

Procedure for Graduate Faculty Status

Procedure Title: Graduate Faculty Status

Department Responsible: College of Education

Contact Person and Title: Department Head

Procedure:

Introduction

The purpose of the graduate faculty of The University of Alabama is to set standards for graduate work and to provide graduate instruction. There are three categories of members: Full, Associate, and Affiliate. It is the responsibility of the graduate faculty in each division to elect its representative(s) to the Graduate Council, which acts for the faculty in matters relating to graduate work.

Only members of the graduate faculty may teach courses numbered 500 or above. Only Full and Associate members of the graduate faculty may chair thesis and examining committees. Dissertation committees must be chaired by Full members of the graduate faculty. Committees for final projects of professional-practice doctorates may be chaired by Full or Associate members, or by Affiliate members of the Graduate Faculty who meet all of the following qualifications:

- a. hold an appropriate doctoral degree; and
- b. have the appropriate professional qualifications; and
- c. hold the rank of at least assistant professor in a full-time position at The University of Alabama

Criteria for Full and Associate Members

The dean of each academic division has the responsibility of nominating members to serve on the graduate faculty. These nominees must meet the following criteria:

1. They must hold the PhD or other terminal degree, and must hold the rank of at least assistant professor in a full-time position.
2. Full and Associate members must demonstrate ability and continuing interest in the graduate program and in research or creative activity. Full members must show a strong, continuing record of productive research, publication, creative activity, and scholarly activity appropriate to the discipline. These broad requirements are best interpreted by each department and college in accordance with their written guidelines ("Standards for Graduate Faculty Status"). These guidelines of each academic unit address expectations regarding currency in the field and standards of successful mentorship within the context of their discipline. College/department criteria should also delineate the different expectations for Full versus Associate membership.

3. They must be recommended by the Full and Associate members of the departmental graduate faculty, department chairperson, and dean of the academic division, in accordance with the department's or college's Standards for Graduate Faculty Status. These nominations will then be acted upon by the dean of the Graduate School.

Criteria for Affiliate Members

Affiliate membership may be extended to well-qualified individuals, who do not satisfy the above criteria, to perform specific functions for specific time periods, not to exceed three calendar years. Minimum standards for Affiliate membership and the role Affiliate members may fill in a department's graduate program shall be outlined in the department's Standards for Graduate Faculty Status. Nominees must be recommended by the departmental graduate faculty, department chairperson, and dean of the academic division. Nominations should address how the individual's qualifications meet the expectations of their role as Affiliate graduate faculty. These nominations will then be acted upon by the dean of the Graduate School.

Graduate Faculty Appointment Process

For Full and Associate membership: the department chair (or their designee) sends the dean of the college an appointment request for Full or Associate graduate faculty status. The department attaches the individual's current curriculum vitae to the request. The dean of the college (or their designee) reviews the request and, if approved, forwards the request to the dean of the Graduate School (or their designee). The Graduate School reviews the request and responds to the college, the department, and the graduate faculty nominee.

For Affiliate membership: the department chair (or their designee) sends the Graduate School an appointment request for Affiliate graduate faculty status. The department attaches the individual's current curriculum vitae to the request. The dean of the Graduate School or their designee) reviews the request and responds to the college, the department, and the graduate faculty nominee.

In all cases where the membership qualifications are not clear from the nominee's curriculum vitae, the nomination must include a paragraph of justification to demonstrate that the nominee meets the department's or college's Standards for Graduate Faculty Status at the requested level (Full, Associate, or Affiliate).

Graduate Faculty Appointment of Faculty or Staff in Administrative Roles

Faculty or staff members currently on administrative appointments, or returning to the faculty from such appointments, are eligible for Full or Associate membership on the graduate faculty. They should show, at a minimum, promise of satisfying the appropriate departmental and University membership criteria. The individual's record of teaching, research, and graduate mentorship before becoming an administrator should be considered.

Graduate Faculty Appointment of Retired Faculty

After a graduate faculty member retires, the graduate faculty member may need to continue to serve as a chair or member of students' thesis or dissertation committees and/or to perform

other specific functions. For this reason, members of the graduate faculty are automatically permitted to retain the graduate faculty status that they hold upon retirement, for up to three years after retirement. After that point, retired graduate faculty members may be appointed as Affiliate members of the graduate faculty, with terms of one to three years, for as long as needed, for this purpose and/or to perform other specific functions. The nomination and appointment procedures for these Affiliate appointments are the same as those adopted by the academic unit and the University.

Graduate Faculty Appointment in Multiple Departments

To accommodate the full breadth of UA's expertise as well as to facilitate the establishment of interdepartmental and/or interdisciplinary student committees, it is permissible that individuals be appointed as Full or Associate graduate faculty in multiple departments, to teach graduate courses and/or serve on graduate thesis/dissertation committees. The appointment process follows the regular Graduate Faculty Appointment Procedure, with the department chair initiating the request for an appointment. The type of appointment will depend on each department's criteria and their regular appointment procedures. In cases in which the faculty member has no contractual effort assigned in the department in which the Full or Associate appointment is requested, the chair's request for an appointment must include confirmation that the request is supported by the chair(s) of the faculty member's home department(s). Secondary graduate faculty appointments are initiated by the secondary department and with the approval of the home department.

Graduate Faculty Appointment in UA System

UA has several graduate programs that operate jointly with the University of Alabama-Huntsville and/or the University of Alabama-Birmingham. For these programs, faculty or research staff who have been approved for graduate faculty status at their home institution may be nominated as joint graduate faculty at The University of Alabama. In order that our joint graduate programs may operate seamlessly, these faculty shall exercise all the rights and privileges of a UA member of the graduate faculty at the corresponding level (e.g., Full joint graduate faculty members may direct doctoral committees at UA). The nomination process for joint graduate faculty shall follow the same procedures as outlined above for UA faculty and staff.

Terms of Appointment

Once appointed, Full and Associate graduate faculty membership is continuous as long as the graduate faculty member continues to meet the department's written standards for professional currency and graduate mentorship ("Standards for Graduate Faculty Status").

Review of Graduate Faculty Membership

During the normal course of annual review, Department Chairs will affirm that Full or Associate graduate faculty members continue to meet the department's written standards for professional currency and graduate mentorship ("Standards for Graduate Faculty Status").

Revocation of Graduate Faculty Status

A member of the graduate faculty of the University of Alabama may have their graduate faculty status changed or revoked if they fail to meet the department's Standards for Graduate Faculty Status. Specific criteria related to the change or revocation of graduate faculty status shall be outlined by each department or college in their Standards for Graduate Faculty Status, and shall be based on two general criteria:

1. Professional currency and/or research productivity, as defined by the department. Generally, a department would provide one or two years of warning to a faculty member before proceeding with revocation of graduate faculty status.
2. Record of successful graduate mentorship.

Revocation may occur when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to teach graduate student(s) effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality or remain active in the practice of the profession, and to direct the research/professional development of graduate student(s) so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research and professional development of graduate student(s) also includes any acts listed in the Faculty Handbook "Code of Conduct and Standards of Behavior."

The department chair or graduate program director may initiate the review process at the unit level. The unit may recommend revocation of graduate faculty status by a two-thirds majority vote of the Full and Associate graduate faculty members in the department, or a two-thirds majority vote by an elected committee of the unit, or another process agreed upon within the college, depending on the unit's particular governance policies. This recommendation shall be forwarded to the college dean, who shall issue a recommendation to the Graduate School. The recommendation will then be acted upon by the dean of the Graduate School.

In exceptional cases, revocation of graduate faculty status may also be initiated by the Dean of the college, the Dean of the Graduate School, the Provost, or the President.

Faculty may request to be reinstated to the Graduate Faculty at such time as the issues related to the earlier revocation have been resolved. The process is the same as for initial appointment to the Graduate Faculty.

What Policy is Connected? UA Faculty Handbook, Chapter 2, Section XI.

Scope: College of Education Faculty