

## Graduate Faculty Waiver Policy

Occasionally a department or other unit in the university needs the help of someone who is not on the Graduate Faculty. Normally this situation is an emergency or involves a special case. In these instances, the Graduate School can waive the requirements for Graduate Faculty Membership on a one-time basis. Each waiver must be petitioned by the Chairperson or Graduate Advisor of the department that needs it. Such requests involve:

- Justification—The Chairperson or Graduate Advisor should explain why there is a need for the waiver. There may be various reasons; for example:
  1. A graduate course needs to be taught in order for students to graduate, and the teacher who normally teaches the course has retired or left for another university; therefore, a person who is not on the graduate faculty must teach the course. In this case, there should be an explanation of how the substitute faculty member is qualified to teach the course.
  2. A new faculty member, who has just been hired, is needed to teach a course before s/he has not had time to apply for full graduate faculty membership because the Graduate Council will not meet until the semester has already begun.
  3. A student who is writing a dissertation could benefit from the expertise that a member of a governmental agency (Fish and Wildlife, for example) can offer. A waiver may therefore be requested for this person to serve on the dissertation committee. Whatever the situation may be, the person requesting the waiver must justify the need for the waiver.
- Specific details—In addition to the justification, the person who requests the waiver should be specific in describing the duties that are going to be a part of the request.
  1. Be certain to state the course and number that the waiver covers.
  2. Be certain to specify the exact semester (fall or spring) and year that the waiver is to be used for.
- Waivers should be requested only for one time, and only one waiver should be given per faculty member. In other words, repeat waivers each summer for the same faculty member are not acceptable. If a faculty member is needed on a continuing basis, s/he should apply for graduate faculty membership.