

## **Graduate Faculty Status at TWU**

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*(Approved by Dr. Jennifer Martin, Interim Provost, April 25, 2017)*

### **I. Rationale**

A majority of universities that award graduate degrees have established procedures to identify faculty members specifically qualified to train students in advanced degree programs. These members are then identified as the Graduate Faculty. The main responsibilities of the Graduate Faculty are to conduct scholarly research and creative work of high quality, to both teach and advise graduate students effectively, and to direct the research of graduate students. The graduate student research referred to specifically in this document will be that of professional papers, theses, and dissertations. Listed below are the University-wide performance expectations for those faculty who have these responsibilities at Texas Woman's University.

### **II. Expectations for Current Graduate Faculty Members**

Members of the Graduate Faculty at TWU must continually satisfy both University-wide standards and those specific to individual academic components. No single performance criterion should be used to judge the fitness of a member. The primary consideration is whether the faculty member is currently an active and productive scholar and sufficiently prepared to teach at the graduate level. The Universitywide performance expectations for current members are as follows:

#### **A. Scholarship**

1. Possession of the terminal academic degree in the member's field or recognition for substantive and distinctive contributions to the targeted discipline involved.

2. Evidence of current involvement in scholarly research and/or creative activity. This evidence may consist of the publication of books and refereed articles, obtainment of research grants and contracts, recitals, exhibitions, performances, or other demonstrations of scholarship appropriate to the discipline.

#### B. Intellectual Leadership

1. Active participation in regional, national, or international meetings in or related to the respective discipline.
2. Recognition of intellectual attainment and creative activities by awards, prizes, or fellowships.
3. Serving on editorial boards of scholarly journals; editing scholarly books or reviewing manuscripts; publishing book reviews in the discipline; or reviewing grant proposals for major funding agencies.

#### C. Experience in Graduate Education

1. Service as a member of graduate student research advisory committees, which results in the completion of professional papers, theses, or dissertations. Only Full members of the Graduate Faculty whose qualifications have been reviewed by the Membership Committee, recommended and granted **Full** Faculty status may serve as major advisors of students' research committees.
2. Development of new graduate courses or recent effective teaching of graduate courses. A faculty member's recent Annual Performance Review: Evaluation and Recommendations, Student Course Evaluations, and other evaluative methods used by the faculty member's department may provide documentation of effective teaching.

### III. Qualifications for Initial Membership--Levels with Their Criteria and Duties\*\*

Academic components may choose additional specific guidelines for the selection of Graduate Faculty members as long as they are aligned with the general University-wide selection criteria listed here. Interpreting these guidelines is the responsibility of the Graduate Faculty within the various academic components or schools. The component guidelines are subject to approval by the Graduate Council.

\*\*TWU recognizes five categories of graduate faculty status: Full, Associate, Ex-Officio, Temporary, and Assistant. These categories are outlined below.

#### A. Full Members

Full Members of the Graduate Faculty shall be entitled to teach graduate courses at or below the equivalent of their highest earned degree, to chair and to serve on committees for professional papers, theses, or dissertations, to vote in the deliberations of the Graduate Faculty, and to serve on the Graduate Council. Full Graduate Faculty status is awarded on a seven-year period, after which faculty must reapply.

Nominations and recommendations for Full membership in the Graduate Faculty shall be based on the following criteria appropriate to the individual faculty member's field:

1. Adequate training or education in the field, including terminal qualifications;
2. Active participation in research, as evidenced by refereed publications and presentations in the field;
3. Significant or recent contributions to the applied or creative arts in the candidate's field;
4. Sufficient preparation to teach graduate courses effectively within the candidate's component or school;
5. Sufficient preparation and prior service on committees and supervising professional papers, theses, or dissertations;
6. Recent completion of activities, which are recognized or commended by professional organizations in the candidate's field; and
7. Full-time (\*) faculty status in a tenure-track position at a rank of assistant professor or higher. Colleges or schools may also propose for Full membership in the Graduate Faculty those faculty not on tenure-track but whose professional credentials are deemed outstanding in their field and who therefore merit consideration for membership. Adjunct faculty members are not eligible for Full membership on the Graduate Faculty.

\* Membership on the Graduate Faculty shall not be affected solely by a faculty member being on Voluntary Modification of Employment [hereafter noted by asterisk only].

## B. Associate Members

Associate Members shall be entitled to teach graduate courses and to serve on committees for professional papers, theses, or dissertations, but not to chair such committees except with the written permission of the Dean of the Graduate School. Associate Members of the Graduate Faculty, at the department's discretion (and the Graduate Dean's approval), may serve as chairs of master's professional paper committees. Associate Members shall be permitted to vote in the deliberations of the Graduate Faculty, but not to serve as members of the Graduate Council or to sign on Graduate Faculty membership applications. Associate membership on the Graduate Faculty shall be limited to a period of not more than seven years.

Members of the University Faculty who do not qualify for Full membership on the Graduate Faculty, but who have some of the prerequisites for Full membership, are to be designated as Associate Members of the Graduate Faculty until they possess all qualifications for Full membership. Associate Graduate Faculty designation is recommended when the candidate has:

1. Earned the terminal qualifications in the field;
2. Demonstrated participation in research as evidenced by publications and/or evidence of contribution to the applied or creative arts in the field;
3. Performed successfully in a teaching situation in the candidate's field at any level;
4. Attained full-time (\*) faculty status in a tenure-track position at a rank of assistant professor or higher. Faculty not on tenure-track, but who have the recommendation of their college or school and whose professional activities otherwise qualify them for consideration, may also be proposed for Associate Member of the Graduate Faculty. Adjunct faculty members are not eligible for Associate membership on the Graduate Faculty.

## C. Ex-Officio Members

Ex-Officio Members shall include the President of the University, the Provost and Vice President for Academic Affairs, the Associate Provost, the Assistant Vice President for Academic Affairs, the Dean of the Graduate School, Deans of Schools and Colleges, Associate Deans, Department Chairs, and Program Directors. Ex-Officio Members will have the same duties and privileges as Full members of the Graduate Faculty. Upon reentry into a regular teaching faculty position, former Ex-Officio Members shall apply for renewal of membership on the Graduate Faculty after a transitional period of four years. The transition period allows for increased participation in discipline-specific scholarly activities before renewal is required.

#### D. Temporary Members

Faculty who are in their first three years of a tenure-track appointment and who do not qualify for Full or Associate Graduate Faculty membership may request appointment on an ad hoc basis to teach graduate classes and/or to serve on committees for professional papers, theses, or dissertations. Temporary members may not chair professional papers, theses, or dissertations, nor vote as part of a committee. Upon the recommendation of the administrator and the Dean of the academic component concerned, the Dean of the Graduate School may give such approval for a maximum period of three successive years, after which time the faculty member is expected to apply for Associate or Full membership on the Graduate Faculty.

Faculty members, including adjunct faculty, holding a non-tenure-track classification as defined by the Board of Regents may be designated as Temporary Members of the Graduate Faculty for a period of three years if they meet most of the criteria for Full or Associate membership, are nominated by a majority of the Full Members of the Graduate Faculty in their component, and are recommended by the administrator and approved by the Dean of their academic component, and are approved by the Dean of the Graduate School.

Persons other than those described in the two preceding paragraphs, such as emeritus faculty, may be requested on an ad hoc basis to teach graduate classes and to serve on committees for professional papers, theses, or dissertations, upon the

recommendation of the majority of the Full Members of the Graduate Faculty in the component, the recommendation of the administrator and the Dean of the academic component, and upon approval by the Dean of the Graduate School.

#### E. Assistant Members

Special consideration may be given to faculty members whose participation in graduate training is primarily focused on clinical training, or who teach entry level graduate courses. The rationale for such special consideration, as well as the length of term for the Assistant membership, will be part of the guidelines developed by departments wishing to make special provisions. Upon the recommendation of the administrator and the Dean of the academic component concerned, the Dean of the Graduate School may give approval for Assistant membership. Assistant members will be entitled to teach entry-level graduate courses, and can serve, but neither vote nor chair committees. Adjunct faculty members are not eligible for Assistant membership on the Graduate Faculty.

#### IV. Procedure for Graduate Faculty Membership Application

- A. Nominations and recommendations for either Full or Associate membership on the Graduate Faculty shall be made by the Full Graduate Faculty Members of each academic component. The election process within the component shall include these steps:
  1. The candidate must complete the Application for Graduate Faculty Membership form and submit it to the administrator of the component or to the Dean of the component.
  2. The Full Members of the Graduate Faculty within the candidate's academic component individually shall review the completed application, indicate their approval decision, and sign the application.
  3. Applications receiving majority support of the Full Members of the Graduate Faculty, as evidenced by their signatures on the Application form, shall be forwarded to the component administrator and the Dean of the component, who will review the applications, make recommendations, and then forward the applications to the Graduate Council.
  4. Include Responsible Conduct in Research (RCR) certificate to package when turning in.

B. The Membership Committee of the Graduate Council will review applications and make preliminary recommendations. The Administration of the respective components will be notified of these recommendations. In the event of a recommendation for denial of membership at either the Associate or Full level, the component administrator of the candidate may request an opportunity to appear before the Membership Committee to provide a qualitative interpretation of the candidate's materials. The component administrator shall be the only person eligible to become involved in this stage of the approval process. Final recommendations by the Membership Committee will be submitted to the Graduate Council. Upon approval by the Graduate Council, the Dean of the Graduate School shall forward the recommendation to the Provost. The appointment to the Graduate Faculty will be made by the Provost of the University.

C. The approval process for Temporary or Assistant Membership on the Graduate Faculty shall include the following steps:

1. The candidate must complete the Application for the Graduate Faculty Membership and submit it to the administrator of the academic component.
2. For those applicants seeking a Temporary Membership that requires recommendation by Full Members of their component, a majority of the Full Members of the Graduate Faculty in the applicant's component must affirm the applicant through their signatures on the application form.
3. For both Temporary and Assistant Membership applications, after the required Person(s) in the component have approved the nomination, the application shall be forwarded to the Dean of the component.
4. The Dean of the component will review the application, make recommendation, and forward the application to the Dean of the Graduate School for approval.

#### V. Renewal of Full Membership

Each person having Full membership on the Graduate Faculty must reapply for membership **every seven years**. When applicable, the Dean of the Graduate School will notify a faculty member regarding the procedure for renewal.

In the case that a faculty member does not meet criteria for Full graduate faculty status, their status will be revoked. As a result, the faculty member will not be permitted to chair committees for professional papers, theses, or dissertations, to vote in the deliberations of the Graduate Faculty, or to serve on the Graduate Council except with the written permission of the Dean of the Graduate School.

#### VI. Appeal Process for Graduate Faculty Status

When a membership decision is unfavorable, the faculty member has the option of appealing to her/his supervisor, specifically, the chair, dean, or graduate dean. The ultimate authority, however, is the provost. It is expected that supervisors will work collaboratively with their faculty to make sure all graduate faculty members understand the responsibilities and criteria for membership. Faculty are expected to be familiar with the criteria and ensure they meet all criteria in advance of application. Early intervention and mentoring is key in ensuring that faculty be successful in meeting the criteria.

#### VII. Review Process for Component/School Membership Criteria

Each academic component choosing to have additional specific guidelines in addition to those outlined in the general University-wide selection criteria must periodically update its own criteria for Graduate Faculty membership to insure that the criteria are aligned with the current University-wide criteria. These component reviews will occur on a five-year cycle established by the Graduate Council.

## **Schedule for Cyclic Review of Graduate Faculty Criteria**

### **Academic Year**

### **Department/School**

2013-2014

English, Speech, & Foreign Languages  
Mathematics & Computer Sciences  
Health Studies  
History and Government  
Reading

2014-2015

Family Sciences  
Dance  
Music and Drama  
Psychology & Philosophy  
Visual Arts

2015-2016

Biology  
Chemistry & Biochemistry  
School of Library & Information Studies  
Sociology & Social Work/Women's Studies  
Kinesiology

2016-2017

College of Nursing  
Communication Sciences & Disorders  
Health Care Administration-Houston  
Health Care Administration-Dallas  
Nutrition & Food Sciences (with Exercise/  
Sports Nutrition)

2017-2018

School of Management  
School of Occupational Therapy  
School of Physical Therapy  
Teacher Education

2018-2019

[Cycle Repeats]