

Policy and Procedure Statement 1.05
Effective Date: November 2013
Review Cycle: E5YRS 2018

Department of Respiratory Care
College of Health Professions
Graduate Faculty

PURPOSE

1. This Policy and Procedure Statement states the process for nominating and evaluating graduate faculty.

CRITERIA

2. Graduate faculty may serve as instructors of record for graduate courses (5000 level). Individuals lacking graduate faculty status are not allowed to teach graduate level courses. Appointment of an individual lacking graduate faculty status to teach a graduate course is considered a serious violation of university policy.
3. Criteria for appointment to graduate faculty include: effective teaching, scholarly and creative activity, and service. The Department considers the comprehensive role of a faculty as teacher, clinician, mentor, academic and career advisor, counselor, and instrumental member of the academic community. Regular graduate faculty must achieve and maintain at least the level of performance in these categories, which is necessary to be awarded tenure. Adjunct graduate faculty must meet the tenure requirement for effective teaching. Graduate faculty appointments will follow the policies and procedures outlined by the Graduate College and PPS 7.03. The appropriate forms for nomination and renomination found in PPS 7.03 are to be used in this process.
4. Minimum Graduate College criteria for graduate faculty status include:
 - 1) Completion of the doctorate or other recognized terminal degree from an accredited institution;
 - 2) Doctorate/recognized terminal degree in a discipline in or related to the assigned graduate course(s);
 - 3) Proven record of scholarship or creative activity.Any exceptions to minimum criteria must be clearly justified and approved by the department chair/school director, college dean and Dean of the Graduate College.
5. The Personnel Committee will review all applications for graduate faculty appointment and make recommendations to the graduate college for appointment.

6. The Chair will submit graduate faculty applications with support documentation to the Dean of the Graduate College and will recommend the category of appointment according to PPS 7.03 – regular, associate, or adjunct.
 - A. Regular – tenured and tenure-track faculty at Texas State, may teach master's level courses, may chair master's committees, may serve as a member of master's committees, may serve on the Graduate Council.
 - B. Associate – faculty at Texas State, may teach master's level courses as indicated in Attachment B of the Graduate Faculty Nomination/Renomination form, may serve as a member of master's committees when the individual's expertise is relevant to a particular student's research topic.
 - C. Adjunct – may teach master's level courses, may serve as a member of master's committees. Individuals external to Texas State may be nominated in this category.
7. The Chair will prepare appointment renewal applications at the appropriate times. Tenured faculty members are eligible for appointment and a term of up to five years. Non-tenured faculty members with terminal degree are eligible for Adjunct member status and a term of three years.
8. All other graduate faculty appointments must be requested for each semester with appropriate justification of credentials.
9. According to PPS 7.03, additional Graduate Faculty appointments include:
 - A. Faculty with Administrative Assignments – faculty holding administrative positions (i.e. department chairs/school directors, assistant deans, associate deans, and individuals holding the rank of dean or higher) are appointed to the graduate faculty following the same procedures for all faculty; however, the expectations for scholarship may be adjusted to reflect the time commitment and responsibilities of the administrative appointment.
 - B. Courtesy Appointments – members of the graduate faculty may be appointed to teach or chair or serve on dissertation or master's committees in a department/school other than their home department/school upon written request approved by the relevant department/school graduate faculty committees, department chair/school director, college dean and Dean of the Graduate College.

- C. Resignation or Retirement – membership in the graduate faculty automatically ceases upon resignation or retirement. An individual wishing to retain membership in the graduate faculty must request adjunct membership in writing. The request must be approved by the department/school graduate faculty committee, department chair/school director, academic dean and Dean of the Graduate College. Upon expiration of the term, adjunct membership may be renewed following the standard review process.

MAJOR RESPONSIBILTIES ASSOCIATED WITH THIS RC/PPS

Major responsibilities for routine assignments associated with this PPS include the following:

1. The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E5Y or as needed.

CERTIFICATION STATEMENT

This RC/PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

Reviewer: _____ Date _____
Personnel Committee Member

Approved: _____ Date _____
Department Chair