

**SUBJECT:** Graduate Faculty Status

**DATE:** June 2018

**PURPOSE:** Ensure an understanding of graduate faculty membership and explain membership possibilities for non-traditional faculty members. Related OP: [64.10](#).

**REVIEW:** College of Human Sciences procedures will be reviewed when the Graduate School makes a revision to their policies.

## **POLICY**

The policies and procedures of the College of Human Sciences function within the context of the larger institution and are designed to advance the overall mission of the university. Should conflict occur between the policies of the college and those of the institution, the operating policies and procedures of the university ([OP 64.10](#)) shall take precedent.

The College of Human Sciences follows the policies and procedures of the Graduate School in regard to graduate faculty status. Those guidelines are provided below (prepared by David Doerfert, May 2018).

### Graduate Faculty Status

Individuals who are tenured or were hired into tenure-track positions are automatically granted Graduate Faculty status per [OP 64.10](#). Those who are not hired as tenured or tenure-track can be brought to the Graduate Council for approval with adjunct Graduate Faculty status being granted. To be considered, the individual must meet the three criteria as noted in [OP 64.10, section 2](#). If they do, the [Graduate Faculty Application form](#) is completed including the departmental faculty vote, the department chair's approval, and the college dean's approval. When received at the Graduate School, academic associate dean of the Graduate School initiates the initial review by a subcommittee of the Graduate Council that meets on the last Thursday of a month. If acceptable, it is then forwarded to the Graduate Council for the final decision.

Adjunct graduate faculty can co-chair a graduate student committee but cannot serve as the sole chair. Any further limitations can be indicated by the department in the application form. Adjunct appointments are also reviewed during the department's Graduate Program Review process and must be voted on again at that time by the department's regular graduate faculty.

An applicant who does not have an active research program will not be viewed by the Graduate Council as the best mentor for a graduate student. As such, the next option may best serve the program's needs.

### External Committee Membership

Individuals who are not part of the graduate faculty at Texas Tech (both internal and external to TTU) can serve as members of graduate committees. Each request is student specific and cannot be transferred to other graduate students or degree programs. The request should be generated by the student's committee chair with an email submitted along with the student's name and R number and the individual's CV/resume who seeking committee membership approval. After a review of the materials in relation to the student's degree program and area of study, approval can be granted to serve on the committee. This approval allows voting privileges, but the individual cannot serve as a chair

or co-chair of the student's committee. The desire to have the same external person serve on another's students requires a new request being made with all materials (student name, R number, and the individual's CV/resume) submitted. As such, these individuals are not considered adjunct graduate faculty member, rather they are granted permission to serve solely on their content or methodological expertise.

#### Graduate Course Teaching Wavier

When department have an unusual circumstance creating a staffing need, a teaching wavier can be granted. The department chair should send an email to the academic associate dean of the Graduate School stating the circumstance and attach the completed [Teaching Waiver Application](#) and the CV or resume of the individual who needs a waiver. If granted, the wavier is valid for a two-year period and can be renewed. The wavier is course specific and cannot be transferred without seeking additional approval.

#### **DOCUMENTS INCLUDED**

[OP 64.10 Graduate Faculty](#)

[Graduate Faculty Application](#)

[Teaching Waiver Application](#)