



## GRADUATE FACULTY STATUS GUIDELINES AND REVIEW PROCESS

### GUIDELINES

Individuals interested in achieving Graduate Faculty Status at UWL must submit an application and be approved. Graduate Faculty Status is required in order to engage in one or more of the following activities: teaching graduate courses; serving as a member of a thesis or dissertation committee or supervising graduate student work; chairing a thesis or dissertation committee.

### Qualifications of Graduate Faculty (by duty)

Minimum expectations for graduate faculty activities are described below. Note: departments, programs and accrediting agencies may have additional required expectations for graduate faculty status in particular areas.

- **TEACH COURSES THAT AWARD GRADUATE CREDIT** - Possession of a terminal degree is a sufficient qualification to teach graduate courses. If the applicant does not possess a terminal degree, the department and/or dean should describe relevant experience and scholarly activity.
- **SERVE AS A MEMBER OF THESIS OR DISSERTATION COMMITTEES OR \*SUPERVISE GRADUATE STUDENT WORK** - Possession of a graduate degree is a sufficient qualification. If the applicant does not possess a graduate degree, the department and/or dean should describe relevant experience and scholarly activity.
  - \*Supervising graduate student work may include directing/supervising: graduate fieldwork experiences (i.e., practicums, internships, preceptorships) or culminating projects (i.e., applied/independent studies, seminar papers/presentations, comprehensive examinations).
- **CHAIR A THESIS OR DISSERTATION COMMITTEE** - Possession of a terminal degree is a sufficient qualification to chair a thesis or dissertation committee. If the applicant does not possess a terminal degree, the department and/or dean should describe relevant experience and scholarly activity.

### APPLICATION AND REVIEW PROCEDURES

#### Graduate Faculty Status

Applications for membership on the graduate faculty are reviewed each fall and spring term. Application deadlines for the current year are available on the Graduate Education website. However, provisional approval (limited to one semester) of Graduate Faculty Status can be awarded by the Dean of Graduate & Extended Learning following the standard application process.

**To obtain Graduate Faculty Status, applications must be submitted following the directions on the Graduate Education website. Applications must include the applicant's CV. Applications will be reviewed by the department chair and the college Dean's office and are then submitted to Graduate & Extended Learning.**

A Graduate Council subcommittee reviews applications and makes recommendations to the full Council. The Council makes decisions on Graduate Faculty Status by simple majority vote of members present. Applicants are informed of decision via email distributed by Graduate & Extended Learning.

Once approved for Graduate Faculty Status, the associated approved activities are automatically continued by annual confirmation from the department and college. Requests for approval of additional duties for an individual requires reapplication.

### **Provisional approval**

As noted above, provisional approval of Graduate Faculty Status for one semester can be approved by the Dean of Graduate & Extended Learning. To request temporary approval, complete the Graduate Faculty Application and submit application for review.

### **Expedited review process**

Full-time faculty and instructional academic staff (IAS) with a terminal degree, at any institution, may be eligible for an expedited review process. Eligibility for the expedited review process is determined by the following criteria (based on activity area):

- Expedited review criteria for faculty and IAS applying to teach graduate courses and/or serve on a thesis or dissertation committee:
  - terminal degree
  - evidence of minimal scholarship through publications/conference presentations
  - the support of both the department chair and college dean
  
- Expedited review criteria for faculty and IAS applying to chair a thesis or dissertation committee:
  - terminal degree
  - tenure track or equivalent full-time staff within a department (i.e., not adjunct)
  - support of department chair and college dean
  - a full year of service with graduate faculty status in one or more categories (without authority to chair theses or dissertations) OR evidence of significant scholarship (i.e., publications/conference presentations)

The Dean of Graduate & Extended Learning makes a determination regarding whether an application meets all graduate faculty requirements to qualify for the expedited review process. Applications allowed expedited review are made available to Graduate Council members for consent approval on an on-going basis.

The dean may award provisional approval (for one semester) for applications which do not meet all requirements for expedited review. These applications will then undergo full review by the Graduate Council during the standard graduate faculty review process.

## APPEALS

Appeals to decisions made by the Department, College, or Graduate Council regarding Graduate Faculty Status should be directed to the Faculty Senate office.

## REMOVAL FROM GRADUATE FACULTY

Graduate & Extended Learning will share the complete Graduate Faculty list, sorted by department, with the Graduate Program Directors, Department Chairs, and Associate Deans each fall. Those individuals will review the lists and inform Graduate & Extended Learning of the following types of changes:

- Individuals who have reduced Graduate Faculty duties (e.g., not anticipated to continue teaching graduate classes in the future, but still serving on committees). As mentioned above, requests for approval of additional duties for an individual requires reapplication.
- Individuals who should be removed from the Graduate Faculty list.

Graduate & Extended Learning will share the list of individuals with reduced or removed Graduate Faculty Status with the Graduate Program Directors, Department Chairs, and Associate Deans. Any concerns (e.g. somebody being suggested for removal who is still active in another program) should be communicated to Graduate & Extended Learning. Changes to the Graduate Faculty list will be presented to Graduate Council as a consent item.

(Graduate Council approval of revisions 5/6/2022)