

Texas Tech University

Operating Policy and Procedure

OP 64.10: Graduate Faculty (Rev. 11/5/12)

DATE: September 26, 2005

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 Graduate School guidelines. Both Graduate School and departmental (or collegiate) guidelines may be changed at any time, subject to the approval of the Graduate Council. The Graduate School policy regarding graduate faculty membership will be reviewed by the dean of the Graduate School by October 1 of each odd-numbered year with recommended revisions forwarded to the provost/senior vice president for academic affairs (PSVPAA) by November 1.

POLICY/PROCEDURE

1. Responsibility of Graduate Faculty Members

Graduate faculty membership is a means of recognizing members of the faculty for scholarly activities, creativity, direction of graduate research and study, and other contributions to the graduate programs. Therefore, such membership is neither pro forma nor automatic.

The role of the graduate faculty primarily involves the instruction and advisement of graduate students and the direction of students in research and creative activities. Members chair and/or serve on master's and doctoral committees and act as the graduate dean's representatives at doctoral dissertation defenses. Graduate faculty members, through service on departmental committees or as graduate advisors, are also responsible for review and recommendation on applications for admission of students to degree programs.

Those faculty members who are not appointed to the graduate faculty may not serve as instructors of record for graduate-level courses nor on comprehensive/qualifying exams for either master's or doctoral students. Exceptions may be made in unusual circumstances and then only upon recommendation of the dean of the instructional college and subsequent approval of the dean of the Graduate School. Appointment of non-graduate faculty to teach a graduate-level course without following prescribed procedure is a serious violation.

Non-members of the graduate faculty occasionally may serve on master's committees (but not as chair) when their expertise clearly is required for enhancement of the student's scholarship. Such faculty members and other professionals may be nominated for membership on the graduate faculty at any time the department or college thinks their credentials so warrant. No member of the graduate faculty shall chair the advisory committee directing a student to a degree higher than the level of the highest degree earned by the member of the faculty.

2. Criteria for Membership

The criteria for membership on the graduate faculty include both university-wide and departmental (or collegiate in the case of some colleges) standards. The university-wide criteria for membership are:

- a. Possession of the terminal academic degree in the field or recognition for substantive and distinctive contributions to the discipline involved. For individuals in the process of obtaining a terminal degree, certification by their graduate school that all requirements for the degree have been met will be treated as equivalent to possession of the degree.
- b. Evidence of current interest and involvement in scholarly research and/or creative activity.
- c. Successful experience in the teaching, counseling, and/or direction of students at the graduate level. This requirement does not apply to individuals who have recently completed their terminal degrees.

Similarly, departments (or colleges) may have specific guidelines for graduate faculty membership within the general university-wide criteria listed above.

3. Types of Graduate Faculty Appointments

a. Tenured or Tenure-earning Faculty Appointments

All faculty appointed to a tenured or tenure-earning position are eligible for nomination to the graduate faculty immediately after their appointment. Eligibility for nomination as new appointments does not continue indefinitely. Applications received six years or more after arrival of applicant, including those from individuals who complete the terminal degree more than six years after appointment, will lose eligibility for nomination as new appointments and must qualify on the basis of scholarly research and/or creative productivity, but will not have to satisfy the requirement of teaching, counseling and/or direction of students at the graduate level (criterion 2.c). Faculty previously employed in non tenure-earning positions or other positions where scholarly research/creative activity was not expected will ordinarily not need to satisfy criteria 2.b or 2.c upon initial appointment. New appointments with a new terminal degree (awarded no more than five years before application for graduate faculty status) and/or who are embarking upon their first full-time faculty position will ordinarily not need to satisfy criteria 2.b. or 2.c. upon initial appointment, but will be eligible for a one-time appointment coterminous with the period for probation and tenure. *Newly tenured faculty will then be reviewed at the next departmental cycle for reconfirmation.*

Faculty who are reviewed for continuing membership on the graduate faculty (see section 5) must satisfy all three university-wide criteria for membership on the graduate faculty, as well as any additional departmental or collegiate criteria.

Faculty not on the graduate faculty may be nominated for regular membership at any time the department or college believes that faculty credentials and scholarly productivity so warrant. Non-graduate faculty who, after a hiatus, show evidence of current involvement in scholarly research or creative activity, but whose productivity still falls below the norms for the discipline may, when extenuating circumstances exist, be nominated by the department or college for a three-year provisional period, with possible renewal for another three years, after which they must qualify for regular graduate faculty status. September 26, 2005 Page 3 OP 64.10

b. Ex-officio Appointments

Persons holding the rank of dean or higher may be appointed to the graduate faculty by virtue of their office upon receipt of vita and request to the dean of the Graduate School. The membership of such persons is subject to review five years after leaving their administrative positions to resume regular professional duties.

c. Faculty with Administrative Assignments

Faculty whose duties include significant administrative involvement (e.g., department chairs, associate deans, directors of functioning institutes or centers) usually make important contributions to graduate programs in areas in addition to scholarly research and publication. It is appropriate that these other contributions be considered when administrators are reviewed for graduate faculty membership. While scholarly research and publication are expected of department chairs, associate deans, etc., who desire to continue membership on the graduate faculty, it is recognized that the level of productivity may be reduced in proportion to the time available. The expectations for scholarly productivity may, therefore, be adjusted relative to the responsibilities of the administrative appointment.

d. Retired Faculty

Retired faculty may apply for continuation as graduate faculty members subject to recommendation by the department and approval by the academic dean and Graduate Council. Any restrictions upon duties performed by such faculty should be stated by the department chair on the application form.

e. Adjunct or Visiting Graduate Faculty Appointments

Persons employed outside the university, or employed by the university and who do not hold tenured or tenure-earning positions may be appointed to the graduate faculty when qualifications so merit and upon recommendation by the relevant college, department, or special unit and academic dean and approval by the Graduate Council. Such persons will ordinarily not need to satisfy criterion 2.c (teaching and direction of graduate students). These appointments shall be designated as adjunct graduate faculty or visiting graduate faculty, as appropriate to the appointment. Limitations on the appointment shall be indicated by the department, academic dean, or Graduate Council before final approval. Adjunct or visiting graduate faculty will be reviewed on a six-year basis. Expectations for research/creative activity, teaching and thesis/dissertation supervision for adjunct or visiting graduate faculty will be proportional to limitations placed on their appointment by the department, college, special unit, or Graduate Council.

f. International Exchange Faculty for Joint Degrees

Many countries do not award doctorates or do not require doctoral degrees for faculty membership. Thus, some institutions with which Texas Tech University has accords for joint degrees, linkage agreements, and/or exchange programs may have as instructors of record for graduate level courses persons who would not meet the university-wide criteria for graduate faculty membership, yet who have expertise necessary for the program in question. Upon recommendation by the dean of the Graduate School and approval of the Graduate Council, such persons may be appointed as international exchange graduate faculty pro tempore. Their

functions shall be limited to teaching and serving on master's and doctoral committees within the specific international program(s), with such membership to be re-evaluated when the TTU
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4. Graduate Faculty Membership

- a. All members of the full time tenure track faculty of Texas Tech University are members of the graduate faculty unless the Graduate School receives notification from the college of the faculty member that he or she should not be included.
- b. Adjunct or visiting faculty must be recommended for graduate faculty membership and would require a recommendation from their academic department and college, a review and affirmative recommendation by the Academic Affairs Committee of the Graduate Council, and a positive vote by the Graduate Council.

5. Graduate Faculty Review

- a. Graduate faculty members should be reviewed periodically by their departments and or colleges. Such a review would include the faculty member's research, creative activity, and involvement in graduate education. In most cases this review would be done as part of the regular graduate program review cycle.
- b. A request for suspension of a graduate faculty member who receives a negative review must first be voted on by the graduate faculty of the individual's academic unit.
- c. Any recommendation for suspension of a member from the graduate faculty must be presented with evidence of just cause, with the burden of proof on the unit chair or college dean.
- d. The faculty member recommended for suspension must be informed of the vote and allowed to provide a rebuttal (in writing or in person) before any decision is made final.

6. Appeal of Status

Should a faculty member receive a negative vote for graduate faculty status in his or her department or college and wish to appeal that decision, he or she would send such an appeal to the Academic Affairs Committee of the Graduate Council which would then forward their recommendation to the full body for a vote. The same procedure will apply in cases where a request is made by a department and/or college to remove an individual from the graduate faculty.