Appointment and Reappointment to the Graduate Faculty

PURPOSE

The purpose of this document is to establish policies and procedures for faculty seeking appointment or reappointment to the Graduate Faculty.

RELATED POLICIES

- AAPPS 7.03: Nomination and Evaluation Procedure for Graduate Faculty
- AAPPS 7.18: Clinical Faculty Appointments
- Faculty Handbook
- CBAPPS 2.07: Planning, monitoring, improving and assessing graduate programs in the McCoy College of Business Administration
- CBAPPS 5.07: Criteria for Academic and Professional Qualifications

GENERAL INFORMATION

The McCoy College recognizes appointment of faculty as Regular Graduate Faculty, Associate Graduate Faculty, or Adjunct Graduate Faculty. Regular Graduate Faculty may teach graduate courses and serve on or chair graduate thesis/dissertation committees. Associate and Adjunct Graduate Faculty may teach graduate courses and serve on graduate student thesis committees. Regular Graduate Faculty may be appointed for a period up to five years, but the initial appointment will be for one year. Associate Graduate Faculty may be appointed for one year at a time and Adjunct Graduate Faculty are usually appointed for one semester or summer term as needed. When approved by the department chair and dean, Adjunct Graduate Faculty may be appointed for up to one year.

QUALIFYING AS REGULAR, ASSOCIATE, OR ADJUNCT GRADUATE FACULTY

The McCoy College holds in high esteem its Graduate Faculty and has established criteria and guidelines of eligibility for faculty members wishing to seek Regular, Associate, or Adjunct Graduate Faculty status.

1. In order to qualify for appointment as Regular Graduate Faculty, the faculty member must be tenured or on tenure track, maintain Academically Qualified (AQ) status within the College, and teach at least one graduate class over the period of appointment. This includes assistant, associate, and full professors. Faculty who lose AQ status over the period of appointment will have their graduate faculty status suspended. Faculty who lose their AQ status but maintain Professionally Qualified (PQ) status will be reappointed as Associate Graduate Faculty.
2. Associate Graduate Faculty are tenure/tenure track faculty at the assistant, associate, or full professor rank who are PQ. These graduate faculty members must maintain their PQ status and teach at least one graduate class over the period of appointment. Faculty who lose PQ status over the period of appointment will have their graduate faculty status suspended. Faculty who lose their PQ status but attain AQ status will be reappointed as Regular Graduate Faculty.

3. Adjunct Graduate Faculty are non-tenure track faculty including lecturers, senior lecturers, all clinical classifications, and all visiting classifications. Adjunct Graduate Faculty must maintain either AQ or PQ status and teach at least one graduate class over the period of appointment. Adjunct faculty who lose their AQ or PQ status over the period of appointment will have their graduate faculty status suspended.

4. At the discretion of the Dean and Associate Dean for Graduate Programs, a faculty member who does not meet the AQ or PQ requirement may be given graduate faculty status to satisfy an exceptional need. The duration of this temporary appointment will be for the duration of the exceptional need. These faculty members must meet specific requirements necessary to fulfill the teaching duties at the graduate level.

5. Criteria for attaining Academically and Professionally Qualified status are described in CBAPPS 5.01: Faculty Evaluation.

6. Only faculty recognized by the Graduate College as Regular or Associate Graduate Faculty may participate in voting on graduate program issues.

7. Only Regular Graduate Faculty may chair student thesis/dissertation committees or serve on College committees that deal exclusively with graduate program issues.

These criteria have been approved by the McCoy College Graduate Policies Committee (representing all graduate programs). The approved criteria are on file in The Graduate College, the McCoy College Dean's Office, and each departmental office. The criteria are reviewed every five years.

**PROCEDURE – NOMINATION OR RE-NOMINATION OF GRADUATE FACULTY**

The following process shall be followed to nominate/re-nominate McCoy College faculty to Graduate Faculty status:

1. To nominate or re-nominate a faculty member to the Graduate Faculty, the department chair shall first confirm the nominee’s status as either an AQ or PQ faculty member. For re-nomination, additional factors such as past performance in graduate courses, course evaluations, grade distributions, course documents, and teaching pedagogy may be considered. Once the status is confirmed, the department chair shall complete the Nomination/Re-nomination Form (Appendix A - AAPPS 7.03) and shall attach a copy of the nominee's complete and current curriculum vita. In the case of faculty without a
terminal degree, an Appointment Justification Form (Appendix B - AAPPS 7.03) must also be completed. Both forms are available in departmental offices and also on the web.

2. A senior member of the department's Regular Graduate Faculty shall review the nominee's credentials, indicate approval or rejection on the form, sign the form, and return the form to the department chair.

3. The department chair shall review the nomination package, indicate concurrence or non-concurrence, sign the form, and forward the form for review to the associate dean for graduate programs for the McCoy College.

4. The dean of the McCoy College shall review the nominee's credentials, indicate concurrence or non-concurrence, sign the form, and forward the form to the dean of the Graduate College. A signed copy of the form will be maintained in the Graduate Program office.

5. The dean of the Graduate College shall review the nominee's credentials and indicate concurrence or non-concurrence. The nominee will be notified by letter of the decision of the Graduate College.

ADDITIONAL GRADUATE FACULTY APPOINTMENTS

1. Faculty with significant administrative assignments including department chairs, associate deans, and dean are appointed to the graduate faculty following the same procedures for all faculty except that the expectations for scholarship and teaching graduate courses may be adjusted to reflect the time commitment and responsibilities of the administrative appointment.

2. McCoy College faculty who are designated as chaired professors will be appointed to Graduate Faculty based on recognition of their history of significant academic accomplishments.

CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded.

Review Cycle: September 1, E5Y

Review Date: September 1, 2016
Graduate Policies Committee Review: __________________________ Date: ________

CBAC Review: ____________________________________________ Date: ________

Graduate College Review: __________________________________ Date: ________

Approved: ________________________________________________ Date: ________

Denise T. Smart
Dean, McCoy College of Business Administration

Last Update: September 1, 2011