2 Visiting Member. Member will be eligible to teach graduate courses, direct master's theses, serve on doctoral committees, and doctoral dissertations.
2. Qualifications for Graduate Faculty Membership.
 - 2.1 Member

- 2.1.1 possession of the highest earned terminal degree, or its equivalent, in the applicant's field of specialization;
- 2.1.2 academic rank of assistant professor or above;
- 2.1.3 competence as a scholar, including research capabilities and/or creative activities as evidenced by publications and creative endeavors.

2.2 Visiting Member

The university will recognize the graduate faculty status that the visiting scholar holds at his/her home institution. Anyone not affiliated with an institution of higher education will be evaluated on an individual basis to determine Visiting Scholar status.

3. Appointment to Graduate Faculty Membership.

- 3.1 Initiating Requests. Requests for either type of Graduate Faculty membership should be initiated by the head of the department in which the faculty member serves or may be initiated by the faculty member. Applications will be provided by the Dean of Graduate Studies and Research.
- 3.2 Selection of Graduate Faculty. All requests will initially go to the department head who will call a meeting of the Graduate Faculty of the department for a recommendation. Then the recommendations of the department head and the Graduate Faculty members will be forwarded through the college dean, graduate dean and Graduate Council Committee on Graduate Faculty, all of whom will make recommendations, to the Graduate Council. All recommendations will be made available to the Graduate Council, who will make the decision as to the type of membership, if any, that will be granted. Any appeal of the Council decision will be made directly to the Graduate Council, with final appeal being made to the Provost and Vice President for Academic Affairs.
- 3.3 Exceptions. Requests for temporary exceptions to teach graduate courses and/or serve on thesis or dissertation committees by non-graduate faculty members will originate with the department head. The request will then be forwarded to the dean of the applicant's college and to the Dean of Graduate Studies and Research who will use discretion in approving temporary appointments. This information will be submitted to the Graduate Council but will not require Council action except in such cases as is deemed necessary. The Dean of Graduate Studies and Research will keep on file by department the academic training and expertise of each non-graduate faculty member assigned to teach graduate courses.

4. Review of Graduate Faculty Membership.

4.1 Each Graduate Faculty member's scholarly research, creative activity, and involvement in the discipline and graduate education will be reviewed by the Graduate Council every six years. The purpose of such review is to determine if the faculty member's current Graduate Faculty status is appropriate and warranted.

4.2 Any years during a full-time administrative appointment will not be counted as part of the six-year period subject to review.

4.3 The review process will be the same as for the initial selection process (Section 3.2 above); however, the options open to the Council are more numerous and include:

4.3.1 approve continued membership in the current status for six years,

4.3.2 refuse to approve as Graduate Faculty, or

4.3.3 provide a three-year provisional term as graduate faculty.

If the last option [4.3.3] is chosen, the faculty member must be reviewed again after three years and either approved for a regular six-year membership or dropped from Graduate Faculty membership. Graduate Faculty whose status is terminated may, after one calendar year, reapply for graduate status.

Related Statutes, Policies, or Requirements

[System Policy Section 12. Faculty](#)

Contact Office

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